

Expressions of Interest 2025/2026

Guidelines

Commercial and Aquatic Operators Trading Permits

Submission Deadline: 5:00pm AWST Friday, 5 September 2025.



Contents

1.	Expression of Interest – Commercial and Aquatic Operators	4
1.1	Approved Locations	4
1.2	Amendments to Locations	4
1.3	Application Information	5
2.	Permits.....	5
2.1	Trading Permit.....	5
2.2	Vehicle Access Consent.....	5
3.	Selection Process.....	5
3.1	Relevant Considerations	5
3.2	Selection Timeline.....	6
4.	Submission Deadline.....	6
1.	Definitions and Interpretation	7
1.1	Interpretation.....	7
1.2	Defined Terms	7
2.	Contact Person.....	8
3.	Submission acceptance	9
4.	Applicants cost	9
5.	Preparing and Lodging a Response	9
5.1	How to Prepare a Submission.....	9
5.2	Applicant to Inform Themselves.....	9
5.3	Identity of the Applicant	9
5.4	Submission Deadline.....	10
5.5	Place for Submission	10
6.	Expression of Interest Process	10
6.1	Submission acceptance	10
6.2	Evaluation Process.....	10
6.3	Compliance Criteria.....	10
6.4	Relevant Considerations	11
6.5	Shortlisting of Submissions	11
6.6	Policies that May Affect Selection	11
6.7	Risk Assessment	11
6.8	Rejection of Submissions	11
6.9	Notification of Outcome	11

6.10	Right to Cease or Suspend	11
7.	Confidentiality and Intellectual Property.....	12
7.1	Confidentiality	12
7.2	Disclosure.....	12
8.	Applicant Conduct.....	12
8.1	Anti-competitive Conduct	12
8.2	Conflicts of Interest.....	12
8.3	Canvassing of Councillors or Officers.....	12
8.4	Warranties are ongoing.....	13

APPENDIX:

Figure 1 - City Centre Waterfront Trading Locations	13
Figure 2 - City Centre Waterfront Trading Locations	14

1. Expression of Interest – Commercial and Aquatic Operators

The City of Mandurah (City) is calling for Submissions from experienced Commercial and Aquatic Operators wishing to trade at Approved Locations within the City Centre, Waterfront Precinct and throughout the district for the 2025/2026 trading period.

The City's [Trading Permit Guidelines](#) encourage the use of Approved Locations by Commercial and Aquatic Operators as a means of enhancing the vibrancy and community activity that flows from this activation, and facilitating enjoyable, interesting, unique and convenient leisure and recreational options for residents and visitors.

The City encourages entrepreneurial tourism opportunities that enhance the well-being of residents, elevate the visitor experience and contribute to the growth of small business.

Commercial and Aquatic Operators are required to outline in detail their proposed Operation to enable the City to evaluate the submission.

Operators must identify up to three Approved Locations in order of preference in their Submission.

The City will work with Applicants to determine opportunities for co-location at appropriate sites

This EOI does not permit any storage or permanent structures to be erected/placed on City land. It is expected that any activity and equipment is to be removed at the end of each trading day.

The City will not be considering submissions for Mobile Food Trading Operators in this EOI process.

The City reserves the right to temporarily suspend trading at specific locations to support and facilitate City managed Events.

1.1 Approved Locations

Please see the maps in Figure 1 and Figure 2 of the [Trading Permit Guidelines](#) for Approved Locations.

1.2 Amendments to Locations

Due to the City's maintenance works and capital works schedules, Operators should note the following amendments to specific sites:

- a) Location 1 Madora Bay - unavailable throughout the duration of the trading period;
- b) Location EF1 on the Eastern Foreshore - unavailable throughout the duration of the trading period;
- c) Location Town Beach - unavailable throughout the duration of the trading period;
- d) Location Melros Beach - works being undertaken on the ablution blocks, not expected to impact the trading period beyond October 2025;
- e) Location Osprey Waters Foreshore – ongoing Mandurah Estuary Bridge Duplication works expected to continue for the duration of the trading period (Operators to note).

1.3 Application Information

Applicants are required to complete the [Expression of Interest Application Form](#).

2. Permits

2.1 Trading Permit

Successful Applicants will be required to submit an [Application for Trading Permit](#) prior to operations commencing. Trading Permits are subject to the City's Conditions of Operation.

Trading Permits will be issued for an initial three, six or twelve month period.

Trading Permits for further terms of three, six, or twelve months may be issued at the City's discretion, with consideration given to the success of the operation in the previous Trading Permit period.

2.2 Vehicle Access Consent

Should vehicular access to a preferred site be required, successful Applicants will be required to submit an [Application for Vehicle Access Form](#) prior to operations commencing

Fees and Charges for permits are set out in the City's [2025/2026 Schedule of Fees and Charges](#).

3. Selection Process

The City will consider each submission received on its merits.

3.1 Relevant Considerations

Applicants should refer to section 2.8 of the Trading Permit Guidelines and be aware of the following non-exhaustive list of Relevant Considerations to the City's selection of Commercial and Aquatic Operators in preparing their Submission:

- The socio-economic benefits of the Operation to the City, including local employment opportunities;
- The degree to which the Operation complements or conflicts with existing commercial operators;
- How the Operation will minimise risk of harm to the surrounding built and natural environment;
- The degree of experience and maturity that the Operator has in providing the Operation, including commercial referees and demonstrated safety, health and environment control systems.

3.2 Selection Timeline

The selection timelines outlined below are indicative only and subject to change at the City’s discretion.

Stage	Detail	Timing
Stage 1	Expressions of Interest Open	8 August 2025
	Expression of Interest Deadline	5 September 2025
	Selection	14 September 2025
Stage 2	Trading Permit Application	From 19 September 2025
	Trading Permit Issue	From 26 September 2025

4. Submission Deadline

The Deadline for Submissions is 5:00pm AWST Friday, 5 September 2025.



Expression of Interest - Conditions

1. Definitions and Interpretation

1.1 Interpretation

These Expression of Interest (EOI) Conditions may be used where the City of Mandurah (City) is seeking expressions of interest from prospective Commercial and Aquatic Operators (Applicants) with an intention of issuing a Trading Permit, at the City's discretion.

1.2 Defined Terms

Below is a summary of some of the important defined terms used in this Expression of Interest:

Application or Submission means the completed Expression of Interest Form, response to the Selection Criteria and Attachments.

Applicant / Operator means a commercial and/or aquatic operator who has or intends to submit an Expression of Interest to the City.

Attachments means the documents you attach as part of your Submission.

Contact Person means the City Officer identified in the Section 2 below.

City means the City of Mandurah.

Deadline means the deadline for lodgement of your submission, as detailed in the Public Advertisement displayed on the City of Mandurah Website for this EOI.

Events means City operated events and festivals, including but not limited to events and festivals listed within the City's Festivals and Events Strategy 2025-2029, and as advised by the City from time to time.

Fees means fees and chairing for trading permits in accordance with the [City's 2025/2026 Schedule of Fees and Charges](#).

Trading Location Maps means the locations in Figure 1 and Figure 2 of the Trading Permit Guidelines, inclusive of amendments to specific sites.

Operation means the Commercial and/or Aquatic Operation proposed by the Applicant.

Relevant Considerations means the matters that the City may have regard to in evaluating your submission.

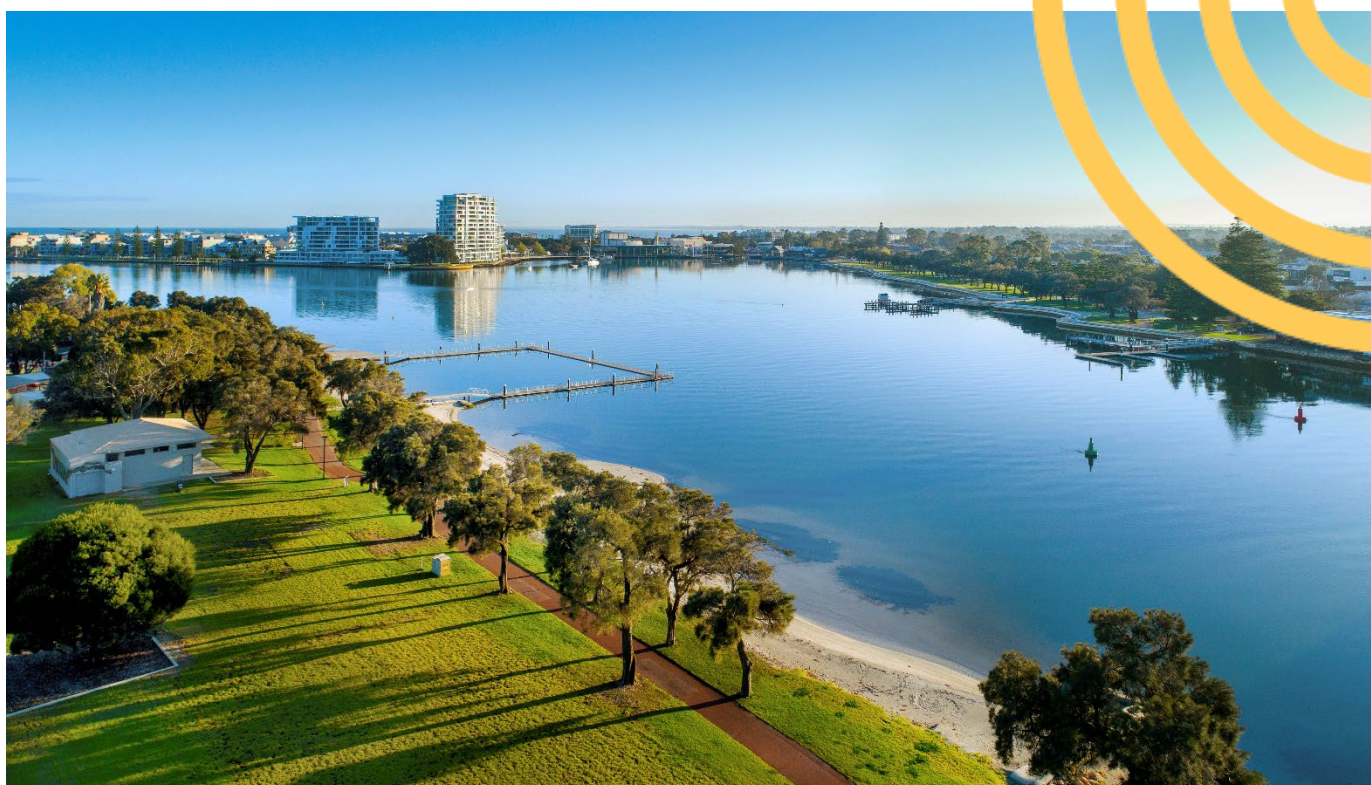
Site means a location identified on the Trading Location Maps. Location EF1 on the Eastern Foreshore, is not available during this EOI process due to scheduled maintenance works.

Trading Permit means a permit issued by the City of Mandurah setting out the Conditions of Operation for the Commercial and Aquatic Operator, for a period to be determined by, and at the discretion of, the City.

2. Contact Person

Applicants must not rely on any information provided or request information from any person with respect to this EOI other than the person/s listed below unless that person has been identified as a member of the City's Property Services Team:

Name	Louise Collins, Kylee Cropper, Amanda Lyons
Department:	Property Services
Organisation:	City of Mandurah
Telephone:	(08) 9550 3246
Email:	property@mandurah.wa.gov.au



3. Submission acceptance

By submitting an Expression of Interest, the Applicant:

- a) accepts these EOI Conditions;
- b) accepts the requirement to complete a Trading Permit Application, Vehicle Access Application (if relevant) and pay the relevant Fees if notified that their EOI is successful.

4. Applicants cost

Participation in the EOI process is at the Applicant's cost. The City is not required to pay compensation to the Applicant in relation to any stages of the EOI process under any circumstances.

Successful Applicants will be required to apply for a Trading Permit and/or Vehicle Access. The relevant Fees will be at the Applicants own cost, in accordance with the City's [2025/2026 Schedule of Fees and Charges](#).

5. Preparing and Lodging a Response

5.1 How to Prepare a Submission

- a) Carefully read all parts of this document.
- b) Complete the Expression of Interest Form in full and attach all supporting Attachments.
- c) Lodge the Submission before the Deadline.

5.2 Applicant to Inform Themselves

By submitting a Expression of Interest, Applicants will be deemed to have:

- a) Accepted these EOI Conditions;
- b) Examined this EOI and any other information available in writing to Applicants' for the purpose of submitting an Expression of Interest;
- c) Examined all further information relevant to the risks, contingencies and other circumstances having an effect on their Submission which is obtainable by the making of reasonable enquiries;
- d) Satisfied themselves as to the correctness and sufficiency of their Submission;
- e) Satisfied themselves they have a full set of the EOI documents and all relevant attachments.
- f) Acknowledge that trading may be suspended during City Events. The City will endeavour to provide Operators with sufficient notice and reserves the right to engage vendors separately to be part of Events.

5.3 Identity of the Applicant

The identity of the Applicant is fundamental to the City. The Applicant will be the person, persons, corporation or corporations named as the Applicant in the EOI Application Form.

5.4 Submission Deadline

Submissions for the initial round must be lodged by the Deadline,

Following the initial round of submissions, further submissions for Approved Locations that remain available will be considered, ongoing and throughout the relevant trading period, subject to assessment against the Relevant Considerations as contained within the Trading Permit Guidelines.

5.5 Place for Submission

Submissions are to be submitted electronically via City of Mandurah [ASANA Portal](#).

It is recommended that electronic submission commence at least sixty minutes prior to the Deadline. Applicants must ensure that their electronic Application is submitted in its entirety before the Deadline.

Submissions that are hand delivered, received by post, email or facsimile will not be accepted.

6. Expression of Interest Process

6.1 Submission acceptance

By submitting a proposal, the Applicant:

- a) Accepts these EOI Conditions;
- b) Accepts the requirement to submit with the City, and pay the relevant Fees, for a Trading Permit Application and/or Vehicle Access Application prior to commencing the Operation;
- c) Acknowledges that any Operation must be temporary in nature, with all business activity equipment to be removed at the end of each trading day.

6.2 Evaluation Process

Submissions will be evaluated using information provided in the Submission and in response to the Relevant Considerations.

The following evaluation methodology will be used in respect of this EOI:

- a) Submissions are checked for completeness and compliance. Submissions that do not contain all information requested (e.g. completed Expression of Interest Form and Attachments) may be excluded from evaluation.
- b) Submissions are assessed against the Relevant Considerations.
- c) Applicants will be ranked in order of suitability for nominated site preferences.
- d) The most suitable Applicants will be invited to submit a Trading Permit Application and/or Vehicle Access Application with the City.

6.3 Compliance Criteria

The criteria detailed within the Expression of Interest Form are not evaluated using a scoring system. Each Submission will be assessed on a Yes/No basis as to whether the

criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Submission from consideration.

6.4 Relevant Considerations

The City will consider each Application against the Relevant Considerations to rank the Operators in order of preference for each Site.

If an Applicant is not selected for their first preferred Site, their Submission may be considered for a second and third preference, if listed.

The City may select one or more operators per Site.

It is essential that Applicants address the information requested in the EOI Form.

Failure to provide the specified information may result in the Application being unsuccessful.

6.5 Shortlisting of Submissions

Unless otherwise stated in this Expression of Interest, Submissions may be shortlisted by the City either wholly or in part. The City is not bound to shortlist Submissions and may reject any or all Submissions received. The shortlisting of a Submission does not oblige the City to proceed to issuing a Trading Permit.

6.6 Policies that May Affect Selection

The following City policies and guidelines may affect the selection of a preferred Applicant:

- [Trading Permit Guidelines](#)

6.7 Risk Assessment

The City reserves the right to reject any shortlisted Applicant on the basis of presenting an unacceptable risk to the City, which may have resulted from any of the assessment methods or tools described in this EOI.

6.8 Rejection of Submissions

A Submission will be rejected without consideration of its merits in the event that:

- a) the Submission is not submitted before the Deadline;
- b) the Submission is not submitted at the place specified in the Expression of Interest;
- or
- c) the Submission fails to comply with any other requirements in this Request or breaches any warranty made under these EOI Conditions.

6.9 Notification of Outcome

All Applicants will be provided with notification of the outcome of their Application.

6.10 Right to Cease or Suspend

The City may discontinue or suspend the EOI process at its sole discretion.

7. Confidentiality and Intellectual Property

7.1 Confidentiality

- a) The City will keep all confidential information of the Applicant which it obtains as part of the EOI process. The City may use Applicant confidential information for the purposes of the EOI process.
- b) The Applicant must not discuss this EOI with any other person except as required to prepare its proposal.
- c) The Applicant must keep confidential all confidential information which it obtains as part of the EOI process, not use it except for the purpose of responding to the EOI, and not disclose it except to its Personnel on a need-to-know basis for the purpose of responding to the EOI, or with the City's consent, or to the extent required by Law, or to its professional advisors.
- d) The Applicant must not make any public announcements or advertisements relating to the EOI requirements.

7.2 Disclosure

The City may disclose Applicant confidential information externally:

- a) as required by law;
- b) to its professional advisors.

Documents and other information relevant to a resulting Trading Permit may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court Order.

8. Applicant Conduct

8.1 Anti-competitive Conduct

The Applicant warrants that neither it, nor its Personnel have engaged in any collusive, anti-competitive or similar conduct in connection with the EOI process.

8.2 Conflicts of Interest

The Applicant warrants that it and its Personnel do not hold any office or possess any property, are not engaged in any business or activity and do not have any obligations whereby a Conflict of interest is created, or may appear to be created, in conflict with its obligations under these EOI Conditions or the proposed contractual arrangements, except as disclosed in the Submission.

8.3 Canvassing of Councillors or Officers

If a Applicant, whether personally or by an agent, canvasses any of the City's Councillors or Officers with a view to influencing the acceptance of a Submission made by it or by any other Applicant, then regardless of whether the canvassing had or may have had any influence on the acceptance of such Submission, the City may at its discretion omit the Submission from further consideration.

8.4 Warranties are ongoing

The warranties in this section are provided as at the date of the Applicant's response to the EOI and on an ongoing basis until the later of the City notifying the Applicant that its proposal has been rejected pursuant to the EOI process.

The Applicant warrants that it will immediately notify the City if it becomes aware that any warranty made in this section was inaccurate, incomplete, out-of-date or misleading in any way when made, or becomes inaccurate, incomplete, out-of-date or misleading in any way, during the relevant period.



Appendix

Figure 1 - City Centre Waterfront Trading Locations

Commercial and Aquatic Operators - Approved Locations

- 5 Keith Holmes Reserve
- EF1 Eastern Foreshore North (Adjacent to Car Park Station No 8)
- WF1 Western Foreshore - Adjacent to Pontoons (Available After 1 December 2021)
- WF2 Western Foreshore - South of Pontoons (Available After 1 December 2021)
- WF3 Western Foreshore - Bridge Car Park South

Commercial (Land Based) Operators - Approved Locations

- 6 Entrance Channel Foreshore
- EF2 Eastern Foreshore South

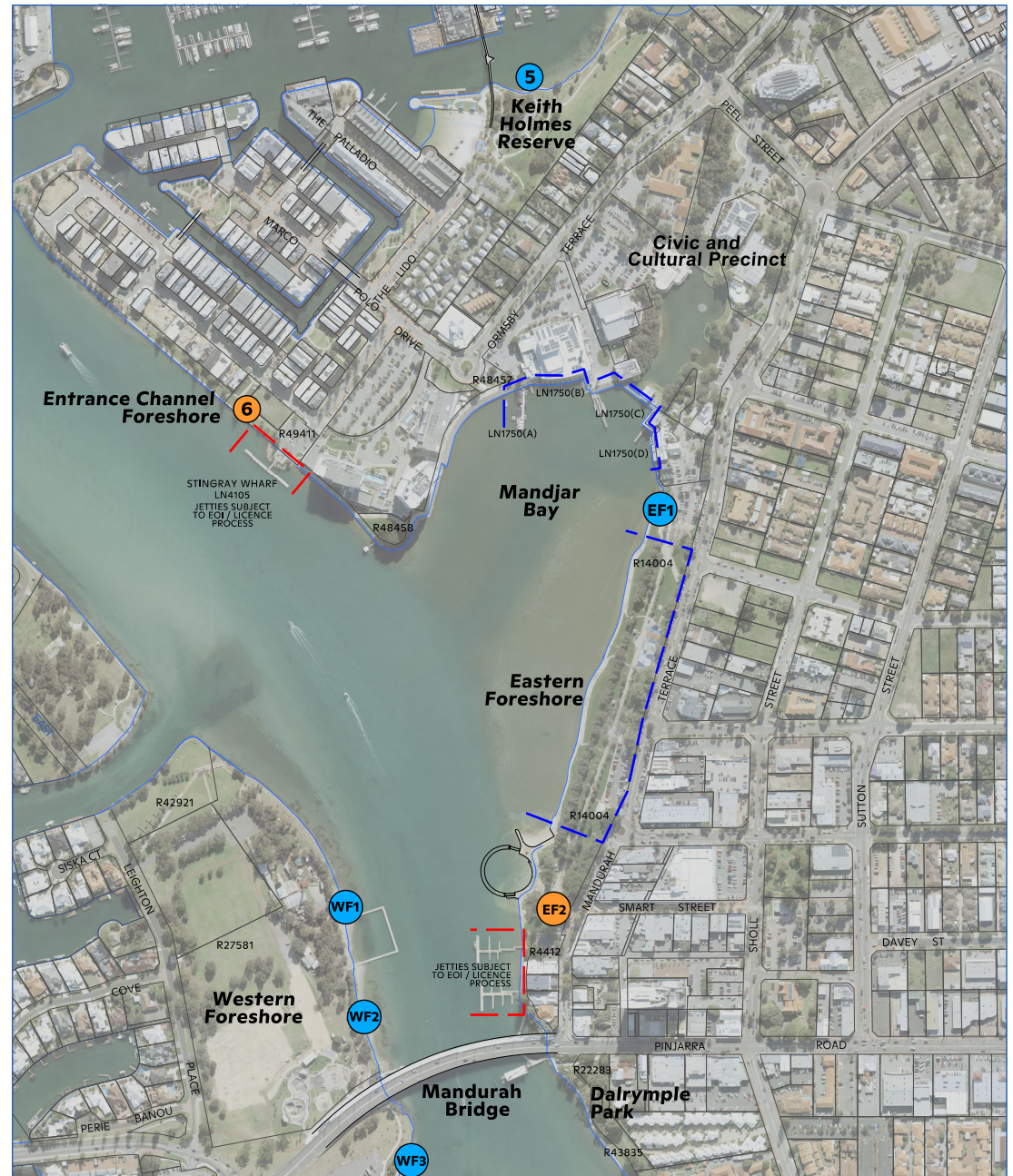
Exclusion Areas

- └─┘ Eastern Foreshore Central
- └─┘ MPAC Jetty / 'TODs & Cicerello's' Jetty

Exclusion Areas include existing exclusive lease and non-exclusive licenced areas; together with public jetties that are not appropriate for commercial use and activities

Jetties Subject to Separate EOI & Licencing

- └─┘ Stingray Wharf
- └─┘ Eastern Foreshore Jetties



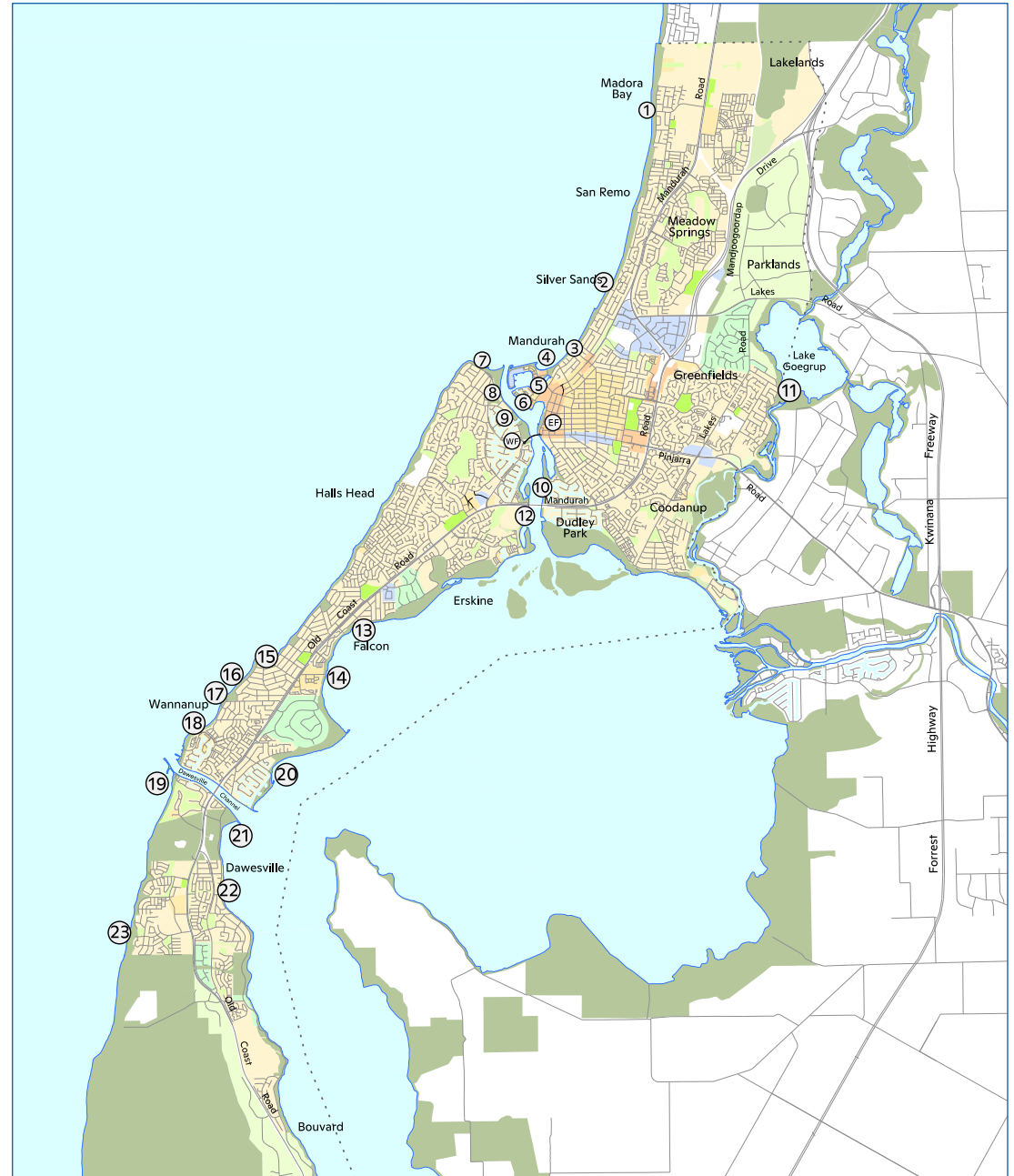
Appendix

Figure 2 - City of Mandurah Trading Locations

Commercial and Aquatic Operators (Approved Locations)

- ① Madora Bay Foreshore
- ② Wade Street Foreshore
- ③ Henson Street Reserve
- ④ Town Beach
- ⑤ Keith Holmes Reserve
- ⑥ Entrance Channel Foreshore
- EF Eastern Foreshore (See Figure 1)
- WF Western Foreshore (See Figure 1)
- ⑦ Doddi's Beach
- ⑧ Mary Street Lagoon
- ⑨ Henry Sutton Grove Foreshore
- ⑩ Waterside Foreshore
- ⑪ Riverside Foreshore
- ⑫ Osprey Waters Foreshore
- ⑬ Novara Foreshore
- ⑭ Olive Road Foreshore
- ⑮ Falcon Bay
- ⑯ Avalon Beach North
- ⑰ Avalon Beach South
- ⑱ Northport Foreshore
- ⑲ Pyramids Beach
- ⑳ Estuary Place Foreshore
- ㉑ Estuary Road / Thisbe Drive Foreshore
- ㉒ Dawesville Foreshore
- ㉓ Melros Beach

--- City of Mandurah Boundary





Further Enquiries

Property Leasing Team
City of Mandurah

(08) 9550 3777
property@mandurah.wa.gov.au

3 Peel Street | PO Box 210
Mandurah, WA 6210

mandurah.wa.gov.au