

Mrs Trivett Place Easy English EOI

Manjaree Precinct Stage 2

About this document

The City of Fremantle is inviting people to rent spaces at Mrs Trivett Place for arts and cultural activities.

You can apply by sending an Expression of Interest. We call this an EOI.

This document explains the opportunity and how to apply in simple English.

Acknowledgement of Country

We welcome you to Walyalup (Fremantle), on Whadjuk Nyoongar land.

The Whadjuk people have a connection to this land that goes back over 50,000 years.

Manjaree has long been a place to meet, share stories and trade.

The City respects the Whadjuk people as the Traditional Owners. Their connection to Country continues today.

About Fremantle

Fremantle is a place with strong culture and creativity.

Artists and creatives tell stories, share ideas and help people connect.

The opportunity

You can apply to lease Unit 13 or Unit 15 at Mrs Trivett Place. Lease means rent a space under a legal agreement.

This is Stage 2 of the Manjaree Precinct EOI process.

The City wants ideas that:

- support arts and culture
- welcome different people
- connect with the local community
- respect the stories and history of the place
- give locals and visitors a reason to explore and spend time here

The spaces

- Unit 13 is 58 square metres.
- Unit 15 is 62 square metres.

Both units are expected to be available in January or February 2027.

In your application, tell us:

- which unit you prefer
- whether you would accept the other unit if your first choice is not available

Viewing the spaces

The City will publish viewing dates and photos of the inside of the units on its website.

You do not have to attend a viewing, but it is encouraged.

Do not enter a studio or workspace without permission.

About the place

Manjaree Precinct includes Bathers Beach and Arthur Head.

For Whadjuk Nyoongar people, it is a place for ceremony, meeting, storytelling and exchange.

It is also where colonial history began in Fremantle in 1829. This history includes the imprisonment of Aboriginal men and boys on Wadjemup (Rottnest Island).

Manjaree is a living, shared place. People swim, walk, meet, relax and create here.

Vision and purpose

We want Manjaree to be creative, welcoming and led by the community.

It will bring together First Nations culture, colonial history and arts and culture today.

It will provide spaces for creativity, cultural activities and community connection.

Important ideas

- Support Whadjuk and First Nations leadership.
- Share honest accounts of history. This is called truth telling.
- Welcome different people and support them to take part.
- Respect and celebrate culture and history.
- Help creative activities continue and adapt over time.

Who can apply

We welcome artists, creatives and people working in culture.

You can apply as:

- an individual
- a group
- an organisation or business

You can be new to your work or have many years of experience.

The City welcomes community, not for profit and commercial ideas that support arts and culture.

Types of activities

- Making art, music, design, writing or performances.
- Sharing through workshops, events, education or performances.
- Presenting and selling work through exhibitions or creative businesses.

Working in Manjaree

People using the spaces should:

- use their space regularly
- welcome visitors and connect with the community
- work with other tenants
- respect local culture, history and the coastal environment
- support people from different backgrounds to take part

You can propose sharing a space with others to help keep it in regular use.

Consider activities during the day and evening, and how they will work with other people in the area.

How to apply

Step 1 Prepare your application

- Read the EOI information and the sample lease.
- Prepare your idea and answer every application question.
- Apply through the City's SmartyGrants online portal.

Applications close on 26 November 2026 at 5pm Western Australian time (AWST).

Late applications cannot be accepted. Applications sent in another way cannot be accepted.

Help with your application

Email ProcurementTeam@fremantle.wa.gov.au with questions or to ask for help.

The Contracts team will answer by email or arrange a phone conversation.

The City will also publish answers to common questions on its website.

Step 2 Applications are reviewed

A panel of Whadjuk, community and City representatives will review applications.

They may ask for more information, an interview or a presentation.

Preferred applicants will receive an Offer to Lease. If you accept, the City will work with you to finalise the lease.

Some offers may need approval from Council and the Minister for Lands.

Step 3 What happens next

The City will tell unsuccessful applicants after the leases are finalised.

Stage 3 is expected to open in January 2027, after Stages 1 and 2 close. You can apply for Stage 3, but you must send a new application.

How your application is assessed

You must answer every assessment question. Missing answers may lead to a low score or your application being excluded.

Explain your work fully. The panel may not know you or your organisation.

Cultural use 50 per cent

Tell us:

- who you are and what you make or do
- about your creative or cultural work, experience and achievements
- how you will use the space
- how your idea supports the vision and important ideas for Manjaree
- how your idea respects the place, its history and culture

Ability to run your project 25 per cent

Tell us:

- how you will work with other tenants and the community
- who your audiences are and how you will connect with them
- who is involved and what experience they bring
- how you will build your skills if you are new to this work

Money and costs 25 per cent

Tell us:

- your main costs and how you will pay them
- your income or support, such as sales, grants or partnerships
- how confident you are that you can get this support
- the yearly rent you offer and any planned improvements

You may provide an account balance or a list of what you own and owe to support your answer.

Rent

You must say how much rent you offer to pay each year.

Commercial rent has been valued at \$150 to \$225 per square metre. The yearly rent figures are:

- Unit 13 — \$13,050 a year, plus \$5,520 (fixed outgoings) and GST.
- Unit 15 — \$9,300 a year, plus \$5,750 (fixed outgoings) and GST.

Outgoings are extra property costs charged under the lease. GST is a tax added to the cost.

The City does not expect community or not for profit tenants to pay full commercial rent.

If you offer less rent, explain the community benefits you will provide and how your idea supports Manjaree.

The City will consider the overall value to the public. The highest rent offer or highest score will not automatically be chosen.

Lease length

Tell us how long you would like to rent the space.

Leases are usually for 1 to 5 years. Some may be longer.

A retail lease must be for at least 5 years.

The final length will be agreed with the City.

Costs and responsibilities

The spaces are offered in their current condition.

You must pay to set up the space for your work, unless the City agrees to contribute.

You must pay to maintain and repair the parts you are responsible for. This excludes the building's structural parts. Read the sample lease for details.

Users also share reasonable site maintenance costs related to their activities.

Other information you must provide

- Your name, address, email and Australian Business Number (ABN).
- Whether you are applying for a trust. If yes, provide the trust deed or, if there is no deed, the names and addresses of beneficiaries.
- Whether you are a registered Aboriginal business and which directory you are registered with.
- Whether you are a registered disability enterprise.
- Any connection or interest that could affect fairness. This is called a conflict of interest.
- Whether you can pay your debts when they are due.

An Aboriginal business is at least 50 per cent owned, managed and controlled by Aboriginal or Torres Strait Islander people.

Insurance and checks

You must have public liability insurance of at least \$20 million, or agree to get it before the lease starts.

This insurance covers harm or damage to other people or property. Provide proof of your cover when required.

You must say whether you agree to:

- the sample lease terms, or list the changes you want
- provide 2 references if asked
- a credit check if your application is shortlisted

A credit check looks at your financial history.

Important rules

Respect current tenants. Do not enter their spaces without permission.

Do not try to influence the result by approaching councillors, City staff, panel members, the media or contractors. This could cause your application to be excluded.

Send all EOI questions to the Contracts team at ProcurementTeam@fremantle.wa.gov.au.

The City may reject all proposals and advertise the spaces again.

Your information and ideas

Your EOI documents and ideas will be treated as confidential and used for the EOI process. You keep the rights to your own work.

The City collects personal information to respond to you and carry out its work.

It may share this information with authorised City staff or contractors when needed, or where the law allows or requires it.

By contacting the City, you agree to this collection under its Privacy Policy.

For privacy questions, including whether you can remain anonymous, email governance@fremantle.wa.gov.au.

Key words

EOI — an application showing your interest in using a space.

Lease — a legal rental agreement.

Tenant — the person or organisation renting a space.

Fit out — work or equipment needed to set up the space.

Creative practice — the work an artist or creative does.

Precinct — a group of places within one area.