

Experience Adelaide Visitor Centre – Deed of Variation

Tuesday, 13 October 2026
Council

Strategic Alignment - Our Economy

Public

Program Contact:

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Approving Officer:

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EXECUTIVE SUMMARY

The City of Adelaide has entered into a Project Deed with the Libraries Board of South Australia (the **Board**) to use the Institute Room for the Experience Adelaide Visitor Centre. Funded through the Adelaide City Deal, the project includes a Council contribution towards the fit-out and construction works.

Under the authority delegated by Council on 9 August 2022, the Lord Mayor and Chief Executive Officer executed the Project Deed on 6 August 2026, and the Common Seal was affixed. At that time, the Board was still procuring a construction contractor.

Following completion of procurement, the quoted fit-out and base building costs exceeded the estimates used to set the original funding caps in the Project Deed. The Crown Solicitor's Office has therefore prepared a Deed of Variation to increase Council's contribution from \$700,000 to \$959,882 (GST exclusive).

All other terms of the Project Deed remain unchanged. The revised construction-phase contribution remains within the whole-of-project budget, with the \$300,000 client-held (CoA) contingency fully available.

Council is asked to authorise the Lord Mayor and Chief Executive Officer to execute the Deed of Variation and approve the affixing of the Common Seal.

The report provides the supporting background, actions completed to date and current project status.

RECOMMENDATION

THAT COUNCIL

1. Approves the affixation of the Common Seal of the Council to the Deed of Variation document in Attachment A to Item 16.4 on the Agenda for the meeting of the Council held on 13 October 2026, with the affixation to be attested by the Lord Mayor and Chief Executive Officer.

IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	Strategic Alignment – Our Economy Adelaide's unique experience and opportunities attract visitors to our City.
Policy	Not as a result of this report.
Consultation	The Adelaide Economic Development Agency (AEDA) Board, the State Library of South Australia, the South Australian Tourism Commission, the Australian Government and the Council Members have been consulted on this project.
Resource	Not as a result of this report.
Risk / Legal / Legislative	Not as a result of this report.
Opportunities	Not as a result of this report.
26/27 Budget Allocation	A total budget allocation of \$2,635,000 is available comprised of \$2,259,000 in the 2026/27 Business Plan and Budget plus \$376,000 in carry over from the 2025/26 financial year.
Proposed 27/28 Budget Allocation	Not as a result of this report.
Life of Project, Service, Initiative or (Expectancy of) Asset	5 years as per the Licence Agreement (with a +5 year option).
26/27 Budget Reconsideration (if applicable)	Not as a result of this report.
Ongoing Costs (eg maintenance cost)	Not as a result of this report.
Other Funding Sources	The Australian Government has committed \$4,000,000 for supporting delivery of the new Experience Adelaide Visitor Centre as part of the Adelaide City Deal.

DISCUSSION

Background

- On 9 August 2022 Council resolved:
“That Council:
 - authorises the Chief Executive Officer or their delegate to negotiate the terms and conditions for a lease for the Experience Adelaide Visitor Centre with the Libraries Board of South Australia for the location within the State Library on North Terrace;*
 - delegates to the Chief Executive Officer the authority to execute the Memorandum of Lease and associated documentation; and*
 - authorises the Lord Mayor and Chief Executive Officer to affix the Common Seal of the Council to the Memorandum of Lease and associated documentation.”*
- On 6 August 2026, the Lord Mayor and Chief Executive Officer executed the Project Deed ([Link 1](#)) between the Corporation of the City of Adelaide (the **Council**) and the Libraries Board of South Australia (the **Board**) under the Common Seal.
- The contributions in the executed Project Deed were capped at \$700,000 for Council and \$180,000 for the Board, based on estimates for the fit-out and base building works. Allowances for construction contingency, professional consultant fees and the Ventia management fee sat outside those caps but within City of Adelaide’s whole of project budget at \$4,000,000.
- The ongoing annual operating costs of \$385,994 (excluding GST) are included in the 2026/27 Business Plan and Budget. The ongoing allocation has increased from the 2025/26 budget to fund additional casual salaries required for expanded responsibilities, longer opening hours and operation seven days a week. In addition, the project budget will fund a Service Level Agreement for the first year of operations, including technical assistance, to cover anticipated establishment and initial support costs.
- The breakdown below illustrates the current project budget forecast

Category	Total Forecast (ex GST)
Fit-out and Construction	\$959,882.00
Digital Design & Production	\$1,069,260.01
AV Hardware	\$629,683.84
Architectural & Construction Design	\$492,367.52
Project Management & Delivery	\$365,146.07
Professional & Legal Consultants	\$66,200.00
Signage, Projection & ICT	\$110,000.00
TOTAL	\$3,692,539.44
Project Budget	\$4,000,000.00
Remaining Budget	\$307,406.56

Key Terms and Agreed Position

- The Deed of Variation (Attachment A) makes one amendment to the Project Deed: it varies at the financial contributions specified in clause 3.1. All other terms of the Project Deed remain unchanged.
- Council’s contribution will increase to \$959,882 (GST exclusive). This amount comprises the quoted construction cost of \$804,859 for the fit-out and base building works; the Ventia management fee and construction contingency allowance, both of which are calculated against and increase with the construction cost; and unchanged professional consultant fees.
- The revised construction-phase contribution of \$959,882 remains within the whole-of-project budget. The \$300,000 client-held contingency is not affected by the variation and remains fully available.

9. The Board's contribution will increase to \$258,866 (GST exclusive).
10. The revised contributions are hard caps, and neither party can be required to contribute more than its stated amount. Payments will continue to be made as progress reimbursements against contractor invoices. Any change to the project scope or budget requires Council's agreement through the Project Control Group.

Next Steps

11. Upon execution, Council will return the signed Deed of Variation to the State Library of South Australia for execution by the Libraries Board of South Australia. Fully executed copies will be retained in Council's records management system.

DATA AND SUPPORTING INFORMATION

Link 1 – Visitor Information Centre Project Deed

ATTACHMENTS

Attachment A – Deed of Variation

- END OF REPORT -