

1 Purpose

This Procedure sets out the requirements for stevedoring companies who wish to operate at Geraldton Port.

2 Stevedoring Licence

A Licence to provide Stevedoring Services at the Port of Geraldton (**Stevedoring Licence**) must be obtained from the Mid West Ports Authority (**MWPA**) before any stevedoring services or operations can occur at Geraldton Port. This is a requirement under *Section 106A* of the *Port Authorities Regulations 2001*. To apply for a Stevedoring Licence, contact MWPA Trade team.

The initial licence term for all Stevedore Licence holders is 12 months. An extension will be offered for a further 12 month period and annually thereafter, subject to the Licensee being in full compliance with the Stevedore Licence terms, until the expiry of the licence agreement (five years).

Stevedoring operations will always be subject to the provisions of this Procedure, and demonstrate compliance with all relevant MWPA policies, procedures, and Port requirements.

3 Duties and Responsibilities

3.1 TERMINAL REPRESENTATIVE

The Stevedoring Licence holder is always considered to be the **Terminal Representative** as defined by Australian Maritime Safety Authority (**AMSA**) Marine Orders – Part 34: Solid Bulk Cargoes.

The Stevedoring Licence holder must manage the loading and unloading of vessels to ensure the provisions of relevant AMSA Marine Orders and Codes of Practice are actively complied with including the following.

- Code of Practice for the Safe Loading and Unloading of Bulk Carriers
- Code of Practice for the Risks in Stevedoring
- Code of Practice for the Health and Safety in Ports
- Marine Orders – Part 34: Solid Bulk Cargoes
- Marine Orders – Part 32: Cargo Handling Equipment

3.2 LICENCE HOLDER

The Licence Holder is responsible for compliance with their licence obligations.

3.3 TRADE TEAM

The Trade Team duties and responsibilities include verifying that new enquiries have a business need at the Geraldton Port and invoicing for licences.

3.4 PROCUREMENT TEAM

The Procurement Team issues and facilitates licences and guides the annual audit process requirements as stated in the Licence.

3.5 OPERATIONS TEAM

The Operations Team duties and responsibilities includes:

- reviewing the Work Health and Safety Management Plan with the WHS Team;
- reviewing Environmental Management Plans with the Environmental Team;
- the operational management of the stevedore licences;
- owning the risk for management and control of stevedoring services, and
- management and control of cargo loading and unloading services.

3.6 ENVIRONMENTAL TEAM

The Environmental Team duties and responsibilities are to review and audit the licence holders Dust (if applicable) and Environmental Management Plans for suitability to Geraldton Port environment.

3.7 WHS TEAM

The WHS Team duties and responsibilities are to review and audit the licence holders Work Health and Safety Management Plan for suitability to Geraldton Port.

4 Pre-Requirements for Licence

Customers requesting a Stevedoring Licence from the MWPA must provide the following.

- Submission to MWPA of a statement of capability demonstrating previous stevedoring experience or similar.
- An overview of their operational intentions.
- An independent audit of their management systems.
- Review of Environmental Management Plan
- Review of Safety Management Plan

5 Management Systems and Auditing

To be eligible for a Stevedoring Licence, companies must be able to demonstrate to MWPA's satisfaction that work health and safety, and environmental management, systems specific to the proposed operation at Geraldton Port are in place, and that these align with the current version of ISO 45001: 2018 Occupational Health and Safety Management System, and ISO 14001: Environmental Management System. An independent auditor's report is the best form of demonstration.

The Stevedoring Licence holder must ensure that an independent audit of the management systems occurs annually. Audit outcomes are to be documented in a comprehensive audit report that includes details of any corrective actions taken and an action plan to address any outstanding non-conformances. The comprehensive audit report must be provided at least two weeks prior to the Licence expiry date to allow sufficient time for MWPA to review the information prior to the Licence expiry date.

Subject to MWPA being satisfied with the comprehensive audit report and the Licensee being in full compliance with the other Stevedoring Licence terms, the Licence will be extended for a further 12 months. Audit reports will then be required to be provided on an annual basis at least two weeks prior to expiration of each 12 month term.

6 Compliance with MWPA Environmental Licence

The Stevedoring Licence holder must always ensure compliance with the conditions of MWPA Environmental Licence (available on MWPA website).

7 Associated Documents

Document Title
Issue and administration of Stevedoring Licence Work Instruction (under development)

Location – Mid West Ports Intranet – [Document Centre](#)

8 Records

Document
Environmental Licence

Location – Mid West Ports Electronic Document Records Management System, Objective

9 References

Act or Regulation
Port Authorities Regulations 2001 (Section 1, Division 6, Clause 106A)
ISO 45001: 2018 Occupational Health and Safety Management System
ISO 14001: Environmental Management System

Location - Western Australian - <https://www.legislation.wa.gov.au/> | Australian - <https://www.legislation.gov.au/>

Authority	Resource
AMSA	Code of Practice for the Safe Loading and Unloading of Bulk Carriers
AMSA	Code of Practice for Safety and Health in Ports
AMSA	Marine Orders – Part 32: Cargo Handling Equipment
AMSA	Marine Orders – Part 34: Solid Bulk Cargoes

10 Monitoring, Evaluation and Review

This document is required to be reviewed every two years from the last scheduled review date.

Minor updates made within this two year period, will not be taken as a *full review*.

The Document Custodian is responsible for conducting the review in accordance with **Controlled Documents Review and Approval Process Work Instruction**.

11 Administration

Document Custodian: Procurement Manager

Document Approver: Procurement Manager

Approval Date: 26 July 2024

Document Review Period: 2 yrs