

Culture and Communities Committee

10.00am, Tuesday, 17 November 2020

Adelaide/Edinburgh Cultural Co-operation Project and Memorandum of Understanding

Executive/routine	Executive
Wards	All
Council Commitments	46

1. Recommendations

- 1.1 The Culture and Communities Committee is asked to:
 - 1.1.1 note the exchange of visits between Edinburgh and Adelaide between February 2019 and August 2019;
 - 1.1.2 note that the originally intended focus in 2020 on co-operation on Adelaide's aspirations to seek and secure UNESCO World Heritage Status for the Adelaide Parklands and wider South Australia Hills has been directly impacted by the COVID-19 emergency;
 - 1.1.3 note that the relationship between the cities is retained and will be informed by cultural recovery planning priorities;
 - 1.1.4 approve the Memorandum of Understanding set out at Appendix 1 now that the Council has approved the Edinburgh International Activity priorities on future international engagement.

Paul Lawrence

Executive Director of Place

Contact: Lynne Halfpenny, Director of Culture

E-mail: lynne.halfpenny@edinburgh.gov.uk | Tel: 0131 529 3657

Report

Adelaide/Edinburgh Cultural Co-operation Project and Memorandum of Understanding

2. Executive Summary

- 2.1 This report primarily reports on the successful visit to Adelaide by the Director of Culture in February 2019 and the equally positive return visit by the Chief Executive of the City of Adelaide and the Associate Director, Customer and People to Edinburgh in August 2019.
- 2.2 The report also seeks approval to adopt the Memorandum of Understanding (MoU) set out at Appendix 1.
- 2.3 The intended update on co-operation in 2020 between the two cities has unfortunately not taken place, as a direct result of the COVID-19 emergency.
- 2.4 Whilst the cities will continue their co-operative relationship, given the impacts of COVID-19 on both cities, the plans for 2020 outlined at point 4.4 have been suspended, to be reviewed in due course. The review will be informed by the planning impacts of COVID-19 on cultural recovery priorities.

3. Background

- 3.1 In August 2015, Festivals Edinburgh instigated the first Festival City network meeting. City representatives from Edinburgh, Barcelona, Krakow, Montreal, Berlin and Adelaide came together using the backdrop of Edinburgh's world-leading festival city for a focused two-day programme of conversations, workshops, presentations and festival experiences.
- 3.2 The network acknowledged that festivals are a growing cultural phenomenon and, for a number of cities across the globe, are fundamental to their cultural development, city identity and economic success. The representatives came together as an informal small-scale group recognising each other's cities as sharing these characteristics and supporting a thriving festivals ecosystem with relevant good practise to share.
- 3.3 As a result of this initial meeting, it was agreed that the group would develop a pilot with the purpose being to:
 - 3.3.1 explore the potential for sharing knowledge and experience;

- 3.3.2 identify the positive and negative factors that inform the relationships between festivals and their host cities, and look at how to enhance or ameliorate them;
 - 3.3.3 test collective problem solving across key cultural, social, economic and political issues that affect cities with a strong cultural festival presence or identity;
 - 3.3.4 identify trends that are likely to affect creative and business operations into the future; and
 - 3.3.5 identify leading practise.
- 3.4 The Festival City Network has met formally four times since the inaugural 2015 meeting - June 2016 in Krakow, March 2017 in Adelaide, August 2017 in Edinburgh and October 2018 in Montreal, with four meetings in 2019 via video-conferencing. Areas of discussion have included:
- 3.4.1 understanding the scope and scale of each city's festivals;
 - 3.4.2 their contribution to the creative economy, future growth and infrastructure needs;
 - 3.4.3 social engagement leverage;
 - 3.4.4 integration with local cultural communities; and
 - 3.4.5 innovation with respect to capturing and communicating impacts.
- 3.5 While the network meets by video conference a few times a year, they also hold face to face sessions. The most recent face to face meeting of the Festival City network took place in Krakow between 12-13 March 2020.
- 3.6 The COVID-19 emergency lockdown measures were implemented in Scotland a week later.

4. Main report

- 4.1 As members of the Festival City network, both Edinburgh and Adelaide have a strong relationship through their city festivals. The network recognises that festivals contribute to their host city's cultural activity and have a key role to play in the delivery of the city's wider cultural offering.
- 4.2 In recognition of this, in 2018 the City of Adelaide invited the City of Edinburgh Council, via the Director of Culture, to participate in a Cultural Co-operation Project. This is a Council to Council relationship, as a relationship between the cities' respective festivals already exists.
- 4.3 Both cities are designated UNESCO Creative Cities and this forms a strategic strand for the project.
- 4.4 The purpose of the project was to build a cultural, city to city relationship that develops the following areas:

- 4.4.1 Whole city approaches to build and maintain world leading festival cities including:
- 4.4.1.1 furthering support for the local arts industry between the cities to strategically develop and strengthen the cultural vitality of both cities;
 - 4.4.1.2 share knowledge and experience that informs and supports the relationship between festivals and their host cities;
 - 4.4.1.3 both cities to facilitate a quarterly video conference to include staff from both cities aligned with specific operational agenda items such as:
 - public spaces management solutions in a festival city context;
 - transforming and creating new venues;
 - the changing role of libraries and civic owned spaces; and
 - working with creative city makers in the arts, technology, events and sustainability to activate city space and build visitation and successful approaches to engaging respective local communities.
 - 4.4.1.4 sharing information, including the City of Adelaide and City of Edinburgh multi-year events licensing programme and multi-year events funding programme and the outcomes achieved, and the work undertaken on the Sustainable Event Guidelines and associated initiatives;
 - 4.4.1.5 investigate opportunities to pedestrianise sections of Adelaide during festivals by learning from the City of Edinburgh's festival car free zone and the mechanisms that they put in place; and
 - 4.4.1.6 staff exchange during both cities' festival period to share knowledge and experience that informs the relationship between festivals, and their host cities.
- 4.4.2 Cultural Policy advancement: to support international best practice in cultural policy through sharing and learning from both cities' cultural strategic planning and measurement tools.
- 4.4.3 UNESCO Creative Cities: both cities would work together to identify and explore how to leverage and capitalise on UNESCO Creative City status, in particular, how each city supports and works with their creative and cultural communities to support sustainable development and growth year-round.
- 4.5 The programme for the Director's visit to Adelaide is attached at Appendix 2, and included meetings with [Adelaide Fringe](#), [Adelaide Festival](#), [Adelaide 500](#), [WOMADelaide](#), representatives from the city's Museums and Galleries, and other key public and private sector organisations involved in the delivery of culture. The visit was extremely valuable as it enabled an immersive opportunity to understand

the diversity of the City of Adelaide and build a clearer view on where the co-operation can flourish going forward.

- 4.6 Following discussions since the two city exchange visits, it had been proposed that during 2020 the co-operation would have been conducted by Skype, Facetime, video conferencing and email, and would have focused on how Edinburgh achieved and manages World Heritage Site status obligations. Adelaide were considering the potential of submitting a bid to have the City Parklands and broader South Australian surrounding hills designated as a UNESCO World Heritage Site.
- 4.7 The programmes for the Adelaide officials is attached at Appendix 3. The visits again provided first-hand experience of Edinburgh during the summer festival period enabling the opportunity for colleagues to meet key figures across civic, cultural, university and Council networks.
- 4.8 Given the obvious impacts on COVID-19 on both cities and the officers engaged in the exchange, the plans for 2020 outlined at point 4.4 have been suspended; are expected to be reviewed in due course; and subject to cultural recovery priorities.

5. Next Steps

- 5.1 The continued exchange of knowledge between Adelaide and Edinburgh officials in due course and based around shared cultural recovery priorities.

6. Financial impact

- 6.1 The costs of implementation of any project will be borne by each city and each city will be responsible for its own costs.

7. Stakeholder/Community Impact

- 7.1 There will be a minimal environmental impact as no travel is anticipated, as indicated in point 4.6.
- 7.2 It is anticipated that positive stakeholder engagement across the fields of interest in both Edinburgh and Adelaide will continue.

8. Background reading/external references

- 8.1 Edinburgh International Activity Report – Policy and Sustainability Committee, [6 August 2019](#)

9. Appendices

- 9.1 Appendix 1 – Draft Memorandum of Understanding.

- 9.2 Appendix 2 – Programme of Director of Culture’s visit to Adelaide, February/March 2019.
- 9.3 Appendix 3 – Programmes of City of Adelaide’s Chief Executive and Associate Director, Customer and People to Edinburgh, August 2019.

**Memorandum of Understanding
between
The City of Adelaide
and
The City of Edinburgh Council (the Councils)**

The commitment of the City of Adelaide and the City of Edinburgh Council to this Memorandum of Understanding (MoU) is intended to promote cooperation between the City of Adelaide and the City of Edinburgh Council, hereafter named the Councils.

This MoU is not intended to be legally binding.

The two Councils will explore cooperation through the exchange of knowledge and information to support international best practice, with a focus on the following areas:

- 1 Whole of City approaches to building and maintaining world leading festival cities, including through:
 - 1.1 Sharing knowledge and experience about hosting world leading festivals, including through staff exchanges where possible;
 - 1.2 Joint exploration of smart city initiatives that will enhance visitor experience and streamline the running of festivals and events;
 - 1.3 Creating environmentally sustainable festivals that support efforts to achieve carbon neutrality for our cities.
- 2 Supporting thriving communities, including through:
 - 2.1 Capitalising on our status as UNESCO Creative Cities and exchanging knowledge and experience on supporting creative communities;
 - 2.2 Sharing knowledge and experience on creating sustainable, carbon neutral cities;
 - 2.3 Exchange of information and best practice on achieving and maintaining World Heritage status for important cultural sites;
 - 2.4 Sharing knowledge and experience on supporting the well-being and health of the cities' residents.

The Councils shall bear their own costs resulting from this MoU and its operation.

This MoU will become effective upon signing by the Councils, for a term of three years. At its expiration and unless terminated by the Councils earlier, the cooperation will be evaluated and if applicable, renewed by means of a further MoU.

The intention for 2020 is to maintain exchanges between the cities based on cultural recovery planning priorities and will be via Microsoft Teams, Facetime and email during the course of the year.

Signed in On the.....2020

For the Corporation of the City of Adelaide

For the City of Edinburgh Council

Name:

Designation:

Name:

Designation:

DRAFT

Lynne Halfpenny - 22 February to 13 March 2019

Friday 22 February	Location	Activity	Notes	Hosted By	CoA host
8.50PM	Adelaide Airport	Arrive in Adelaide	Flight: EK0440 Accommodation: Mantra, Hindmarsh Square	Lord Mayor's driver to pick up from airport	Christine Sutcliffe
Monday 25 February	Location	Activity	Notes	Hosted By	CoA host
8.30AM	Fringe Club 38/40 East Terrace, Adelaide SA 5000	Walk (or take a taxi) to the Fringe Club, where you will be picked up at 9.00am.	A cab charge is in your briefing folder that you can use to pay for the taxi. A map of the walking route is also in your briefing folder.	Not required	Not required
9.00AM - 5.00PM	Fringe Club 38/40 East Terrace, Adelaide SA 5000	Honey Pot Famil	Return to Fringe Club by 5.00pm	Fringe / Brand SA	Ian Hill, Director Growth, CoA will meet you at the first stop of the tour (Mount Lofty House)

END OF DAY PROGRAM

Tuesday 26 February	Location	Activity	Notes	Hosted By	CoA host
8.45AM	Mantra Hotel Lobby	Transport from hotel to Adelaide Town Hall	Christine and Isabella will meet you in the hotel lobby and walk you to Town Hall (approx. 10 minute walk)	City of Adelaide	Christine Sutcliffe & Isabella Seychell
9.00AM - 10.00AM	25 Pirie Street, CLC2 Flinders Room	Meeting re Sustainable Event Guidelines	Outlined within the draft MoU as an area of cooperation	City of Adelaide	Michelle English, Noni Williams and Vanessa Godden
10.00AM - 11.00AM	Matt's Office	Meeting re: International Strategy and Sister City relationships	General discussion	City of Adelaide	Matt Grant and Christine Sutcliffe
11.00AM - 12.00PM	Out for Coffee	Meeting re: Traffic and transport during festival season	Daniel and Peter to meet Lynne on CLC 2 outside Flinders meeting room and bring Lynne back to the CLC 2 Flinders meeting room	City of Adelaide	Daniel Bennett & Peter Wong
12.00PM	Lord Mayor's Office, Ground floor, Adelaide Town Hall	Meet at Lord Mayor's Office and walk to 2KW	Ian to walk Lynne to Lord Mayor's Office, collect the Lord Mayor and walk together to 2KW	City of Adelaide	Lord Mayor
12.30PM - 2.00PM	2KW, 2 King William Street, Adelaide	Lunch with Lord Mayor and City of Adelaide Executive Leadership Group	Attendees: Lord Mayor, Mark Goldstone, Ian Hill, Clare Mockler, Steve Matthewson and Beth Davidson-Park	City of Adelaide	Lord Mayor
2.00PM - 2.30PM	25 Pirie Street, Adelaide	Transfer from 2KW to Colonel Light Centre	Ian to walk Lynne to CLC2 Flinders Room	City of Adelaide	Ian Hill
2.00PM - 3.00PM	25 Pirie Street, CLC2 Flinders Room	Meeting re: Multi Year Event Funding Program	Outlined within the draft MoU as an area of cooperation to further discuss with CoA Sponsorship Advisor, Paula Stankiewicz	City of Adelaide	Paula Stankiewicz
3.00PM - 4.00PM	Out for coffee	Meeting re: Commonwealth Games	Adelaide, South Australia is interested in hosting the Commonwealth Games and would like to hear about Edinburgh's involvement and experience with the 2014 Commonwealth Games in Glasgow.	City of Adelaide	Tom McCready

4.00PM - 5.00PM	25 Pirie Street, CLC9 Meeting Room 1	Meeting re: Customer Program and Experience	The role of the Customer program to deliver the City of Adelaide's Strategic Plan 2016-2020.	City of Adelaide	Noni Williams and Vanessa Godden
5.30PM	Council Chambers	Walk to Council Chambers	Vanessa will walk with Lynne to the Council Chambers.	City of Adelaide	Vanessa Godden
6.00PM	Council Chambers, Adelaide Town Hall	City of Adelaide Council Meeting	Attendees: Elected Members	City of Adelaide	Matt Grant and Vanessa Godden
Following the Council Meeting	Adelaide Town Hall	Dinner with Elected Members and Senior Administration staff, following Council Meeting		City of Adelaide	Matt Grant and Vanessa Godden
Following Dinner	Mantra Hotel	Return to Hotel	A cab charge is in your briefing folder	City of Adelaide	

END OF DAY PROGRAM

Wednesday 27 February	Location	Activity	Notes	Hosted By	CoA host
9.00AM	Mantra Hotel Lobby	Meet Noni in hotel lobby		City of Adelaide	Noni Williams
9.30AM - 11.00AM	Victoria Park	Superloop on site tour with Alistair MacDonald, General Manager Adelaide 500 and World Solar Challenge		City of Adelaide	Noni Williams
11.00AM	City of Adelaide	Walk back to City of Adelaide		City of Adelaide	Noni Williams
11.30AM - 12.30PM	25 Pirie Street, CLC7, Northern Meeting Room	Meeting re Adelaide Park Lands Event Management Plan and Multi-year Event Licensing and role of Events in the City and our customers		City of Adelaide	Noni Williams, Adam Hornhardt and Vesna Thon
12.30PM - 1.30PM		Lunch	Own arrangement	Not required	Not required
1.30PM - 2.00PM	25 Pirie Street, CLC2 Flinders Room	Meeting re East End Activation – Car free city and Edinburgh's approach to closing roads during Fringe		City of Adelaide	CoA Events Team - Noni, Jacqui, Kim, Adam and Mark
2.00PM - 2.30PM	25 Pirie Street, CLC2 Flinders Room	Meeting re City Activation and New Years Eve event		City of Adelaide	CoA Events Team - Noni, Kim, Tanja, Andy, Jacqui and Anthony
2.30PM - 4.00PM	Smart City Studio	Meeting with CoA Events Team re City of Edinburgh events and activation spaces	CoA is keen to hear from Lynne how the City of Edinburgh operate	City of Adelaide	CoA Events Team
4.00pm - 5.45pm	Personal time				
5.45PM	Mantra Hotel Lobby	Noni and Clare to meet Lynne in the Hotel Lobby	Meet at the hotel and walk together to the Garden of Unearthly Delights (outdoor Fringe venue)	City of Adelaide	Clare Mockler and Noni Williams
6.00PM	The Garden of Unearthly Delights	Dinner	Casual dinner at the Garden of Unearthly Delights	City of Adelaide	Noni Williams and Clare Mockler
7.00PM	The Vagabond, The Garden of Unearthly Delights	Adelaide Fringe Performance: Judith Lucy	Judith is an award-winning Australian comedian and radio, television and film actress and personality and author, known primarily for her stand-up comedy. Noni has 3 x tickets to Judith Lucy	City of Adelaide	Noni Williams and Clare Mockler

END OF DAY PROGRAM

Thursday 28 February	Location	Activity	Notes	Hosted By	CoA host
9.30AM -10.00AM	Mantra Hotel Lobby	Noni to meet Lynne at the Mantra Hotel Lobby and then walk to Pioneer Women's Memorial (15 minute walk)	Bring a hat and wear walking shoes.	City of Adelaide	Noni Williams
10.00AM - 11.00AM	Adelaide Festival Centre, King William Street, Adelaide	Adelaide Festival site visit	Adelaide Festival is a member of Festivals Adelaide: representing Adelaide's ten major arts and cultural festivals. This site visit will provide an opportunity to visit the Writer's Week site at Pioneer Women's Memorial Gardens and meet with the Production Manager and learn more about the event and it's imporatnce to the Festival and the State. Second site visit will be at Elder Park to look at the Palais and Elder Park site prior to opening night on 2 March.	Adelaide Festival - Roland Partis and Taren Hornhardt	Noni Williams and Alison Bennett

FYI	Adelaide Festival Centre, King William Street, Adelaide	Meeting with the Adelaide Festival Centre	This meeting will provide an overview of the Adelaide Festival Centre, its role and contribution to the culture of the city including:- <ul style="list-style-type: none"> • Overview of the Adelaide Festival Centre • The redevelopment project at the Adelaide Festival Centre • The role AFC plays with working with SA companies ie Windmill, ADT etc. • Adelaide Festival Centre's role in the UNESCO City of Music • The events/works/Festivals that Adelaide Festival Centre produces • Partnerships and the value of these 	Adelaide Festival Centre - Ruth Sibley	Noni Williams and Anne Rundle
12.00PM - 12.45PM	Koffee Ink - Elder Park	Lunch		City of Adelaide	Noni Williams and Anne Rundle
12.45PM - 1.30PM	Walk and talk tour along the Riverbank to Pinky Flat and Pennington Gardens	Event Programming and Public Art discussion	Opportunity to look at the Riverbank and surrounding Park Land areas. We'll chat about the Terrance Playwright Sculpture and Event programming.	City of Adelaide	Noni Williams and Anne Rundle
1.30PM - 2.00PM	Walk and Talk Tour along the Riverbank to East End	Event Programming - Adelaide Fringe 2019		City of Adelaide	Noni Williams
2.00PM - 3.00PM	Garden of Unearthly Delights (GOUD)	Meeting with Andrew Walker, Producer GOUD		Andrew Walker	Noni Williams and Clare Loizou
3.00PM - 4.00PM	Steve's Office, Ebenezer Place	Meet with Steve Maras re: East End Unleashed (Fringe event East End Road closures)			Noni Williams
4.00PM - 5.00PM	Gluttony	Meeting with Daniel Michael, Director and Owner of Gluttony		Daniel Michael	Noni Williams and Rani Clarke

END OF DAY PROGRAM

Friday 1 March	Location	Activity	Notes	Hosted By	CoA host
8.50AM	Larry & Ladd, Regent Arcade 104 Grenfell Street, Adelaide	Walk to Regent Arcade (5 minute walk)	Refer to map.	Not required	Not required
9.00AM - 10.00AM	Larry & Ladd, Regent Arcade 104 Grenfell Street, Adelaide	Coffee meeting with Jo Williams, General Manager Rundle Mall Management Authority		City of Adelaide	Jo Williams
10.00AM	Adelaide Central Markets	Take a taxi to Adelaide Central Market	Cab charge in envelope.	Not required	Not required
10.30AM - 11.30AM	Market Office, Level 1, Adelaide Central Markets	Meeting with Jess Sheridan, Strategic Projects Marketing Manager Adelaide Central Markets	Please meet Jess at the Market Office located on Level 1 (Gouger Street side) between Samtass and Marino Meats. Refer to map.	City of Adelaide	Jess Sheridan - 82037233
11.30AM	City of Adelaide	Walk to City of Adelaide (10 minute walk)	Refer to map.		
11.45AM-12.45PM	25 Pirie Street, CLC2 Flinders Room	Meeting re: Event leveraging for businesses and Business Improvement District	General discussion. Advise Customer Centre Concierge upon arrival.	City of Adelaide	Vicky Antoniou and Craig Burton
12.45PM	Walk from CoA to the Treasury	Walk with Clare Mockler to the Treasury	Clare will meet Lynne at CLC 2 Flinders Room	City of Adelaide	Clare Mockler
1.00PM-1.55PM	Treasury 1860, 144 King William Street, Adelaide	Lunch with Heather Croall, CEO Adelaide Fringe		Heather Croall	Clare Mockler
1.55PM - 2.00PM	Walk from the Treasury to Adelaide Town Hall	Heather, Clare and Lynne to walk to the Town Hall		Heather Croall	Clare Mockler
2.00PM - 5.00PM	Queen Adelaide Room, Adelaide Town Hall	Honey Pot Hive	Honey Pot Hive is the Adelaide Fringe Marketplace, where delegates from around the world come together to meet. Heather and Lord Mayor will be speaking at this event.	City of Adelaide	Clare Mockler
4.00PM - 6.00PM	Mantra Hotel	Personal time	Opportunity to refresh before the evening activities.	Not required	Not required
6.00PM	Mantra Hotel	Meet Clare and Noni in hotel lobby		City of Adelaide	Clare Mockler and Noni Williams

6.30PM	Gluttony, Rymill Park	Adelaide Fringe performance 'Rebel' / Walking tour of East End to view the activation and road closures / Dinner	Opportunity to view the road closures which are implemented in the east end each year and each weekend of the Adelaide Fringe. This is the first step to exploring a car free city during the Fringe. This will also be an opportunity to observe the convergence on the East End from the Superloop Adelaide 500 audience and the Adelaide Fringe crowd. Noni has 3 x tickets to Rebel	City of Adelaide	Noni Williams & Clare Mockler
--------	-----------------------	---	--	------------------	-------------------------------

END OF DAY PROGRAM

Saturday 2 March	Location	Activity	Notes	Hosted By	CoA host
AM	Victoria Park - Superloop 500 opportunity to see the event in action (Noni to discuss with Lynne when she arrives)				
5.30PM	Mantra Hotel Lobby	Meet Clare and Vanessa in the Hotel Lobby and transport to Elder Park	Walk or take a taxi (to be decided on the night)	City of Adelaide	Clare Mockler and Vanessa Godden
6.00PM - 8.00PM	The Palais, Elder Park	2019 Adelaide Festival Opening Weekend Event - Pre Show Event	There are no physical tickets - your name and allocation will be at the door. Canapes and drinks served.	City of Adelaide	Clare Mockler and Vanessa Godden
8.30PM - 10.30PM	Elder Park	2019 Adelaide Festival Opening Weekend Event - Festival Performance	There are no physical tickets - your name and allocation will be at the door. Canapes and drinks served.	City of Adelaide	Clare Mockler and Vanessa Godden
10.30PM	Torrens Riverbank	Walk along The Yabarra: Gathering of Light walking trail	Australian Indigenous culture will be showcased along the Torrens Riverbank.	City of Adelaide	Clare Mockler and Vanessa Godden

END OF DAY PROGRAM

Sunday 3 March	Location	Activity	Notes	Hosted By	CoA host
----------------	----------	----------	-------	-----------	----------

Personal time

Monday 4 March	Location	Activity	Notes	Hosted By	CoA host
8.45AM	Mantra Hotel Lobby	Anne to meet Lynne at the Mantra Hotel Lobby	Walk to the City of Adelaide	City of Adelaide	Anne Rundle
9.00AM - 11.30 AM	25 Pirie Street, CLC7 Southern Conference Room	Cultural Strategy - Development & implimentation / LMAP - Development & implimentation / Measure of Cultural Vitality Development	Clare Mockler (joining the meeting for 30 mins) / Anne Rundle / Sarah Feijen (Cultural Strategy) / Felicity Edwards (LMAP) / Logan MacDonald (Public Art) / Jo Norton (Grants / Measure of Cultural Vitality)	City of Adelaide	Anne Rundle
11.30AM - 12.00PM		Market to Riverbank walk & talk re joint Council & State Capital & Public Art Project	Bring a hat and wear walking shoes.	City of Adelaide	Anne Rundle / Sarah Feijen
12.00 - 12.30 PM	ACE Open	Meetings & tour of ACE Open with CEO Liz Nowell (CoA Strategic Partnerships / Mentoring role with Emerging Curator)	ACE Open provides transformative contemporary art experiences for artists and audiences from its CBD art space in Adelaide, South Australia.	City of Adelaide	Anne Rundle / Sarah Feijen
12.30PM - 1.30PM	The Pioneer Women's Memorial Gardens	Lunch & Adelaide Writers Festival		City of Adelaide	Anne Rundle / Sarah Feijen
1.30PM - 2.00PM	North Terrace Cultural Precinct	Walk & Talk Tour North Terrace Cultural Precinct		City of Adelaide	Anne Rundle / Sarah Feijen
2.00PM - 3.00PM	Art Gallery of South Australia	Meeting with Rhana Devenport, Director Art Gallery of SA & Lisa Slade, Associate Director Art Gallery of SA		City of Adelaide	Anne Rundle / Sarah Feijen
3.00PM - 4.00PM	State Library of South Australia	Meeting with Geoff Stempel, Director State Library		City of Adelaide	Anne Rundle / Sarah Feijen
4.00PM - 5.00PM	South Australian Museum	Meeting with Brian Oldman, Director SA Museum		City of Adelaide	Anne Rundle / Sarah Feijen

END OF DAY PROGRAM

Tuesday 5 March	Location	Activity	Notes	Hosted By	CoA host
-----------------	----------	----------	-------	-----------	----------

8.15AM	Mantra Hotel Lobby	Anne to meet Lynne at the Mantra Hotel Lobby	Walk to the City Library	City of Adelaide	Anne Rundle
8.30AM - 12.00PM	City Library	Community & Culture Staff Briefing (8.30 am) / Tour of City Library / Library Action Plan / Discussion: City of Adelaide to facilitate a quarterly video conference with City of Edinburgh	Video Conference Schedule/Opportunities: to include staff from both cities aligned with specific operational agenda items such as: public space management solutions in a festival contest, transforming and creating new venues, the changing roles of libraries and civic owned spaces, working with creative city makers in the arts, technology, events and sustainability to activate city spaces and build visitation and successful approaches to engaging respective local communities.	City of Adelaide	Anne Rundle
12.00PM - 1.00PM		Lunch & Travel	Bring a hat and wear walking shoes.		Anne Rundle / Sarah Feijen
1.00PM - 2.00PM	The Mill	Tour of The Mill and meeting with Katrina Lazaroff, Director - Strategic Partnership -CBD artist studios and creative workspaces, residencies, professional development programs, space for hire		City of Adelaide	Anne Rundle / Sarah Feijen
2.30PM - 3.30PM	St Paul's Creative Centre 200 Pulteney St, Kaurna Yarta, Adelaide	Meeting with Jane MacFarlane, CEO Helpmann Academy - Strategic Partnership / Emerging Curator Program		City of Adelaide	Anne Rundle / Sarah Feijen
3.30PM - 5.00PM	Personal time				
5.00PM - 7.30PM	Council Committee	Committee: City of Music Laneway Naming Report & discussion	Observation of Committee process in respect to Cultural activation	City of Adelaide	Anne Rundle / Clare Mockler

END OF DAY PROGRAM

Wednesday 6 March	Location	Activity	Notes	Hosted By	CoA host
9.00AM to 11.00AM	Mantra Hotel	Personal time to prepare for presentation in the afternoon			
11.00AM	Mantra Hotel Lobby	Meet Chrissy in hotel lobby		City of Adelaide	Christine Sutcliffe
11.15AM - 12.15PM	25 Pirie Street, CLC3 Pirie Meeting Room	Meeting with Mark Lukowicz, Commercial Manager City Businesses		City of Adelaide	Mark Lukowicz
12.15PM to 12.30PM		Naomi to walk with you to the Gallery for Lunch		City of Adelaide	Naomi Tyson
12.30PM - 2.00PM	The Gallery, 30 Waymouth Street, Adelaide	Lunch with Matt Grant, Tracey Powell and Naomi Tyson		City of Adelaide	Matt Grant, Tracey Powell and Naomi Tyson
2.00PM - 3.00PM	Smart City Studio, 25 Pirie Street, Adelaide	City of Adelaide Leadership Team Meeting including presentation from Lynne Halfpenny	Lynne to present to the CoA Leadership Team	City of Adelaide	CoA Associate Directors
3.00PM - 3.30PM	Blefari Café	Walk to Blefari Café		City of Adelaide	Clare Mockler
3.30PM - 4.30PM	Blefari Café	Meeting with Hitaf Rasheed, Executive Director Events SA		Hitaf Rasheed	Clare Mockler
4.30PM	25 Pirie Street, CLC4, Shanti's Office	Meeting with Shanti Ditter, Associate Director Planning and Development		City of Adelaide	Shanti Ditter

END OF DAY PROGRAM

Thursday 7 March	Location	Activity	Notes	Hosted By	CoA host
8.45AM	Mantra Hotel Lobby	Anne Rundle to meet Lynne at the Mantra Hotel Lobby and walk to Tandanya	Bring a hat and wear walking shoes.	City of Adelaide	Anne Rundle
9.00AM - 10.00AM	Tandanya - 253 Grenfell St, Adelaide	Meeting and tour with Denise Stokes, CEO Tandanya - Australia's oldest Aboriginal-owned and managed multi-arts centre / Place of Reflection		City of Adelaide	Anne Rundle / Sarah Feijen
10.30AM - 11.30AM	Coffee	Meeting with Emma Fey, Guildhouse - Strategic Partnership & ArtWorks at the Minor Works Building		City of Adelaide	Anne Rundle / Sarah Feijen
11.30AM - 12.30PM		Lunch	Anne Rundle / Sarah Feijen	City of Adelaide	Anne Rundle / Sarah Feijen
1.00PM - 4.00PM	Minor Works Building, 22 Stamford Court, Adelaide	Public Art Forum - Panel member & participant (1.00 pm - 2.15 pm) followed by workshop discussions (2.15 pm - 4.00 pm)	MC: Rebecca Wessels, Managing Director of Ochre Dawn Creative Industries. Panel Members: Sandy Verschoor, Jenifer Layther, Lynne Halfpenny, Hossein Valamanesh, Katehring Arguile.	City of Adelaide	Clare Mockler / Anne Rundle
4.00PM - 6.00PM	Public Art Discussion Paper - Provided in info kit				
5.45PM	Mantra Hotel Lobby	Anne and Noni to meet Lynne at the Mantra Hotel Lobby and take a taxi to Regatta's Bar.	Noni has a cab charge	City of Adelaide	Anne Rundle and Noni Williams

6.00PM	Regattas Bar & Kitchen, Riverbank Promenade	Dinner	Booked under Noni	City of Adelaide	Anne Rundle and Noni Williams
8.00PM	The Palais, Riverbank, Elder Park	Adelaide Festival Performance: Sarah Blasko	Drinks and nibbles at the Palais from 5.00 - 7.30pm (prior to the performance). Noni has 3 x tickets.	City of Adelaide	Anne Rundle and Noni Williams

END OF DAY PROGRAM

Friday 8 March	Location	Activity	Notes	Hosted By	CoA host
9.00AM		Take a taxi from Hotel to 19 Gouger Street	Cab charge is in the briefing folder.	Not required	Not required
9.15AM - 11.00AM	Fisher Jeffries, First Floor, 19 Gouger Street, Adelaide	Festivals Adelaide meeting with board members	Christie Anthoney will meet you here.	Christie Anthoney	Not required
11.00AM - 1.00PM	Holden Street Theatres, 34 Holden Street Hindmarsh	Adelaide Fringe Performance: The Promise	Christie to take Lynne to Rigoni's following the show.	Christie Anthoney	Not required
1.00PM - 2.30PM	Rigoni's, 27 Leigh Street, Adelaide	Lunch with Lord Mayor Sandy Verschoor	Lord Mayor to meet Lynne at Rigoni's	City of Adelaide	Lord Mayor
2.30PM - 4.00PM	Adelaide University	Site tour of Royal Croquet Club	Vanessa and Adam to meet Lynne at Rigoni's at 2.30pm and drop Lynne off at the CEO's Office at 4.00pm.	City of Adelaide	Adam Hornhardt and Vanessa Godden
4.00PM - 4.45PM	CEO's Office, Adelaide Town Hall	Meeting with the CEO, City of Adelaide, Mark Goldstone	General discussion	City of Adelaide	Mark Goldstone
4.45PM	Mantra Hotel	Refresh at hotel		Not required	Not required
5.40PM	Mantra Hotel	Meet Vanessa in hotel lobby and take a taxi to Botanic Park	Vanessa has a cab charge	City of Adelaide	Vanessa Godden
6.00PM	Botanic Park	WOMAdelaide Opening Night - including introductory meeting with Stephen Marshall, South Australia Premiere	Vanessa has access passes and wristbands	City of Adelaide	Vanessa Godden

END OF DAY PROGRAM

Saturday 9 March - Monday 11 March	Location	Activity	Notes	Hosted By	CoA host
---------------------------------------	----------	----------	-------	-----------	----------

Personal time

Tuesday 12 March	Location	Activity	Notes	Hosted By	CoA host
1.00PM		Meeting with David Minear, Chair of Adelaide Fringe			
2.00PM	25 Pirie Street, Adelaide	Meeting with Ian Hill, Director Growth		City of Adelaide	Ian Hill
5.30pm		Meeting with Noni Williams		City of Adelaide	Noni Williams

Wednesday 13 March	Location	Activity	Notes	Hosted By	CoA host
8.00PM	Mantra Hotel	Transfer to airport	Lord Mayor's driver to pick up from hotel	Not required	Not required
10.35PM	Adelaide airport	Depart Adelaide	Flight: EK0441	Not required	Not required

ITINERARY FOR MARK GOLDSTONE (MG) – Saturday 24 – Tuesday 27 August 2019

Date	Time	Meeting	Attendees
Sat 24/8/19		Arrive in Edinburgh	
		Personal Time	
	19.15	Attend Royal Edinburgh Military Tattoo	MG
Sun 25/8/19		Personal Time	
Mon 26/8/19	9.00-10.00	Personal Time	
	10.00-11.30	Meeting with City Centre Transformation Project Director and City Centre Programme Manager with regard to City Centre Transformation, Managing our Festival city, Open Streets, Summertime Streets	MG, Project Manager, Programme Manager
	Timing Fluid	Meet with Previous Director of Festivals Edinburgh for walking tour of festival infrastructure	MG, Previous Director of Festivals Edinburgh
	Afternoon	Personal Time	
	18.50	Meet Director of Culture for the Fireworks	MG, Director of Culture
	19.00-late	Virgin Money Festival Fireworks (Guest of Executive Director of Place)	MG, Executive Director of Place, Director of Culture
Tue 27/8/19	09.00-09.30	Personal Time	
	09.30-11.00	Meeting with Lord Provost	MG, Lord Provost

Date	Time	Meeting	Attendees
	11.00-12.00/ 12.30	Meeting with Director of Culture (including viewing of current exhibition at City Art Centre – Victoria Crowe)	MG, Director of Culture
	12.00/12.30- 13.30	Lunch/personal time	
	13.30-14.30	Meeting with Vice-Convener of Culture and Communities Committee	MG, Vice-Convener
	14.30-15.00	Walk with Public Safety Manager from the City Chambers to Waverley Court – viewing the counter-terrorism measures on the High Street	MG, Public Safety Manager
	15.00-16.00	Meeting with Public Safety Manager to discuss George Street set up/counter terrorism measures	MG, Public Safety Manager
	16.00 -17.00	Meeting with Chief Executive	MG, Chief Executive
	Evening	Free Time	
Wed 28/8/19		Depart Edinburgh.	

ITINERARY FOR VANESSA GODDEN (VG) – Sunday 11 August – Thursday 22 August

Date	Time	Meeting	Attendees
Sun 11/8/19	13.15	Arrive at Edinburgh Airport	
		Check into Hotel	
		Personal Time	
Mon 12/8/19	Between 9.15 and 9.30	Executive Assistant to meet VG in Waverley Court Reception	VG, Executive Assistant
	9.30-10.00	Meet with Director of Culture	VG, Director of Culture
	10.00-12.00	Attend City of Edinburgh Council (CEC) Wider Leadership Team Meeting	Chief Executive, Executive Directors, Heads of Service and 3 rd Tier Managers
	12.00-13.00	Lunch	VG, Director of Culture
	13.00-15.00	Attend Culture Management Team	Director of Culture, Museums and Galleries Manager, Cultural Venues Manager, Arts Festivals Events and Public Safety Manager
	15.00-15.30	Break/free time	
	15.30-16.30	Meeting Executive Director of Place (What the Place Directorate is responsible for)	VG, Director of Culture and Executive Director of Place
	16.30-17.30	Meeting with Festivals Edinburgh and South Australia delegates (Festivals Edinburgh – purpose, relationships with CEC and digitisation projects with University)	VG, Director of Culture, Festivals Edinburgh and South Australia delegates
	Evening	Personal time	

Date	Time	Meeting	Attendees
Tue 13/8/19	09.00-10.30	Meeting with Director of Creative Carbon Scotland (re Creative Carbon Scotland and their work)	VG, Director of Creative Carbon Scotland
	10.30-11.30	Meeting with Director of City of Literature (about City of Literature and their work)	VG, Director of City of Literature
	11.30-12.00	Break/free time	
	12.00-13.00	Meeting with Chief Planning Officer (re major developments in Edinburgh, and how CEC deals with them)	VG, Chief Planning Officer
	13.00-14.00	Lunch/Free time	VG
	14.00-15.30	Free time/prep for short talk at Senior Management Team	
	15.30-17.00	Attend Place Senior Management Team (VG to do short talk (5mins) about City of Adelaide and her role)	Executive Director of Place, Head of Place Management, Head of Place Development, Director of Culture, South East Locality Manager and colleagues from HR and Finance
	17.00-18.00	Personal/Free time	
	18.00-	Dinner with Culture Management Team	VG and members of Culture Management Team

Date	Time	Meeting	Attendees
Wed 14/8/19	09.00-09.45	Meeting with Chief Executive and Producer of Royal Edinburgh Military Tattoo (re the Tattoo and its international ambitions, and the partnership grants programme with CEC)	VG, Chief Executive and Producer of Royal Edinburgh Military Tattoo
	09.45-10.00	Walk to City Chambers	Service Policy Advisor to meet VG and accompany to Sub-committee meeting
	10.00-12.00	Development Management Sub-Committee (committee which deals with determining planning applications)	Service Policy Advisor to meet VG and accompany to Sub-committee meeting
	12.00-12.30	Free Time (if committee finishes at 12.00)	
	12.30 – 16.30	Meet Museums and Galleries Manager for lunch and then tour/visits to museums/galleries (discuss the Museums and Galleries service, tour of Royal Mile venues)	VG, Museums and Galleries Manager
		Private concert and Q&A session – Lewis Capaldi	VG, Director of Culture and Museums and Galleries Manager
	17.00-18.45	Personal/free time	
	18.45	Director of Culture to meet VG for the event.	VG, Director of Culture
	19.00-21.30	Napier University International Book Festival Event – Mary Portas: Work Like a Woman	VG, Director of Culture
	21.30-01.00	Late Night International Party	VG, Director of Culture

Date	Time	Meeting	Attendees
Thur 15/8/19	09.00-11.30	Meeting with World Heritage Co-ordinator (management of Edinburgh Old and New Town World Heritage Site)	VG, World Heritage Co-ordinator
	11.00 – 11.30	View Collective Gallery on Calton Hill	VG, Museums and Galleries Manager
	11.30-12.00	Director of Culture will meet VG and walk to Lothian Road area	VG, Director of Culture
	12.00-13.00	Lunch	VG, Director of Culture
	13.00-14.30	Crocodile Fever (Fringe Show)	VG, Director of Culture
	14.30-14.45	Walk from Traverse to the Usher Hall	VG, Director of Culture
	14.45-15.45	Meet Cultural Venues Manager (discuss the Cultural Venues service (Usher Hall, Assembly Rooms, Church Hill Theatre, Ross Bandstand) business, Music is Audible)	VG, Cultural Venues Manager
	15.45-16.45	Tour of the Usher Hall	VG, Front of House Manager
	16.45-17.45	Meeting with Programme Development Manager and Business Development Manager (re programming at CEC cultural venues (Usher Hall, Assembly Rooms, Church Hill Theatre and Ross Bandstand))	VG, Programme Development Manager and Business Development Manager
	Evening	Personal Time	

Date	Time	Meeting	Attendees
Fri 16/8/19	09.00-10.30	Meeting with CEO, Edinburgh Leisure (re Edinburgh Leisure model of managing sporting facilities)	VG, CEO of Edinburgh Leisure
	10.30-11.00	Coffee Meeting with Executive Director of Resources	VG, Executive Director of Resources
	11.00-12.00	Meeting with City Region Deal Programme Manager (City Region Deal – concept, delivery, governance/model of working)	VG, Programme Manager
	12.00-13.00	Meeting re BID with Chief Executive of Essential Edinburgh, Project Manager of Original Edinburgh and Senior Economic Development Officer	VG, Chief Executive, Project Manager, Senior Economic Development Officer
	13.00	Lunch/free time	
	13.50	Meet Director of Culture at Waverley Court and walk to Storytelling Centre	VG, Director of Culture
	14.00	Made in Scotland Show - Blood and Gold	VG, Director of Culture, Chief Executive of Fringe Society
	15.00-15.30	Meeting with Chief Executive of Fringe Society	VG, Director of Culture, Chief Executive of Fringe Society
	15.45-16.45		
	Evening	Free Time	
Sat 17/8/19		Personal Time	

Date	Time	Meeting	Attendees
Sun 18/8/19		Personal Time	
	15.30	Meet Director of Culture at Dishoom's for meal and onto concert	
	18.00	Summer Sessions – Madness	VG, Director of Culture
Mon 19/8/19	09.00-11.30	Meet Arts, Events, Festivals and Public Safety Manager (re the Arts, Events, Festivals and Public Safety service; third party grants funding; mapping project, Hogmanay/Christmas KPI's etc)	VG, Arts, Festivals and Public Safety Manager and other appropriate officers
	9.30-10.30	Meet Senior Events Officer (re events, Christmas/Hogmanay Festivals including Key performance indicators)	VG, Senior Events Officer
	10.30 – 11.30	Meet Head of HR (re CEC HR policies etc)	VG, Head of HR
	11.30-13.00	Meeting with Head of Place Management (re waste management (especially during the festivals period), parks management, parks manifesto etc)	VG, Head of Place Management and any other appropriate officers
	13.00-14.00	Lunch/free time	
	13.45-14.00	Meet Senior Economic Development Officer re Open Streets	VG, Senior Economic Development Officer
	14.00-16.00	Meeting with City Centre Transformation Project Director, City Centre Programme Manager and Senior Economic Development Officer (City Centre transformation, managing our festival city, Summertime Streets and Open Streets)	VG, Project Director, Programme Manager, Senior Economic Development Officer

Date	Time	Meeting	Attendees
	16.00	Travel to Ocean Drive	
	16.30-17.30	Meeting with Head of Development (Events Industry) at EventScotland and Project Manager at Scottish Enterprise (remit of Events Scotland/collaborative working and Thundering Hooves and tourism/new tourism strategy)	VG, Director of Culture, Head of Development, Project Manager
	17.30	Travel back to the city centre	
	18.30	Edinburgh Showcase Launch	VG, Director of Culture
	Evening	Personal Time	
Tue 20/8/19	09.00-11.00	Meeting with Senior Public Safety Officer and Senior Transport Team Leader (re how events are approved, EPOGs (including City Wide Traffic Management Group), set up/road closures etc. Also mention of anti-terrorism measures for the city)	VG, Senior Public Safety Officer and Senior Transport Team Leader
	11.00-13.30	Walkabout of City Centre and Fringe Venues, including the Pleasance, Summerhall, George/Bristo Square	VG, Director of Culture
	13.30-14.30	Lunch	VG, Director of Culture
	14.30-16.00	What Girls are Made Of (Fringe Show)	VG, Director of Culture
	16.00-17.30	Continue walkabout of Fringe Venues, including George Street Set up, and Book Festival.	VG, Director of Culture and Senior Public Safety Officer
	17.30-19.30	FTS/ITC/UK Theatres Festival Reception	VG, Director of Culture
	Evening	Personal Time	

Date	Time	Meeting	Attendees
Wed 21/8/19	09.30-11.30	Meeting with Head of Place Development (parking, pedestrian/traffic movement, public transport, licensing/regulatory)	VG, Head of Place Development and other appropriate officers
	11.30-12.30	Meeting with Head of Customer and Digital Services re customer service approach	VG, Head of Customer and Digital Services
	12.30-13.30	Lunch/free time	
	13.30-14.30	Meeting with Chief Executive of Imagine Festival (re Imagine as a non-summer festival and how CEC supports this, the relationship with Thundering Hooves and with the city)	VG, Chief Executive
	14.30-15.30	Meeting with Multi-artform Manager, Creative Scotland (PLACE {PLAtforms for Creative Excellence} programme)	VG, Multi-artform Manager
	15.30-16.00	Free Time	
	16.00-17.00	Meeting with HR consultants (re staff learning and talent development {Inspiring Talent})	VG, HR Consultants
	17.00	Round-up meeting with Director of Culture	VG, Director of Culture
	18.30-20.30	Dinner with Director of Culture	VG, Director of Culture
Thur 22/8/19	Morning	Personal time	
		Travel to Airport	