



Processing maritime facility wait-list applications

1. Purpose

At most maritime facilities managed by the Department of Transport (DoT), the number of pens/moorings available for occupation by vessels is not sufficient to completely satisfy demand. Members of the public who wish to have priority consideration for a long-term (annual) occupation of a vacancy in the pen/mooring system when one becomes available are able to put their name on a waitlist.

All maritime facilities where the pen/mooring systems are at full capacity will maintain 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.

The management of DoT maritime facilities must be 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.

2. Definitions

- **'Department'** means the Department of Transport.
- **'Maritime Facility'** refers to any maritime facility managed by the Department.
- **'Vessel Length'** 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 the Department to have management control over the facility.
- **'Departmental Officer'** refers to an officer of the Department 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 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 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.

3. Actions

Anyone wishing to apply for inclusion on the Waitlist at a Maritime Facility must complete a Waitlist Application Form and submit the completed application to the Office, either in person or by registered post. The applicant does not need to own a vessel at the time of applying to be placed on the Waitlist; however they will be made aware that should 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 pen/mooring fees will be due from the date the offer is accepted, which might not be the same as the date that the pen is occupied by the successful Applicant's vessel.

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.

Periodic review

Within a period of no less than 12 months, the Manager Coastal Facilities will initiate a review of this procedure. Attention will be given as to whether the procedure itself must be amended to take advantage of any improvement opportunities and better meet customer needs. This review will be conducted in consultation with Facility Managers and Departmental Officers.

During this review period an audit of each Maritime Facility's Waitlist will be conducted to determine whether the Waitlist is being maintained accurately and in accord with this procedure.

A current version of this procedure will then be published on the Department website.

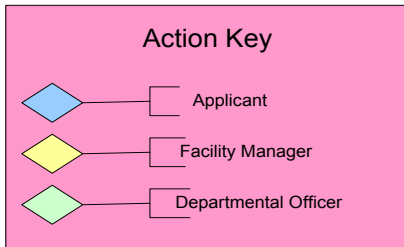
Processing a wait-list application

The Departmental Officer (DO) is to:

- Check all details on the Application Form and ensure all accompanying paperwork is correct.
- Either accept the Application Form or return the Application Form to the Applicant.
 - If the application is returned, a full explanation must be given to the applicant with clear instructions as to what is needed for the application to be accepted.



- Check that the vessel and applicant is not on the Department's debtor default list which is maintained by the Manager Regional Facilities or Manager Metropolitan Facilities at the Coastal Infrastructure Business Unit. If the applicant owes any debts to DoT relating to Maritime Facility usage within WA the application must be rejected until all debts are cleared.
 - Ensure that the applicant does not have a history of prior misuse of DoT managed Maritime Facilities.
 - If the Applicant does have such a history, the Facility Manager will refer the application to the Manager Coastal Facilities who will make a determination as to whether the application shall be accepted or denied.
 - In this instance the Manager Coastal Facilities may choose to impose a bond as a condition of a pen/mooring occupancy being offered. These conditions will be recorded on the facility Applicant Details Register by the DO who will then inform the Applicant of the conditions that will be imposed should a vacancy at the Maritime Facility become available and the Applicant's name is the next in line.
 - Forward the completed Waitlist Application Form to the Facility Manager for approval.
 - The Facility Manager, upon approving the waitlist application, will sign and date the Waitlist Application Form in the 'Facility Manager Approval' box provided.
 - The DO will add the Applicant's details to the Applicant Details Register. There will be a unique alpha numeric code to the left of each line of the Applicant Details Register. This code is the Applicant's Waitlist Code. The DO will place this code in the maritime facility Waitlist.
 - The DO will record the Waitlist Code on the Waitlist Application Form in the box provided, photocopy the approved Waitlist Application Form and return the copy to the Applicant.
 - The DO will file the original completed Waitlist Application Form in the appropriate record folder.
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- The Facility Manager will consider the following criteria when determining whether an applicant is to be recorded on the pen waitlist:
- The nominated vessel must meet the maximum and minimum measured lengths for the maritime facility.
 - The nominated vessel must comply with DoT requirements concerning gas/electricity fittings as well as hold an appropriate level of insurance covering liability to other persons.
 - If the applicant owes any debts to Transport relating to maritime facility usage within Western Australia the application must be rejected until all debts are cleared.
 - It will be prejudicial to the application should the applicant have a history of disregarding operational requirements at a Department managed maritime facility.

