

SHIRLEY COMMUNITY CENTRE

Expression of Interest – Response Form

Community Management and Activation | 10 Shirley Road, Christchurch

EOI closing date	5 pm, Monday 19 October 2026
Council contact	Kathy Jarden, Team Leader Leasing
Email	Kathy.Jarden@ccc.govt.nz
Applicant organisation	Click or tap here to enter text.

How to use this form

Complete all sections and attach the supporting documents requested. If a question does not apply, state “Not applicable” and briefly explain why. The information in this form will be assessed together with the published Shirley Community Centre EOI criteria.



1. Organisation and governance

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Legal name	Click or tap here to enter text.
Trading name (if any)	Click or tap here to enter text.
Legal structure	Click or tap here to enter text.
NZBN / registration number	Click or tap here to enter text.
Charities Services number (if applicable)	Click or tap here to enter text.
Registered address	Click or tap here to enter text.
Primary contact person	Click or tap here to enter text.
Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.
Email	Click or tap here to enter text.

Describe your organisation, its purpose and the communities it serves. Include the date the organisation was incorporated or established.

Click or tap here to enter text.

Describe your governance arrangements, including trustees, committee members or other governing body members.

Click or tap here to enter text.

Describe your current staffing and volunteer resources, including any roles proposed for the Shirley Community Centre.

Click or tap here to enter text.

Summarise your organisation's relevant experience managing community facilities, programmes or services.

Click or tap here to enter text.

If this is a consortium application, identify all members, the lead organisation and how accountability, decision-making and financial responsibility will operate. If not applicable, state N/A. Attach a consortium agreement, memorandum of understanding or equivalent document where one is available.

Click or tap here to enter text.

☐The governing body has authorised this application. Evidence is attached.

☐The organisation is not subject to insolvency, liquidation, receivership or other insolvency proceedings.

Describe any significant governance or organisational changes anticipated during the next 12 months.

Click or tap here to enter text.

Confirm who has authority to enter into a lease on behalf of the organisation. If this differs from the authority to submit the EOI, explain and attach evidence.

Click or tap here to enter text.

2. Community need and proposed outcomes

What community needs does your proposal respond to? Include evidence showing that the need exists.

Click or tap here to enter text.

Which communities, groups or users will benefit from the proposal?

Click or tap here to enter text.

What outcomes do you expect the proposal to achieve during its first three years, and how will you know whether those outcomes have been achieved?

Click or tap here to enter text.

How have local residents, users or intended participants been involved in developing the proposal?

Click or tap here to enter text.

What similar services or facilities already operate in Shirley and surrounding areas?

Click or tap here to enter text.

Explain how your proposal will complement rather than unnecessarily duplicate existing services or facilities.

Click or tap here to enter text.

3. First-year activation plan

Provide a practical first-year plan showing how the Centre will be opened, promoted, programmed and made available for wider community use. For proposed activities, partners and regular users, distinguish between those that are confirmed, dependent on funding or partnership arrangements, and not yet confirmed.

Proposed programmes, services and activities.

Click or tap here to enter text.

Proposed days and hours of operation. Distinguish between staffed hours, activity hours and hours available for bookings.

Click or tap here to enter text.

Anticipated participant numbers and utilisation. Explain the basis for your estimates.

Click or tap here to enter text.

Identify proposed regular users and partner organisations.

Click or tap here to enter text.

Explain how casual and community bookings will be accommodated alongside your organisation's own activities.

Click or tap here to enter text.

Explain how different age groups, communities and interests will be catered for.

Click or tap here to enter text.

How will the Centre be promoted and activated?

Click or tap here to enter text.

How will periods of low utilisation be identified and addressed?

Click or tap here to enter text.

What measures of success will you use and what information will you report to Council?

Click or tap here to enter text.

Implementation and opening plan, including key steps from lease approval to opening and first three months of operation.

Click or tap here to enter text.

Proposed booking charges, concession rates and any free-use arrangements.

Click or tap here to enter text.

How will casual enquiries, competing booking requests, complaints and conflicts between users be managed?

Click or tap here to enter text.

Indicative weekly programme

Day / time	Proposed activity or user	Expected attendance	Public booking availability
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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4. Partnerships

List organisations that are material to delivery of your proposal. Attach written confirmation from material partners. For each organisation, identify whether it is critical to delivery, a proposed regular user or a general supporter, and describe any financial, staffing or operational dependency.

Partner organisation	Role in proposal	Confirmed?	Evidence attached?
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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5. Accessibility, equity and inclusion

How will the Centre and its activities be welcoming, accessible and inclusive?

Click or tap here to enter text.

What steps will you take to reduce physical, financial, cultural and communication barriers?

Click or tap here to enter text.

How will people with disabilities, Māori and diverse communities be supported?

Click or tap here to enter text.

How will your approach provide culturally safe and equitable access and reduce barriers to participation?

Click or tap here to enter text.

6. Sustainability

How will you minimise environmental impacts, including energy and water use, waste, transport and shared use of resources?

Click or tap here to enter text.

Explain how the proposed operating model will remain financially and operationally sustainable over time.

Click or tap here to enter text.

7. Financial information

Attach the financial information listed below and complete the summary fields.

- ☐ Latest approved annual financial statements attached.
- ☐ Current year-to-date income and expenditure statement attached where annual statements are more than six months old.
- ☐ Current annual operating budget attached.
- ☐ Three-year budget for the proposed Shirley Community Centre operation attached.

Summarise anticipated staffing, maintenance and operating costs.

Click or tap here to enter text.

Summarise forecast booking, programme and other revenue, including key assumptions.

Click or tap here to enter text.

Identify external funding relied upon and state whether it is confirmed, pending or unconfirmed.

Click or tap here to enter text.

List Council funding or support received during the previous two years.

Click or tap here to enter text.

**Maximum sustainable annual
occupancy cost (excluding GST)**

NZ\$Click or tap here to enter text.

**Maximum sustainable monthly
occupancy cost (excluding GST)**

NZ\$Click or tap here to enter text.

Provide full details of any rent subsidy, grant, operating contribution, fit-out contribution or other Council assistance sought. State whether the proposal is dependent on receiving that assistance. State what costs you have included or excluded when calculating the proposed contribution, including rent, rates, utilities, insurance, cleaning, maintenance, security, compliance and waste services. Identify any sensitivity to lower-than-forecast revenue or unconfirmed external funding.

Click or tap here to enter text.

8. Organisational capability and risk

**Current public liability
insurance amount**

NZ\$Click or tap here to enter text.

Insurer

Click or tap here to enter text.

☐ A current certificate of currency is attached.

☐ If current cover is insufficient, the organisation confirms it can obtain the level required by Council before occupation.

Summarise your health and safety policies, systems and operational responsibilities relevant to managing a community facility.

Click or tap here to enter text.

Describe your financial controls and delegated financial authorities.

Click or tap here to enter text.

Describe child or vulnerable-person safeguarding arrangements where relevant. Include Police vetting or other worker-screening arrangements and relevant codes of conduct.

Click or tap here to enter text.

Summarise your current strategic or business plan and how the Shirley proposal fits within it.

Click or tap here to enter text.

Describe your property, building, facilities or asset-management capability.

Click or tap here to enter text.

Referees

Referee 1 – name and organisation	Click or tap here to enter text.
Relationship to applicant	Click or tap here to enter text.
Phone / email	Click or tap here to enter text.
Referee 2 – name and organisation	Click or tap here to enter text.
Relationship to applicant	Click or tap here to enter text.
Phone / email	Click or tap here to enter text.

Disclose any actual, potential or perceived conflict of interest involving Council elected members, employees, evaluation panel members or advisors. If none, state “None”.

Click or tap here to enter text.

9. Proposed occupancy

Preferred lease term	Click or tap here to enter text.
Preferred commencement timing	Click or tap here to enter text.

Explain why the preferred lease term is appropriate.

Click or tap here to enter text.

Describe any need for secure office or storage space.

Click or tap here to enter text.

Describe any proposed alterations, additional equipment, fit-out or signage. Note that the completed base-build is the offer and any changes require separate Council approval. Include indicative costs, proposed funding sources, who would own the items and who would maintain or remove them at the end of the lease.

Click or tap here to enter text.

Describe any anticipated effects of the proposed operation, including noise, traffic, parking demand, waste or other impacts, and how they would be managed.

Click or tap here to enter text.

Identify any other requirements you consider essential to successful operation of the Centre.

Click or tap here to enter text.

10. Mandatory requirements – applicant declaration

Each statement below must be confirmed. Failure to meet a mandatory requirement may result in the application not proceeding to weighted evaluation.

- ☐ An eligible legal entity is identified, or an accountable lead organisation is identified for a consortium.
- ☐ The governing body has authorised this 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.
- ☐ All required financial information has been provided.
- ☐ The applicant has, or can obtain, the required insurance and health and safety systems.
- ☐ Any Council subsidy or financial support requested has been fully disclosed.
- ☐ All material actual, potential or perceived conflicts of interest have been disclosed.

Authorised signatory name	Click or tap here to enter text.
Position	Click or tap here to enter text.
Signature	Click or tap here to enter text.
Date	Click or tap here to enter text.

Declaration: I confirm that the information provided in this application and its attachments is true and complete to the best of my knowledge, and that I am authorised to submit this application on behalf of the applicant organisation.

11. Attachment checklist

- ☐ Constitution, trust deed or governing rules
- ☐ Evidence of governing body authority to submit the EOI
- ☐ Evidence of authority to enter a lease (if different)
- ☐ Latest approved annual financial statements
- ☐ Current year-to-date income and expenditure statement (if required)
- ☐ Current annual operating budget
- ☐ Three-year Shirley Community Centre operating budget
- ☐ Current public liability insurance certificate or confirmation cover can be obtained
- ☐ Health and safety policy / relevant systems
- ☐ Strategic or business plan
- ☐ Written confirmation from material partners
- ☐ Consortium agreement or memorandum of understanding (if applicable and available)
- ☐ Evidence supporting community demand
- ☐ Fit-out information and indicative cost estimates (if applicable)
- ☐ Any other supporting material relied upon in the application

Information provided may be subject to the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020. Clearly identify any information considered commercially sensitive and explain why. Council cannot guarantee that information will be withheld if requested.

Note: If your EOI response is too large to send in one email, you may submit it across multiple emails; please clearly identify. Please clearly number each email (for example, "Email 1 of 3", "Email 2 of 3" and "Email 3 of 3") so we can confirm the complete submission has been received.