



Coastal Facilities

How to apply for a pen or mooring wait-list

The Department of Transport (DoT) manages boat harbours and other maritime facilities for small craft around the State. Vessel accommodation offered at each maritime facility is different, and may include pens, swing or pile moorings, or a mix of both. There will usually be different size pens or moorings available at each facility, catering for vessels from 6m upwards.

Vessel accommodation is always in high demand. Where the number of pens/moorings available is not sufficient to satisfy demand, the DoT maritime facility maintains a waiting list. Members of the public who wish to be considered for a long term (annual) vacancy in the pen/mooring system when one becomes available are able to put their name on the waitlist.

Should you wish to be considered for a vacancy when one becomes available you need to fill in a Waitlist Application Form, and return it to the facility management offices either in person or by registered post. Alternatively you may fax or email a scanned copy.

Copies of the waitlist form can be requested from Department of Transport offices.

The purpose of the waitlist is to ensure that when a vacancy in a pen/mooring system arises, applicants are given priority in the order in which they have registered their interest.

A couple of points to keep in mind:

The boat harbour will maintain a single waitlist for all size pens or moorings within the facility. When a vacancy becomes available, the person who has been on the waitlist the longest will be given first option to take up the offer of a vacancy. If they should refuse, the offer will then be extended to the next applicant.

You don't need to own a vessel at the time you apply to be placed on the Waitlist. However should a vacancy become available and you accept an offer, you will have to obtain a vessel to occupy the pen/mooring within a reasonable period of time. The vessel acquired must meet the minimum and maximum size restrictions for the pen/mooring being offered. All pen/mooring fees will be due from the date the offer is accepted.

You can find out the maximum and minimum size restrictions for each pen or mooring by contacting the facility management office. Contact details for each facility can be found on the Department of Transport web site.

Procedure for Managing Pen/Mooring Waitlists at Department of Transport Maritime Facilities

Vessel accommodation at Department of Transport (DoT) maritime facilities is always in high demand. Members of the public who wish to be considered for a vacancy in the pen/mooring system when one becomes available are able to put their name on a waitlist.

The purpose of the waitlist is to ensure that when a long-term vacancy in a pen/mooring system arises, applicants are given priority in the order in which they have registered their interest. All maritime facilities where the pen/mooring systems are at full capacity will maintain a waitlist.

The management of DoT maritime facilities is undertaken in a manner that satisfies the requirements of the WA Public Sector Code of Ethics which is lawfully established under the *Public Sector Management Act 1994*. The Code of Ethics sets out minimum standards of conduct and integrity to be complied with by public sector bodies and employees.

Under the Code of Ethics, the standards of conduct and integrity to be complied with by all public sector employees are expressed in a number of principles, including the following:-

Personal Integrity

We act with care and diligence and make decisions that are honest, fair, impartial, and timely, and consider all relevant information.

This procedure is in place to ensure that the processing of applications from people who wish to attach their name to a pen/mooring waitlist is conducted according to an honest, fair, impartial and timely standard as outlined above.

Actions and Responsibilities

Responsibilities of the Applicant

Anyone wishing to apply for inclusion on the Waitlist at a Maritime Facility shall complete a Waitlist Application Form and submit the completed application to the Office, either in person, fax or email, or by registered post.

The Applicant does not need to own a vessel at the time of application to be placed on the Waitlist; however they should be made aware that when a long-term vacancy become available and their name is the next in line, they will have a one month period to obtain a vessel to occupy the pen/mooring. The vessel acquired must meet the minimum and maximum size restrictions for the pen/mooring being offered.

All information requested on the Waitlist Application Form must be submitted and approved at the time of application.

Although the Maritime Facility will maintain a single Waitlist for all pen/mooring sizes, the Applicant must still advise the Facility Manager of the size of their vessel if available.

If the Applicant owes any debts to DoT relating to Maritime Facility usage within WA the application will be rejected until all debts are cleared.

If the Applicant has a history of prior misuse of DoT managed Maritime Facilities the Facility Manager will refer the application to the Director Coastal Facilities Management who will make a

determination as to whether the application shall be accepted or denied. In this instance the Director Coastal Facilities Management may choose to impose a bond as a condition of a pen/mooring occupancy being offered.

It is the sole responsibility of all Applicants to advise the Maritime Facility office of any change of personal contact details.

Responsibilities of the Facility Management

When a pen/mooring becomes available on a long-term basis, the Facility Manager may choose to relocate a vessel already within the pen/mooring system to the vacant pen/mooring if it is in the interest of proper facility management. An example of this would be if the size of a vessel currently within the pen/mooring system is more suited to the pen/mooring recently vacated. Internal vessel relocations such as this shall take priority over the Waitlist.

There may be circumstances where DoT chooses not to reallocate a pen/mooring that may become vacant on a long-term basis. These may include ensuring that the Maritime Facility is better able to cater for casual short-term users of the harbour or there may be plans to undertake repair or modification works that will render a number of pens unusable for a period of time.

The first option of refusal for vacant vessel accommodation shall be offered to the longest waiting Applicant on the wait list, regardless of the size of the vacant pen/mooring or the size of the pen/mooring nominated by the Applicant.

If the vessel owned by the Applicant does not meet the minimum or maximum size restrictions for the vacant pen/mooring, the Applicant will be given the option to accept the offer of the pen/mooring on the proviso that they obtain a suitable vessel to occupy the pen/mooring within a reasonable amount of time. This amount of time may be negotiated by each facility on a case by case basis, but should be no longer than three months. Full pen/mooring fees will be applicable from the time the offer has been accepted regardless of when a suitable vessel has been found.

If an Applicant is offered a pen/mooring that is of a larger size than originally nominated on the Waitlist Application Form, the Applicant may accept this offer with the knowledge that their vessel may be relocated to a more suitably sized pen/mooring within the Maritime Facility if one becomes available. The full pen/mooring fees applicable for the vacant pen/mooring will be calculated from the time the offer is accepted, to the time the vessel is relocated, when the pen/mooring fees for the differently sized pen/mooring will apply.

Persons owing overdue debts to DoT for use of Maritime Facilities will not be offered vessel accommodation until all debts are cleared.

The person to whom vacant vessel accommodation has been offered has 14 days to accept or decline the berth, in writing, from the date of the offer.

If an Applicant declines the offer of a pen/mooring, they may still retain their position on the Waitlist. If a second vacancy becomes available within a twelve month period and the same Applicant declines this offer also, then the Applicant will forfeit their position on the Waitlist.

Offers of a pen/mooring where the pen/mooring is of a different size to that nominated by the Applicant on the Waitlist Application Form may be declined without affecting the Applicant's position on the Waitlist.

When a Pen or Mooring Becomes Available

Once a long-term pen/mooring vacancy exists the Departmental Officer will undertake the following tasks:

- Check the Waitlist starting from the oldest application;
- Contact the first Applicant to see if they are interested in taking up the offer of the vacant pen/mooring.
- Ensure the Applicant has, or will acquire within a reasonable amount of time, a suitable vessel for the pen being offered.
- Ensure all appropriate compliance certificates are current and correct. i.e. current insurance, registration, electrical and/or gas paperwork.

If the Applicant indicates that they will not have a suitable vessel within a reasonable amount of time, or the vessel they intend to place in the pen/mooring vacancy does not have the required certification, or does not meet Department of Transport Maritime Facility requirements, then the offer to take up a pen/mooring vacancy is withdrawn and the Applicant is notified in writing of this fact. The Applicant may be given the option of retaining their position on the Waitlist in accord with the provisions detailed above.

If after several attempts to contact the Applicant the Applicant is unresponsive the Departmental Officer will contact the next person on the Waitlist and repeat this procedure.

If the offer of a pen/mooring is accepted by the Applicant, the Departmental Officer will process the pen/mooring application in the usual manner.

Once a pen/mooring application has been processed and payment has been received from the Applicant, the Departmental Officer will remove the Applicant's Wait List Code from the Waitlist and record details of all communication with the Applicant in the Applicant Details Register.

Failure of the Applicant to place a vessel in the pen or mooring by the end of the three month period (or other time as agreed) may result in the remaining portion of the pen licence fee being refunded and the offer of a pen or mooring being rescinded. In this case the next available Applicant on the Waitlist will be approached to fill the vacancy.

If the offer of a pen/mooring site is rejected:

- The Departmental Officer will request the Applicant put this in writing either by letter or email;
- A copy of the rejection notification will be placed on the Applicant's file; and
- All details will be noted on the Applicant Details Register.
- The Applicant may also be asked if they wish to maintain their position on the Waitlist as outlined previously. If they do not wish to remain on the Waitlist, their Waitlist Code is removed from the Waitlist and a note of these actions is made on the Applicant Details Register.

Definitions

- **DoT** means the Department of Transport.
- **Maritime Facility** refers to any maritime facility managed by DoT.
- **Vessel Length** is the vessel length for the purpose of a waitlist application is the overall length of the vessel from one extremity to the other when utilising the pen, including bowsprit and marlin board or propulsion unit in the raised position.
- **Facility Manager** refers to person or persons deemed by DoT to have management control over the facility.
- **Departmental Officer** refers to an officer of DoT responsible for customer services in relation to each Maritime Facility.
- **Applicant** refers to a person or company that wishes to be considered for occupying a pen/mooring vacancy at a Maritime Facility and has been placed on a Maritime Facility Waitlist.
- **Waitlist** refers to a list, ordered by date of application, of Applicants wishing to be considered for occupying a long-term vacancy in a Maritime Facility's pen/mooring system when one becomes available.

Each Maritime Facility will manage its own Waitlist, and being placed on one Maritime Facility's Waitlist will in no way influence the Applicant's placement on any other Waitlist managed at a different Maritime Facility. There will be one Waitlist for all applicants at each facility regardless of vessel size.

The Waitlist will consist of a list of alpha-numeric codes. Applicant details corresponding to each code on the Waitlist will be kept separately on an Applicant Details Register.

- **Applicant Details Register** refers to the spreadsheet where contact and vessel details are maintained for all Applicants recorded on the Waitlist. No information is removed from the Applicant Details Register; however comments may be added from time to time. Applicant details from a submitted Application Form are recorded on the next available line on the Applicant Details Register and the corresponding Waitlist Code is placed in line in the Maritime Facility Waitlist.
- **Office** refers to the building where the Facility Manager and Departmental Officer responsible for management of the Maritime Facility are located.



Pen or Mooring Waitlist Application Form

Coastal Facilities

Name of Maritime Facility:

Date of Application.....

WAITLIST ID NUMBER:
(Office Use Only)

Facility Manager Approval

Signed:

Date:

Please Print Clearly

Owner/Company Details:

Full Name (Include ABN for Company).....

Mailing Address.....

Telephone 1..... Telephone 2 (mobile).....

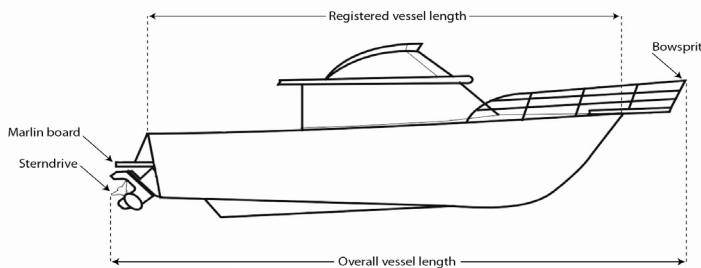
Email address.....

Vessel Details:

Note: If you do not yet have a vessel to occupy the pen/mooring write 'vessel to be acquired' in the space for Vessel Name provided. *NOTE: Unless otherwise advised in writing, a vessel must be acquired within 1 month of acceptance of a pen/mooring.*

Registration / M&H number..... Vessel Name.....

Beam..... Draft..... Overall Vessel Length (m) (see diagram below).....



In the event of a vacancy being offered, the vessel's overall length (see diagram on left) and beam must meet the maximum and minimum size restrictions of the pen/mooring.

Type of Vessel:

Recreational

Commercial

Pen/Mooring Size (mark one box only):

10m

12m

15m

18m

20m

Multi-hull

Signed..... Date.....

Name (Please Print)

Acceptance of this application form does not constitute an offer by the Department of Transport for a pen or mooring, but rather entitles the applicant to be placed on a waiting list for consideration when a vacancy in the pen/mooring system becomes available. Both the applicant and the vessel occupying the pen or mooring must meet Department of Transport requirements for the use of these facilities and the Department of Transport reserves the right to remove the applicant from the waiting list at any time.