

Shirley Community Centre

Expression of Interest - Community Management and Activation

10 Shirley Road, Christchurch

Council	Christchurch City Council
Facility	New community centre - approximately 280m ²
Expected building completion	End of 2026
EOI purpose	To select a suitable community organisation, or accountable consortium, to lease, manage, and activate the facility.
Closing date for EOI	5 pm, Monday 19 October 2026
Contact details	Kathy.Jarden@ccc.govt.nz

All questions, registrations and applications must be sent to the Council contact above. Material questions and answers will be shared with all registered applicants. Council will advise registered applicants of the question deadline, briefing/site-visit arrangements and any updates to the indicative process timetable.

Part A - Expression of Interest

1. Invitation

Christchurch City Council invites Expressions of Interest from suitably experienced community organisations interested in leasing, managing, and activating the new Shirley Community Centre at 10 Shirley Road, Christchurch.

The new Council-owned facility is expected to be completed by the end of 2026. It is intended to be a flexible, welcoming and bookable community space serving Shirley, Richmond, Dallington, Edgware and surrounding communities.

Council is seeking an organisation or an accountable consortium of organisations with a clearly identified lead entity that can provide effective day-to-day management and community activation while ensuring the Centre remains broadly accessible, affordable and available for community use.

This is an open and contestable process. Council is aware that a number of organisations have already expressed interest in the facility; however, no preferred organisation has been selected. All applicants will receive the same information and will be assessed against the same published criteria.

For a consortium application, the lead organisation must be a legal entity capable of entering into the lease and accepting contractual responsibility for the proposal as a whole. The roles, decision-making arrangements and financial responsibilities of all consortium members must be clearly documented.

2. Background

The former Shirley Community Centre was damaged in the 2010-2011 Canterbury earthquakes and subsequently demolished. Since then, Council and the community have undertaken extensive consultation and feasibility work concerning the future of Shirley Community Reserve.

Community feedback identified a need for a shared public space that is safe and welcoming and supports recreation, community activation and connection. This informed the development of a mixed-use reserve incorporating outdoor recreation opportunities and a modest, flexible community building.

In June 2024, the Waipapa Papanui-Innes-Central Community Board directed staff to progress an on-budget community building and identify an appropriate community partner/operator. The facility has since progressed through design and procurement toward construction.

3. The facility

The approximately 280m² facility is expected to include:

- a flexible function/activity room
- two meeting rooms
- a kitchen
- an office
- external public toilets
- improved parking
- solar panels and battery storage

Detailed design plans are attached as Appendix 1. The plans and anticipated completion date reflect the current design and construction programme and may be subject to minor change before practical completion.

Applicants should identify any assumptions they make about room capacities, furniture, equipment, storage, internet connectivity, security, accessibility, parking or other operational matters. Council will provide material additional information consistently to all registered applicants.

The wider redevelopment of Shirley Community Reserve is separate from this EOI. The completed base-build facility is the offer. Any applicant-requested alterations, additional fit-out or wider reserve works will require separate feasibility, funding and Council approval.

4. What Council is seeking

Council is seeking a capable community operator that can:

- manage and activate the Centre on a day-to-day basis;
- provide or facilitate regular community programmes, activities and opportunities;
- promote and administer bookings and use of the Centre;
- ensure fair, affordable and inclusive access for other community organisations and members of the public;
- maintain an appropriate presence and oversight of the building;
- undertake agreed operational and non-structural maintenance responsibilities;
- manage agreed cleaning, security, utilities and other day-to-day operational matters;
- meet relevant health and safety, safeguarding, insurance and regulatory requirements;
- work collaboratively with Council, local organisations and other users;
- monitor use of the facility and provide agreed reporting to Council; and
- support the long-term sustainability and successful activation of the Centre.

Council welcomes collaborative proposals. Applications may be made by a single organisation or by a consortium, provided one organisation is clearly identified as the lead entity and will be accountable to Council for the lease and operation of the Centre.

5. Operating principles

Applicants should distinguish between proposed staffed hours, activity hours and hours during which the Centre will be available for bookings. Council does not prescribe a single staffing model, but applicants must demonstrate how bookings, access, supervision, security and incidents will be managed whenever the Centre is in use.

The Shirley Community Centre is intended to operate as a multipurpose community facility. It must not become, in practice, the exclusive headquarters or activity space of one organisation or one user group, except for any limited office or storage areas expressly approved through the lease. Applicants must demonstrate how their proposed operating model will:

- preserve reasonable public access to bookable spaces;
- accommodate other community organisations and activities;
- provide affordable opportunities for community use;
- ensure the Centre is welcoming and accessible to a wide range of people;
- complement rather than unnecessarily duplicate existing community services and facilities;
- balance any anchor or regular activities with wider community access; and
- support recreation, participation, community connection and social wellbeing.

Booking decisions must be transparent, consistent and non-discriminatory. Applicants should show how much practical capacity will remain available for casual and third-party community bookings after allowing for their own and any anchor activities. Proposed fees should include clear concession or free-use arrangements where proposed.

6. Proposed lease and operating model

The final lease terms will be negotiated with the preferred applicant and will be subject to completion of any required statutory process and approval of the Waipapa Papanui-Innes-Central Community Board.

The intended model is:

- Council retains ownership of the land and building;
- the successful community operator leases, manages and activates the Centre;
- the operator manages bookings and retains revenue generated from approved bookings and activities at the Centre;
- the operator is responsible for agreed operational costs and specified non-structural maintenance responsibilities;
- Council retains responsibility for agreed structural and capital asset matters;
- responsibilities for maintenance, utilities, cleaning, security, compliance, insurance, renewals, reporting and other operating matters are clearly allocated in the lease and associated schedules; and
- public access, affordability and availability requirements are protected through the lease and operating requirements.

Applicants should not assume that this EOI provides entitlement to exclusive use of the entire Centre, alterations to the building, additional Council funding, or any particular lease term or rental subsidy. Any subsidy or financial assistance sought from Council must be clearly disclosed in the application.

7. Statutory and decision-making framework

The land at 10 Shirley Road is Council-owned fee simple land held in trust for local purpose (community centre/building). The proposed lease will be progressed under section 138 of the Local Government Act 2002.

The Waipapa Papanui-Innes-Central Community Board holds the relevant delegation to grant leases or licences over parks for a maximum term of 35 years and to authorise staff to sign the required documentation. The preferred operator will therefore be recommended to the Community Board following completion of the EOI, due diligence and any statutory consultation required for the proposed lease.

Submission of an EOI does not create a lease, licence, preference or other right to occupy the Centre. No occupation will commence until all required approvals have been obtained and the formal lease or other required documentation has been executed.

8. Information applicants must provide

Applicants must complete the Expression of Interest Response form and provide a Shirley-specific proposal addressing the matters below:

8.1 Organisation and governance

- legal name, legal structure and relevant registration details;
- constitution, trust deed or governing rules;
- details of trustees, committee members or other governance arrangements;
- evidence that the governing body has authorised the application;
- staffing and volunteer resources;
- relevant experience managing community facilities, programmes or services; and
- for a consortium, details of all members, the lead organisation and how accountability will operate.
- confirmation that the organisation is not subject to insolvency proceedings;
- details of any significant governance changes anticipated during the next 12 months;
- evidence of authority to enter a lease, if different from authority to submit the EOI

8.2 Community need and proposed outcomes

- the community need the proposal responds to and evidence supporting that need;
- the communities and groups that will benefit;
- how local residents or intended participants have been involved in developing the proposal;
- similar services and facilities already available in the area; and
- how the proposal will complement rather than duplicate existing provision.

8.3 First-year activation plan

- proposed programmes and activities;
- proposed days and hours of operation;
- anticipated participant numbers and utilisation;
- proposed regular users and partner organisations;
- how casual and community bookings will be accommodated;
- how different age groups and communities will be catered for;
- how the Centre will be promoted and activated;
- how periods of low utilisation will be addressed; and
- proposed measures of success and reporting.
- implementation and opening plan;
- proposed booking charges and concessions;
- indicative weekly programme;
- management of casual enquiries, conflicts, and complaints

8.4 Partnerships

- details of any organisations relied on to deliver activities or services;
- the role of each partner; and
- written confirmation from material partners supporting the proposal.

8.5 Accessibility, equity and inclusion

- how the activities and premises will be welcoming, accessible and inclusive;
- how physical, financial, cultural and communication barriers will be reduced;
- how people with disabilities, Māori and diverse communities will be supported; and

- how the proposal will provide culturally safe and equitable access and reduce barriers to participation.

8.6 Sustainability

- how the organisation will minimise environmental impacts, including energy and water use, waste, transport and shared use of resources; and
- how the proposed operating model will remain financially and operationally sustainable.

8.7 Financial information

- latest approved annual financial statements;
- current year-to-date income and expenditure statement where the annual statements are more than six months old;
- current annual operating budget;
- a three-year budget for the proposed operation of the Shirley Community Centre;
- anticipated staffing, maintenance and operating costs;
- forecast booking, programme and other revenue;
- external funding relied upon;
- details of Council funding or support received during the previous two years;
- the maximum sustainable occupancy cost the organisation could meet; and
- full details of any rent subsidy, grant, operating contribution, fit-out contribution or other Council assistance sought.

8.8 Organisational capability and risk

- current public liability insurance or confirmation it can be obtained;
- health and safety policies and systems;
- financial controls and delegated authorities;
- child or vulnerable-person safeguarding arrangements where relevant;
- strategic or business planning;
- property or asset-management capability;
- at least two relevant referees; and
- disclosure of any actual, potential, or perceived conflict of interest involving Council elected members, employees, evaluation panel members, or advisors.

8.9 Proposed occupancy

- preferred lease term and reasons for that preference;
- any need for secure office or storage space;
- any proposed alterations, equipment or signage;
- any anticipated effects such as noise, traffic, parking demand or waste; and
- any other requirements considered essential to successful operation.

9. Mandatory requirements

Applications must meet the following pass/fail requirements before weighted evaluation:

- an eligible legal entity is identified, or an accountable lead organisation is identified for a consortium;
- the governing body has authorised the application;
- the applicant accepts that the Centre must remain broadly public-facing, bookable and accessible;
- the applicant is willing to enter into a formal lease and comply with Council operating and reporting requirements;
- the required financial information is provided;
- the applicant has, or can obtain, the required insurance and health and safety systems;
- any Council subsidy or financial support requested is fully disclosed; and
- all material conflicts of interest are disclosed.

- Council may seek clarification or allow an applicant to correct a minor administrative omission where doing so would not give the applicant an unfair opportunity to materially improve its proposal. Council may exclude an application that does not meet a substantive mandatory requirement.

10. Evaluation criteria

Criterion	Weight	Score
Community need and demonstrated benefit to Shirley and surrounding communities	20%	
Proposed activation, utilisation and preservation of broad public access	25%	
Organisational capability, governance and relevant experience	15%	
Financial sustainability and value to Council and the community	15%	
Collaboration, partnerships and complementarity with existing services	10%	
Accessibility, inclusion and alignment with community outcomes	10%	
Environmental and operational sustainability	5%	

Council may undertake moderation, clarification, interviews, reference checks and additional due diligence before confirming a preferred applicant. The highest-scoring proposal will not necessarily be recommended if material due-diligence concerns arise.

11. EOI process

Open EOI: Public advertising, direct notification to known interested organisations and circulation through relevant community networks.

Common briefing/site visit: All registered applicants are offered the same briefing and an opportunity to view the site, subject to construction-site access and health and safety requirements. If physical access is unavailable, Council will provide the same plans, images, and project information to all registered applicants.

Clarification period: Questions are submitted through a single Council contact. Material questions and answers are shared with all registered applicants.

Evaluation: A Council panel evaluates compliant applications against the published criteria. Panel members declare relevant conflicts of interest.

Due diligence and clarification: Council may seek interviews, references, financial clarification, governance information or evidence supporting claims made in an application.

Preferred applicant: A preferred applicant is identified for recommendation. This does not itself constitute approval of a lease or a right to occupy.

Statutory process: The proposed lease is progressed under section 138 of the Local Government Act 2002, including consultation where required by that section and the proposed terms of the lease.

Community Board decision: A report is presented to the Waipapa Papanui-Innes-Central Community Board seeking approval of the preferred operator and lease.

Lease completion: Following approval, staff finalise and execute the lease and associated operating schedules before occupation commences.

Council will provide registered applicants with an indicative timetable for the briefing/site visit, clarification deadline, evaluation, interviews or presentations (if required), preferred-applicant notification, statutory

consultation, Community Board consideration and anticipated lease commencement. Dates after the EOI closes are indicative and may change.

12. Council rights and conditions

- Council may amend, suspend or cancel the EOI process at any time;
- Council is not obliged to accept the highest-scoring or any proposal;
- Council may seek clarification or additional information from any applicant;
- Council may negotiate with one or more applicants following evaluation;
- applicants are responsible for their own costs of preparing and submitting an EOI;
- all information provided may be subject to the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020; and
- regulatory approvals, including building, planning, licensing and other approvals, are separate from approval to occupy Council property.

13. Submission requirements

Applicants must submit:

- the completed Council Community Buildings and Land Expression of Interest application form;
- the Shirley-specific proposal addressing sections 8 and 9 above; and
- all required supporting documents.

To obtain the Expression of Interest – Response Form, please register your interest to:

Kathy Jarden, Team Leader Leasing

Kathy.Jarden@ccc.govt.nz

Applications close: 5 pm on Monday 19 October 2026.

Applications should be submitted electronically in PDF or Microsoft Word format and clearly identify the applicant organisation in the email subject line and file names. Council will acknowledge receipt. Applicants should contact the above Council contact if an acknowledgement is not received by Tuesday 20 October 2026.

DETAILED DESIGN PLAN

WEST ELEVATION - FRONT ENTRANCE



EAST ELEVATION - REAR ENTRY



NORTH ELEVATION



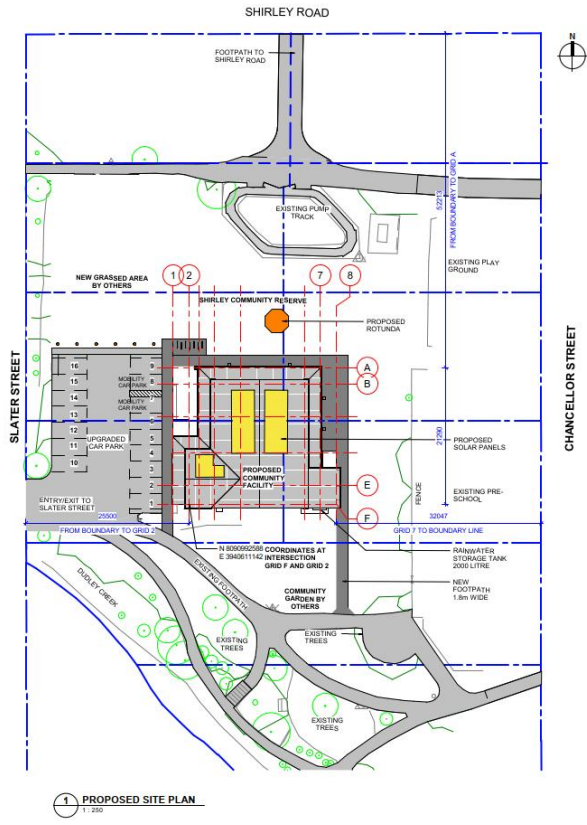
REVISION	DATE	PREP	REVIEW
A	10/07/20	RM	RM
B	10/07/20	RM	RM
C	10/07/20	AC	RM
D	10/07/20	AC	RM
E	10/11/20	RM	RM

CONTRACTORS TO VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK AND SHALL NOT SCALE FROM DRAWINGS.
DRAWINGS TO BE READ IN CONJUNCTION WITH ALL OTHER CONTRACT DOCUMENTS, CONSULTANTS DRAWINGS AND REPORTS, SPECIFICATIONS AND MANUFACTURERS INFORMATION.
SHOP DRAWINGS MUST BE SUBMITTED TO CO-STUDIO ARCHITECTS FOR COMMENT PRIOR TO MANUFACTURE.
ANY DISCREPANCIES OR CLARIFICATION REQUIRED SHOULD BE REPORTED TO CO-STUDIO ARCHITECTS.

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SHIRLEY COMMUNITY FACILITY
10 Shirley Road, Richmond, Christchurch 8013
3D VIEWS - COLONIAL OPTION
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DETAILED DESIGN		
CHRISTCHURCH CITY COUNCIL		
PROJECT NO.	DRAWING NO.	REVISION
24741	A1-302	E



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REVISION	DATE	PREP	REVIEW
A	Concept / Preliminary Design	20/03/24	RR
B	100% DEVELOPED DESIGN	08/07/24	RR
C	ISSUED FOR INFORMATION	29/08/24	AC
D	100% DETAILED DESIGN	01/09/24	AC
E	100% DETAILED DESIGN	19/11/24	RR

SITE INFORMATION	
ADDRESS:	10 Shirley Road, Richmond, Christchurch 8013
LEGAL DESCRIPTION:	Lots 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, DP 2912
WIND ZONE:	LOW
WIND REGION:	REGION A
EXPOSURE ZONE:	ZONE C
CLIMATE ZONE:	ZONE 5
EARTHQUAKE ZONE:	ZONE 2

DETAILED DESIGN

CO-STUDIO architects

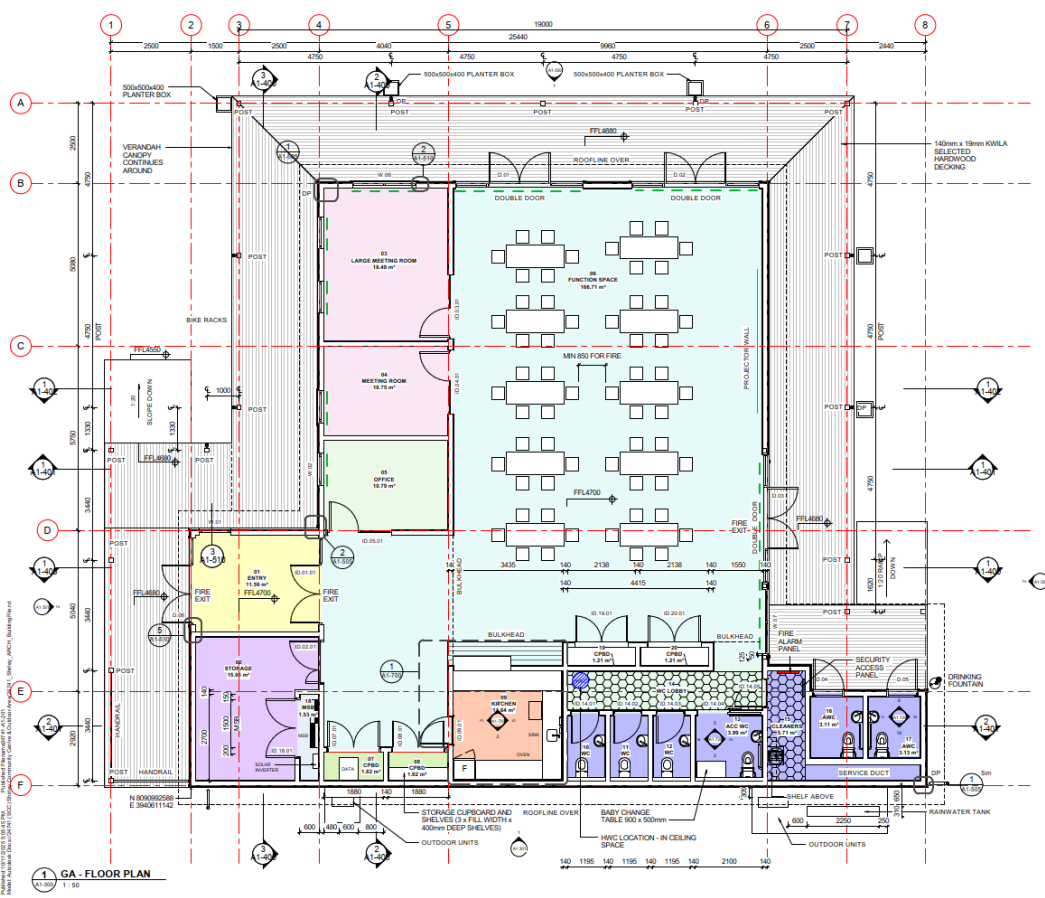
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SHIRLEY COMMUNITY FACILITY
10 Shirley Road, Richmond, Christchurch 8013

OVERALL SITE PLAN - PROPOSED

CHRISTCHURCH CITY COUNCIL

PROJECT NO	DRAWING NO	REVISION
24741	A1-103	E



CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK AND SHALL NOT SCALE FROM DRAWINGS.

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REVISION	DATE	PREP	REVIEW
A	Concept / Preliminary Design	20/12/23	RM
B	100% DEVELOPED DESIGN	08/07/24	RM
C	ISSUED FOR INFORMATION	20/08/24	AC
D	100% DETAILED DESIGN	01/09/24	AC
E	100% DETAILED DESIGN	10/11/25	RM

WINDOW BLINDS

Room Schedule		
Number	Name	Area
S1	ENTRY	11.50 m ²
S2	STORAGE	15.05 m ²
S3	LARGE MEETING ROOM	18.45 m ²
S4	MEETING ROOM	10.75 m ²
S5	OFFICE	10.75 m ²
S6	FUNCTION SPACE	105.71 m ²
S7	OFFICE	1.62 m ²
S8	SPICE	1.62 m ²
S9	KITCHEN	11.64 m ²
S10	WC	2.25 m ²
S11	WC	2.25 m ²
S12	WC	2.25 m ²
S13	ACC. WC	1.50 m ²
S14	WC LOBBY	7.75 m ²
S15	WC LOBBY	7.71 m ²
S16	ACC.	3.11 m ²
S17	ACC.	1.13 m ²
S18	WC	1.53 m ²
S19	WC	1.21 m ²
S20	WC	1.21 m ²
	TOTAL	262.62 m²

CO-STUDIO
architects

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SHIRLEY COMMUNITY FACILITY
151 Shirley Drive, Richmond, Christchurch 8013
TOTAL AREA: 262.62 m²

GA PLAN - FLOOR PLAN

CHRISTCHURCH CITY COUNCIL

SCALE	PROJECT NO	DRAWING NO	REVISION
A1 1:50	A3 1:100		
24741	A1-201	E	