

RAIL SAFETY MANAGEMENT SYSTEM

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1 Purpose

Mid West Ports Authority (**MWPA**) is the owner and operator of the Port of Geraldton which has as its core business the facilitation of trade through the safe and efficient operation of the Port Marine, Port Landside and Rail Terminal infrastructure.

MWPA is accredited by the Office of the National Rail Safety Regulator (ONRSR) as a Rail Infrastructure Manager and Rolling Stock Operator within the terms of the *Rail Safety National Law (WA) Act 2015* for the operation of the MWPA Rail Terminal. As part of the MWPA rail accreditation a Rail Safety Management System is in place and meets the obligations placed upon the MWPA by the Rail Safety National Law as required by the *Rail Safety National Law (WA) Act 2015* and the *Rail Safety National Law (WA) Regulations 2015*.

Note: Links to associated documents are referenced in this Procedure within each relevant section.

2 Scope

The MWPA Rail Safety Management System (SMS) is comprised of a suite of policies, procedures, documents and agreements which together constitute the means to manage the railway infrastructure and operations safely. This document outlines how MWPA fulfills its obligations under Rail Safety National Law.

3 Requirements

3.1 MID WEST PORTS AUTHORITY

MWPA performs its functions in accordance with the *Port Authorities Act 1999*. This legislation provides the MWPA with the powers necessary to perform its functions which include a responsibility to facilitate trade by implementing safe and efficient operations and to otherwise control the Port business and other activities for the State's economic benefit while protecting and minimising the Port's impact on the environment.

In delivering its function, MWPA is required to act in accordance with prudent commercial principles. The *Port Authorities Act 1999* confers exclusive control of the Port to the Port Authority, subject to any direction by the Minister.

3.2 BOARD OF DIRECTORS

MWPA is governed by a Board of up to seven directors appointed by the WA Minister for Transport.

Their role is to determine the policies and to control the affairs of the Port. The directors develop MWPA rolling five-year strategic development plan and annual statement of corporate intent and submit these planning documents to the Minister for Transport.

3.3 ORGANISATIONAL STRUCTURE

An organisational structure is published to MWPA intranet and is updated on a regular basis.

The officer accountable for the safe operation, inspection, maintenance, and engineering of the Rail Terminal is the MWPA Chief Operating Officer.

Link MWPA Organisation Chart [Organisation Chart](#)

3.4 QUALITY SYSTEMS

In April 2013 MWPA management systems were recertified to AS/NZS ISO 9001 Quality management systems, AS/NZS 4801 Occupational health and safety management systems and AS/NZS ISO 14001 Environmental management systems.

The quality system requires Board approval of all policies. Related procedures require approval by the persons nominated in the MWPA Level of Authority. All procedures have an identified document custodian responsible for maintaining the currency of the procedure.

3.5 SCOPE AND NATURE OF RAILWAY OPERATIONS

The MWPA Rail Terminal infrastructure comprises a single run-around track, a rotary twin-cell car dumper track, a bottom discharge ore dumper track and a grain discharge track, together with connecting turnouts to provide for operating flexibility.

The rail track within the discharge facilities is excluded from the rail infrastructure as it forms a part of the fixed infrastructure associated with ore or grain discharge.

The Rail Terminal infrastructure also comprises boundary fencing, access gates, signage, and three Port controlled level crossings. An over-line pedestrian footbridge is excluded from the rail infrastructure as it forms part of the Maritime Security Identification Card (MSIC) boundary and is considered part of the Port infrastructure.

The MWPA Rail Terminal infrastructure interfaces with the ARC Infrastructure WA railway network on three rail tracks at km 0.641 in MWPA rail terminal at Geraldton. The connecting interfaces occur on the Western side of the Connell Road level crossing on each of the tippler, run-around and grain tracks. A diagram of tracks with turnouts, level crossings and interfaces identified is attached.

Train operations within the Rail Terminal are provided by others. MWPA provides overall coordination of train movements through the services of the Duty Rail Terminal Coordinator.

Refer Attachment 1: Rail Terminal Track Diagram

4 Safety Policy and Safety Culture

MWPA is committed to developing and maintaining an effective, positive safety culture that represents all aspects of the way things are done within the organisation and where the safe way is the only way.

In everyday language, culture is 'the way we do things around here' and in MWPA a positive safety culture is characterised by our commitment to awareness, assessment and action on safety matters as a part of everyday business, at every level of an organisation and supported by an open communications style throughout the whole organisation.

A positive safety culture is fundamental to the effectiveness of our safety management system, and the MWPA safety management system is focussed on specifying the methods that are used, insofar as is reasonably practicable, to promote and maintain a positive safety culture. Ref People and Culture Policy (A1180739).

MWPA's positive safety culture is characterised by:

- communication founded on mutual trust;
- shared perceptions of the importance of safety; and
- confidence in the efficacy of preventive measures.

Key elements of the MWPA positive safety culture to promote and maintain such a culture are as follows.

- **Committed Leadership:** MWPA leaders actively encourage and participate in safety initiatives and activities. This is achieved through events and communications, worker mentoring, provision of resources, and providing safety incentives.
- **Keeping People Informed:** MWPA team members at all levels know what is going on in the organisation. This includes collecting, analysing, and disseminating relevant information derived from the workforce, safety occurrences, near misses, and regular proactive checks of MWPA safety activities.
- **Maintaining Vigilance:** MWPA team members are constantly on the lookout for the unexpected. They focus on problems and issues as they emerge well before they can escalate to more serious occurrences. Workers are prepared to look upon these potential risks as a sign the system might not be as healthy as it should or could be.
- **Promoting a Just Culture Environment:** MWPA promotes a 'just culture' which acknowledges human error and the need to manage it by supporting systems and practices that promote learning from past errors or mistakes. It encourages uncensored reporting of near miss occurrences and worker participation in safety issues. A 'just culture' is transparent and establishes clear accountability for actions. It is neither 'blame free' (awarding total immunity for actions) nor 'punitive' (enacting a disciplinary response regardless of whether acts were intentional or deliberate).
- **Promoting Organisational Flexibility:** MWPA can adapt effectively to meet changing demands. This relies on being prepared for and practiced in handling changing circumstances with people competent to lead and carry out tasks. Flexibility allows teams to operate effectively and autonomously when required, without the need to adhere to unnecessarily inflexible rules.
- **Encouraging Willingness to Learn:** MWPA is willing and eager to learn from its workers, its own experiences and from corporate safety databases. MWPA and its workers use the information to improve safety and act on the lessons derived. In developing and maintaining a positive safety culture, MWPA applies the following guiding principles.
 - The importance of leadership and commitment of senior management
 - The executive safety role of line management
 - The need to involve rail safety workers at all levels
 - The need for openness of communication
 - The need for human factors to be positively addressed
 - Awareness and recognition of opportunities for safety improvement
 - Willingness to apply appropriate resources to safety

The MWPA Safety Policy is contained within MWPA Work Health and Safety Policy (A1111230) which is published to MWPA internet and intranet sites. This document outlines MWPA approach to safety culture.

5 Management and Governance

Corporate Risk Registers which include safety are maintained and reviewed quarterly. A monthly safety report is presented to the MWPA Board which includes all incidents and an overview of safety performance. Weekly executive review meetings are held with Chief Operating Officer and the CEO where safety performance is monitored and reviewed.

Rail Safety Risk Assessments have been undertaken regarding all Rail Safety Interface risks, and they form part of the Risk Register. These Risk Assessments cover both the operations and maintenance activities within the MWPA Rail Terminal.

A Workplace Health, Safety (WHS) Committee is established and meets monthly. Discussions and outcomes from these meetings are minted. A Safety Manager is in place and responsible for development and implementation of safety management systems.

Refer: Risk Management Procedure

5.1 MANAGEMENT, ACCOUNTABILITIES, RESPONSIBILITIES AND AUTHORITIES

Work Health and Safety Management Plan (A1029810) detail the requirements placed on those accountable for the safe management of the rail infrastructure and operations. This Plan is also published on MWPA internet and intranet sites. The MWPA Organisational Structure provides for accountability and responsibility for the safe management and operation of the Rail Terminal.

Documented position descriptions are in place reflecting the responsibilities of incumbents below.

- Operations, Maintenance and WHS
- Chief Operating Officer
- Operations Manager
- Manager Maintenance Services
- Operations Superintendent and Duty Operations Supervisor
- Rail Compliance Coordinator
- Safety Manager

Duty Rail Terminal Coordinator responsibilities will be delegated to trainer operations personnel in accordance with existing Position Descriptions.

5.2 INDEPENDENT AUDIT

An independent external system audit is conducted annually, and engineering certification surveillance audits are currently conducted six monthly.

The outcomes of these audits inform the maintenance plans for the rail terminal.

5.3 REPORTING PROCESS

The Incident Management Procedure (A1038570) is published to MWPA intranet site. MWPA operates an online incident reporting system called CAMMS. The system records incidents and tracks resultant actions with reports of actions outstanding being subject to executive review.

- Incidents are escalated to senior managers as appropriate and reported to regulatory authorities as required by legislation.
- Incidents of note are tabled by the Safety Manager at weekly management meetings.
- All incidents of note are tabled at the monthly WHS Committee meeting.
- All incidents of note are reported to the MWPA Executive team at the monthly meeting.
- High Potential incidents are tabled at the MWPA Board Monthly meetings.

6 Regulatory Compliance

MWPA subscribes to the Rail Industry Standards and Safety Board (RISSB) and a number of other online industry updates and newsletters. A standard agenda item 'Legal and Other Updates' is included at the monthly WHS Committee.

7 Document Control Arrangements and Information Management

Policies, procedures, and forms are allocated a number under the MWPA naming convention.

Rail policies, procedures and forms are reviewed annually, and a Document Register is maintained which includes date of last review and due date for next review.

Due date for policy and procedure review is monitored by the WHS Administrator and included in the monthly WHS Report which is distributed to managers.

7.1 DOCUMENT REVIEW AND CHANGES

All Policies must be approved by the MWPA Board, and all Procedures must be approved in accordance with MWPA Corporate Delegations Policy. All documents are published to MWPA intranet and where required relevant documents are published to MWPA internet site.

Documents are distributed electronically to relevant internal and, where required, external stakeholders when they are updated. A WHS Alert system is in place to facilitate communications with external stakeholders. Relevant changes are discussed at WHS Committee meetings.

Retention of records and documents is in accordance with the records management procedure and policy.

8 Review of Safety Management System

The MWPA Document Management Procedure outlines requirements for review of procedures and systems.

Safety Management system review meetings are held annually to monitor the SMS performance and status.

Dates for document review are noted in Document Management Procedure (A1210152) and the Records Management Policy (A1148353).

The Rail Safety Management System Annual Review Procedure outlines the review requirements.

The MWPA Work Health and Safety Management Plan (A1029810) 8.3.1 requires adherence to the internal compliance schedule.

The Audit Schedule includes the legislated requirement for an annual rail review and report to the Office of the National Rail Safety Regulator each calendar year.

9 Safety Performance Measures

Systems are in place to collect and analyse safety performance. Information is disseminated via a monthly WHS Report to the MWPA Executive, monthly MWPA Board report and WHS Committee meetings.

Key performance indicators (KPIs) include the following.

- Number of lost time injuries.
- Number of medical treatment injuries.
- Number of first aid injuries.
- Number of hazard inspections completed vs hazard inspections required.
- Number of open incidents in CAMMS.
- Number of overdue incidents in CAMMS.
- Number of open hazards in CAMMS.
- Number of overdue corrective actions in CAMMS.
- Scheduled compliance audits completed vs. audits required; and
- Drug and alcohol tests undertaken during month.

A WHS Alert system is in place to disseminate important safety information to stakeholders.

The following regular stakeholder meetings occur.

- Karara Mining – Bi-monthly operations meeting.
- CBH – Quarterly operations meeting.
- Quarterly Berth 4/6 and Berth 5 user meetings.

10 Safety Audit Arrangements

An Internal Audit Procedure (A1511576) is in place and provides guidance to assist with compliance auditing. Audit results are reported to the Chief Operating Officer as the position responsible for the MWPA Rail Terminal.

An Audit Schedule is in place and incorporates rail specific workers / safety issues / procedures. This includes an external audit. A Critical Dates Calendar is in place and monitored monthly.

An inspection and maintenance management process is in place as follows.

- Operations Supervisor Daily rail terminal walking inspection.
- Rail Track Inspector monthly detailed rail terminal track inspection and report.
- Six monthly detailed turnout inspection and reports.
- Six monthly crack testing and per way welding inspection and reports.
- Annual Rail flaw detection of all rail tracks and turnouts.
- Rail Track Engineer annual detailed rail terminal track inspection and track certification report.

11 Corrective Action

Noncompliance, Nonconformity and Corrective Action Procedure (A1037549) address corrective actions.

Systems and processes in place for addressing corrective actions include:

- CAMMS online software program;
- incidents and risks of concern are tabled at the weekly executive meeting and discussed;
- a monthly HSEQ Report is provided to senior managers on the status of corrective actions;
- outstanding corrective actions are raised for discussion at the quarterly management review meeting;
- risk registers which include corrective and preventative actions are reviewed quarterly;
- significant risks which are discussed individually at Quarterly Management Review meetings including the status of any preventative actions; and
- monthly HSE Committee meeting where corrective actions relating to nonconformances of significance are monitored and discussed.

12 Management of Change

The MWPA Change Management Procedure (A1348483) outlines the procedure for undertaking changes to railway infrastructure or operations. The Procedure outlines responsibilities, processes, establishing the context of change, consultation with stakeholders, the need for risk assessment, evaluating the levels of change and developing implementation plans. It further requires that the SMS be reviewed, and any changes monitored.

13 Consultation

The Rail Interface Agreement requires parties interfacing with MWPA rail operations or infrastructure to consult prior to their making changes to infrastructure or their operations. MWPA is also required to consult as part of the Rail Interface Agreement.

A daily update email is forwarded to keep Port stakeholders abreast of operational activities.

A Port Operations, Safety and Environment group and separate Berth 4/6 and Berth 5 user group meetings are convened on a quarterly basis. All relevant stakeholders involved in Port operations are invited to attend these meetings. A monthly operations meeting is held with Karara Mining.

A Rail Operators meeting that involved the above rail operators and the MWPA terminal supervisory personnel was originally held quarterly but this was found to be not required once the operational parameters had been agreed. Meetings can be held at any time (Ad Hoc) as the requirement might arise. Annual Rail Operators meetings are expected to be reinstated in Calendar Year 2024 in readiness for potential expanded rail operations.

14 Internal Communications

Regular workers' meetings and toolbox talks are held. Safety noticeboards are in amenities buildings for field-based personnel. Email updates are sent to office-based personnel as required.

A HSE Committee meeting is conducted at regular intervals to review and discuss hazards, incidents, nonconformances and legislative or other changes.

15 Risk Management

The MWPA Risk Management Procedure (A1037515) is in place which sets out the process to be followed to undertake risk assessment and ranking. The Procedure includes reference to the hierarchy of controls and a requirement to manage those risks so far as is reasonably practicable.

Safe work procedures are in place for routine activities in the Rail Terminal. A Job Safety and Environment Analysis (JSEA) system and a Take 5 system are additional tools in place to assist identify and manage hazards and risks.

When undertaking a risk assessment, it is essential that consideration is given to the potential of risks arising from human error. Consideration of potential for human error must be included in risk assessments for areas such as:

- Business Processes
- Businesses to Business Interfaces
- Design and Development
- Internal/External Interfaces
- Operational Procedures
- Organisational Culture
- Organisational Design
- Team Processes
- The Human/Machine Interface

A visual rail track inspection is carried out Daily which identifies any issues that may have arisen and, when operational, daily site inspections are undertaken for the MWPA managed train unloader which interfaces with the Rail Terminal. General Job Safety Observations and Hazard Inspections are conducted regularly.

The MWPA procedure measures risk against a matrix of consequence / impact and likelihood on scales of 1 (insignificant/rare) to 5 (extreme/almost certain) to arrive at a multiplied score of between 1 and 30.

Level	Risk	Acceptance
1-4	Insignificant	Risk reduction not likely to be required as resources likely to be disproportionate to the reduction achieved.
5-12	Tolerable	Drive risks down towards Insignificant level. Residual risk tolerable only if further reduction is impracticable.
15-30	Significant	Risk not acceptable unless in extraordinary circumstances.

Figure 1: Risk Acceptability Criteria

A Risk Register is maintained and is subject to regular review. A Rail Safety Risk assessment is an attachment to the Rail Interface Agreement for interface risks. A more detailed rail operational risk assessment is kept and managed internally to the MWPA.

15.1 WORKER RISK MANAGEMENT COMPETENCY

The MWPA has in place a Rail Safety Worker Competency Management Procedure (A1039258) which outlines the rail safety roles within the MWPA and competencies that they are required to hold as identified by a task risk assessment and training needs analysis.

The MWPA has adopted its own Track Access Permit system coupled with the appropriate industry medical standards.

The MWPA recognises the ARC infrastructure Track Access Permits for use within the MWPA rail terminal.

Prior to conducting work in the MWPA Rail Terminal, all Rail Operators inclusive of track maintenance providers must ensure that all workers involved in the train operations or track maintenance operations within the MWPA Rail Terminal hold the relevant qualifications, licences, permits and experience for the specific role and responsibilities for which they are employed. These qualifications, licences, permits and experience will be governed by that Rail Operator’s Safety Management System in accordance with its rail accreditation requirements.

Karara Mining Ltd is responsible for all rail related tasks and actions within its rail facility.

CBH is responsible for all rail related tasks and actions within its rail facility.

All workers working within the MWPA Rail Terminal whether MWPA workers, or workers for customers accessing the Rail Terminal are required to have undertaken MWPA induction as required by Train Operations MWPA Rail – CBH Siding Procedure and Induction and Orientation Procedure.

SMS integration.

As almost all rail related activity within the Rail Terminal involves the MWPA and one or more other parties, a rail risk register is maintained as a part of the Rail Interface Agreement and is subject to regular review.

16 Human Factors

MWPA is committed to ensuring that human factors are considered in developing, operating, and maintaining the rail safety management system. The term ‘human factors’, or ergonomics, considers not only the relationship between an individual, the equipment and working environment but also the organisation, its people, working practices and technology.

Human performance and behaviour depend on external conditions such as the workplace environment (noise, temperature), culture, organisational factors and on psychological, physiological and anatomical human factors. Five critical areas of human factors to consider are shown in Figure 2 and further explained below.

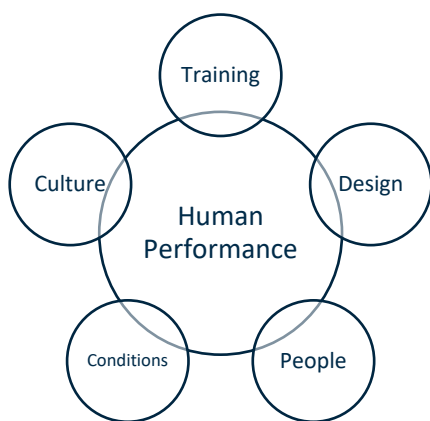


Figure 2: Critical Areas of Human Factors

MWPA adopted incident investigation process considers human factors and considers James Reason’s Swiss Cheese model. The Fitness for Work Procedure (A1038630) provides an overview of MWPA commitment to the human factors of the business.

Specific Application of Human Factors Principles within MWPA

MWPA will endeavour to apply Human Factors principles to its business in the following ways.

- Systematic integration of human factors principles into rail operations and processes.
- Application of human factors engineering in the design and procurement of new rail equipment, the installation, use, maintenance and eventual disposal of rail equipment.
- Development of optimum functional specifications and safe design of rail jobs and tasks.
- Human engineering assessment and redesign of rail workplaces, equipment, and environments to enhance safety, to optimise performance and to increase user satisfaction.
- Development of optimal safe working procedures and working instructions using human factors principles to ensure that minimal personal effort and individual and system safety are achieved.
- Safety culture assessment and improvement including organisational change management.
- Tailored training in human factors issues to increase safety outcomes (safety investigations, operator training, investigator training in the identification and analysis of human factor issues).
- Identification of worker competency requirements and implementation of effective competence management systems to achieve improved system safety and optimise performance.
- Determination and assessment of physical work demands associated with rail safety work.
- Continual improvement of rail systems through the development and human factor testing of error tolerant systems; these are systems aimed both at avoiding errors and assisting.

16.1 DESIGN

Equipment, processes, procedures, and rules must be designed so they are fit for purpose. Consideration must be given to:

- how easy it is for the user to understand;
- how straightforward and safe it is to operate;
- how well it supports the user's task; and
- how well it fits with related equipment, processes, procedures and rules and their users.

16.2 CULTURE

Culture is both a product and a cause of the way people behave and interact with each other. MWPA is committed to developing and maintaining a safety culture and this is documented in the Work Health and Safety Policy (A1111230).

16.3 TRAINING

Training is a continuous process that allows our workforce to be developed in ways that fulfil their own potential as well as the needs of the organisation. MWPA is committed to ensuring that workers involved in the rail terminal have the right level of training to deliver these services safely and confidently.

Different levels of rail training are in place for MWPA personnel, depending on the nature of their rail-related duties and responsibilities; training includes the following.

- Track Access Accreditation (TAP)
- Track Protection Officer Accreditation
- CERT III Rail Yard Coordination
- CERT IV in Rail Safety Management
- CERT III Rail Infrastructure and Inspection
- Online Rail Safety Awareness

The Rail Safety Worker Competency Management Procedure (A1039258); Attachment A; training and competency matrix specifies requirements for all rail roles. Training is also recorded and tracked within the rail training register.

16.4 CONDITIONS

MWPA is mindful of the impact working conditions can have on performance which may include workload, level of responsibility, rostering and fatigue, motivation, and wellbeing. MWPA is committed to ensuring that supervisors are appropriately trained to lead and support those under their supervision and to ensure a safe and healthy working environment is maintained.

17 Procurement and Contract Management

17.1 PURCHASING AND PROCUREMENT

MWPA has a dedicated finance and purchasing team and operate under a Procurement Management Plan.

MWPA has a dedicated commercial team in place responsible for managing purchasing, contracts, leases, licences, service agreements and other contractual arrangements. This includes monitoring performance against requirements and addressing any nonconformances.

A Worker and Worker Requirements Handbook has been developed outlining the general safety requirements for workers working at and with the MWPA.

18 Engineering and Operational System Safety

18.1 INFRASTRUCTURE ASPECTS

The MWPA Strategic Asset Management Plan (A2420624) (SAMP) contains the maintenance plan and asset register. The SAMP plan is broadly in line with the ARC Infrastructure Code for maintenance of the narrow-gauge network.

The Strategic Asset Management Plan includes Guidelines for Rail Infrastructure based upon a careful engineering review of the MWPA Rail Terminal operations and traffic levels which are then then balanced against the ARC Infrastructure Mainline Narrow-Gauge Code of Practice Track and Civil Doc No. W190-400-002.

The chapters of Rail Infrastructure Technical Guideline (A1664594) include guidance and statutory requirements for rail infrastructure in general. Appendix A contains an Addendum that has been prepared for the Narrow-Gauge rail infrastructure at the MWPA Rail Terminal.

18.2 ELECTRIC TRACTION INFRASTRUCTURE ASPECTS

Not applicable.

18.3 ROLLING STOCK ASPECTS

The Rail Interface Agreement with train operators prohibits the use of rolling stock at the MWPA rail terminal unless it has been authorised for use on the ARC Infrastructure rail network. The Rail Interface Agreement requires train operating companies to maintain the locomotives and rolling stock.

18.4 INTERFACES

Rail Interfaces are with the ARC Infrastructure rail network at km 0.641 in the Rail Terminal at Geraldton on each of the Karara Mining Ltd (KML), run-around and grain tracks. A siding connection licence is in place for these connections and ARC Infrastructure are party to the Rail Interface Agreement.

18.5 CONSTRUCTION AND INSTALLATION

Construction and installation are required to be conducted within the terms of the ARC Infrastructure Mainline Narrow-Gauge Code of Practice Track and Civil Doc No. W190-400-002, including design, manufacture and installation and the Rail Infrastructure Technical Guideline Implementation and Commission.

Implementation and commissioning are required to be conducted within the terms of the MWPA Rail Infrastructure Technical Guideline for Rail Infrastructure and the ARC Infrastructure Mainline Narrow-Gauge Code of Practice Track and Civil Doc No. W190-400-002.

18.6 SYSTEM OPERATION

There are no train 'running signals' within the terminal. All train movements are at the direction of the MWPA Duty Rail Terminal Coordinator.

System operation is outlined within Train Management MWPA Rail Terminal Procedure Which aligns with Arc Infrastructure Rules.

Procedures are in place for shunting at the KML ore unloader, the common use bottom-dump facility and the CBH grain discharge facility.

The train management guidelines, shunting procedures and Rail Terminal Procedure are attachments to the Rail Interface Agreement.

18.7 OPERATIONAL COMMUNICATIONS

Operational communications are by two-way radio with discrete channel operation for unloading operations and concurrent open channel for train-to-train and train-to-Operations Supervisor communication. The Rail Terminal Procedure (A1038643) and Rail Video and Voice recording procedures (A1039241) outline the protocols and steps to be followed when communicating within the rail terminal.

18.8 MODIFICATIONS

The Rail Terminal Procedure (A1038643) and Change Management Procedure (A1348483) outline steps to be followed to modify the infrastructure. The Procedures require appropriate engineering and operational assessment and post implementation review as well as a review of the Interface Agreement.

The MWPA Rail Terminal Procedure is attached to the Rail Interface Agreement.

18.9 DECOMMISSIONING AND DISPOSAL

MWPA's Strategic Asset Management Plan (A2420624) considers decommissioning and disposal.

There are no plans to decommission or dispose of any rail assets within the Port currently.

Where the requirement to dispose of an asset arises, the relevant MWPA manager will arrange for the safe removal and disposal of the asset and, if required, update any procedures to reflect the maintenance and operation of the remaining assets.

Where an asset is found to be outside acceptable technical or operational limits or is considered unsafe, the Asset Manager will request the maintenance worker to instigate the necessary restriction on use or, if necessary, closure until the asset can be returned to an acceptable condition to ensure the continued safe operation of the Rail Terminal.

18.10 SYSTEM INTEGRATION

The integration of the system is encompassed within the Rail Interface Agreement and its attachments which integrate the infrastructure, train operations, interfaces with the broader rail network and the operation of the Rail Terminal.

18.11 ENGINEERING DESIGN

MWPA requires that engineering design conforms to the MWPA Rail Infrastructure Technical Guideline (A1664594) and/or the ARC Infrastructure Mainline Narrow-Gauge Code of Practice Track and Civil Doc No. W190-400-002.

19 Process Control

The Quality Management System Plan (ISO 9001) outlines the process control procedures in use at MWPA.

19.1 CALIBRATION OF EQUIPMENT

Both the Work Health and Safety Management System Plan (A1029810) and the Environment Management Plan (A1029805) address the requirement for equipment to be calibrated where required or to be managed in accordance with performance monitoring programs as part of the MWPA compliance obligations.

19.2 INSPECTION AND TESTING

The Strategic Asset Management Plan (A2420624) outlines the process of managing MWPA infrastructure inclusive of the rail terminal infrastructure.

IFS asset maintenance software programs are in place for routine maintenance and testing of equipment.

These programs are used to track assets, parts, labour and manage workload including preventative maintenance (PM).

19.3 INTERFACE WITH OTHER OPERATORS OR SYSTEMS

Integration of the system is encompassed within the Rail Interface Agreement and its attachments which integrate the infrastructure, train operations, interfaces with the broader rail network and the operation of the Rail Terminal.

20 Asset Management

MWPA has in place a Strategic Asset Management Plan for the Rail Infrastructure. The Strategic Asset Management Plan includes an asset register, maintenance plan, maintenance procedures and condition report.

The Strategic Asset Management Plan outlines the rail infrastructure inspection and maintenance regime.

The Strategic Asset Management Plan requires inspections to be documented and for regular condition assessments to be conducted.

21 Interface Coordination

All interfaces are encompassed within a single Rail Interface Agreement and its attachments which integrate the infrastructure, train operations, interfaces with the broader rail network and the operation of the Rail Terminal.

The interface agreement is in place between the MWPA and the following organisations who are directly impacted by, or interface with, the MWPA rail terminal operations.

- **ARC Infrastructure:** Operator of the WA rail network.
- **Karara Mining Ltd:** Port customer with on rail product arrivals and track ownership in the MWPA rail terminal.
- **Cooperative Bulk Handling:** Port customer with on rail product arrivals and departures plus track ownership in the CBH train unloader.
- **Aurizon:** Above rail operator running trains to and from the MWPA rail terminal.

22 Management of Notifiable Occurrences

MWPA Incident Management Procedure (A1038570) outlines procedures and requirements for the management of notifiable occurrences.

The Rail Interface Agreement outlines each party's responsibilities including the requirement to preserve the scene where required.

MWPA, its maintenance providers and the train operating companies will notify each other of incidents that may impact on or could affect the safety of workers and/or this service.

The MWPA shall be responsible for informing the Regulator of any notifiable occurrences as defined in the relevant Law (Act) and Regulations for any incident involving the terminal infrastructure except as noted in the Rail Interface Agreement.

Train operating companies shall be responsible for informing the Regulator of any notifiable occurrences as defined in the relevant Law (Act) and Regulations for any incident involving the rolling stock or train crew.

Where other regulatory agencies must be notified following an incident, both MWPA and the train operating companies will individually ensure their reporting obligations are fulfilled.

A Rail Video and Voice Recording Procedure (A1039241) is in place to assist with the investigation of any incidents.

23 Emergency Response

MWPA Emergency Management Plan (A1029434) process and procedures. The Contents of the Plan are:

- Introduction
- System Overview
- Emergency Management Actions
- Attachments
 - Duty Cards
 - Incident Display Boards and Forms
 - Maps and Site Diagrams
 - Emergency Response Procedures
 - Emergency Contact Directory

24 Security Management

The Port precinct at Geraldton (which is formed by the seaward boundary to the Rail Terminal) is subject to Commonwealth requirements under the Maritime Transport and Offshore Facilities Security Act 2003 and has quite prescriptive requirements.

The plan must be approved by the Commonwealth Department of Infrastructure and Regional Development - Transport Security and does not include the railway precinct.

The Rail Terminal is staffed continuously and is surrounded by the maritime security fence to one side and storage facilities and fencing on the landward side. Direct access from the street to the Rail Terminal is not generally available.

In the area of the Rail Terminal not surrounded by structures, a chain link fence fitted with anti-trespass warning signs is in place. The only direct road crossing of railway lines in the terminal at Ian Bogle Road is protected by a mechanical gate with security pass activation. The other level crossing at Connell Road is a 'special use only' crossing and is secured by locked gates.

Refer: Rail Terminal Security Plan (A1029742)

25 Rail Safety Worker Competence

All rail personnel performing duties within the Rail Terminal are required to hold an appropriate MWPA Track Access Permit or recognised ARC infrastructure equivalent for the work to be undertaken. This is a requirement of the Rail Terminal Procedure for work within 3 metres of a railway line and of the Rail Interface Agreement for Train Operating Personnel. The Rail Safety Worker Competency Management Procedure (A1039258) addresses the specific roles and their associated competency requirements.

26 Fatigue Management

Fatigue management is outlined in Fitness for Work Procedure (A2274407). Fatigue is considered as part of rostering arrangements and is covered in induction training.

On commencement of the management of the MWPA rail terminal by the operations supervisor a significant study was undertaken into the potential for fatigue to be experienced in the role of operations supervisor.

The study also considered actual workloads experienced. It also looked at the shift roster arrangements and the potential for roster induced fatigue. This work was carried out using the UK HSE Fatigue and Risk Index Calculator (Version 2.3).

Over the intervening period, with the same rostered arrangement continuing, practical experience has demonstrated no discernible roster induced fatigue issues.

Rosters are to be designed in consultation with rail safety workers and endeavour to:

- minimise the build-up of fatigue;
- allow fatigue to dissipate;
- ensure adequate notice of shift changes;
- when returning from extended leave, not rostered as a night or early morning shift; and
- consider working levels, role, tasking, workload, environment, shift, and frequency of breaks.

An adequate number of personnel must be available to cover emergencies or unforeseen circumstances. In the unlikely event that personnel are not available, operation of the rail terminal may be temporarily suspended. At no time is it acceptable to allow fatigued personnel to work overtime or additional shifts.

27 Drug and Alcohol Management

MWPA has a zero tolerance for drugs or alcohol and all persons entering the site are warned by prominent signage that they are subject to random checks. MWPA procedure for managing drugs and alcohol in the workplace is outlined in Fitness for Work Procedure (A2274407). The procedure includes sections concerning:

- prescribed or over the counter medications;
- indicators of impairment;
- workplace assistance for substance abuse problems;
- rehabilitation for MWPA workers;
- alcohol and drug testing and results;
- laboratory testing of urine;
- refusing a test;
- privacy and confidentiality;
- recordkeeping;
- emergency exceptions; and
- drug screening cut-off levels.

28 Health and Fitness Management

Health and Fitness is covered by MWPA Medicals and Health Surveillance Procedure.

As required in the MWPA Rail Terminal Procedure (A1038643) all persons working within 3 metres of the nearest rail in the MWPA Rail Terminal (except for inside the train unloader) must hold a current Track Access Permit (TAP) as applicable to the requirements of their role or a recognised equivalent.

The MWPA TAP process has two levels of medical fitness associated to the requirements of the specific role of the individual.

- Rail Safety Awareness (mapped to TLIF2080C): This allows holders to safely access the rail corridor. Cat 3 Medical required. Rail industry workers who perform non-safety-critical tasks
- Protection Officer (mapped to TLIW2001A): This allows the holder to operate under track protection rules. Cat 1 Medical required. Rail industry workers in roles that involve high-level safety-critical duties.

29 Resource Availability

No management system can operate effectively if the resources available are not sufficient.

Therefore, the MWPA safety management system and Strategic Asset Management Plan has been developed to include systems and procedures for estimating the resources, including people and equipment, that MWPA as either a rail infrastructure manager (RIM) or a rolling stock operator (RSO) will need to:

- operate and maintain its railway operations;
- implement, manage, and maintain its safety management system; and
- prepare plans to ensure adequate access to the resources needed

Such processes within MWPA are a part of the normal business planning cycle, in which resource needs for the coming period are estimated and planned for and subsequently reviewed to ensure that resources are being appropriately managed.

In general, resource requirements in MWPA are identified through the normal risk assessment and/or control activities.

For example, in the development of rail safety worker fatigue risk management programs, MWPA has determined the availability of certain levels of workers to ensure that their human performance is not negatively affected by lack of resources, or critical tasks have not been able to be conducted or may be compromised due to a lack of availability of equipment required.

The Quality Management System Plan (ISO 9001) outlines the process control procedures in use at MWPA including the provision of resources.

30 References

Act or Regulation
<i>Maritime Transport and Offshore Facilities Security Act 2003</i>
<i>Port Authorities Act 1999</i>
<i>Rail Safety National Law (WA) Act 2015</i>
<i>Rail Safety National Law (WA) Regulations 2015</i>

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

31 Monitoring, Evaluation and Review

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

Minor updates made within this five-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**.

32 Administration

Document Custodian:	Operations Manager
Document Approver:	Chief Operating Officer
Approval Date:	21 November 2025
Document Review Period:	5yrs

Attachment 1: Rail Terminal Track Diagram

