

1 Purpose

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

2 Scope

A licence to provide stevedoring services at the Port of Geraldton (Stevedoring Services Licence [**Licence**]) must be obtained from 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* (Regulations).

To apply for a Licence, applicants are to contact MWPA Trade team.

The initial Licence term is 12 months. An extension may be offered for a further 12-month period and annually thereafter, subject to the Licence Holder being in full compliance with the Licence terms, until the expiry of the Licence.

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 LICENCE APPLICANT

The Licence Applicant is responsible for demonstrating, to MWPA's satisfaction:

- the work health and safety management system and environmental management system are specific to the proposed operation at Geraldton Port, and that these align with the current version of ISO 45001 Occupational Health and Safety Management System and ISO 14001 Environmental Management System. An independent auditor's report is an effective form of demonstration; and
- a genuine business need to hold a Licence.

3.2 LICENCE HOLDER

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

The 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 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

3.3 TRADE TEAM

The Trade Team duties and responsibilities include:

- verifying Licence Applicants have appropriate qualifications and experience, and a business need at the Geraldton Port;
- facilitating issue of new Licences;
- facilitating Licence renewal including the annual audit process; and
- invoicing Licence fees and charges.

3.4 OPERATIONS TEAM

The Operations Team duties and responsibilities includes:

- reviewing the Licence Applicants Work Health and Safety Management Plan for suitability to Geraldton Port with the Safety Team;
- reviewing Licence Applicants Environmental Management Plans for suitability to Geraldton Port with the Environmental Team;
- the operational management of Licences;
- owning the risk for management and control of stevedoring services; and
- management and control of cargo loading and unloading services.

3.5 SAFETY TEAM

The Safety Team duties and responsibilities include:

- reviewing the Licence Applicants Work Health and Safety Management Plan for suitability to Geraldton Port; and
- review of Licence Holders annual audits.

3.6 ENVIRONMENTAL TEAM

The Environmental Team duties and responsibilities include:

- reviewing the Licence Applicants Dust Management Plan (if applicable) and Environmental Management Plan for suitability to Geraldton Port environment; and
- review of Licence Holders annual audits.

3.7 HARBOUR MASTER

The Harbour Master's duties and responsibilities include the recommendation to issue, suspend and cancel Licences.

3.8 CHIEF EXECUTIVE OFFICER (CEO)

The CEO has authority to issue, suspend and cancel Licences.

4 Management Systems and Auditing

The 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 non-conformances. The comprehensive audit report must be provided at least 60 days prior to the Licence expiry date to allow sufficient time for MWPA to review the information prior to the Licence expiry.

Subject to MWPA being satisfied with the comprehensive audit report and the Licensee being in full compliance with the other Licence terms, MWPA will consider the 12-month further term extension (if available under the Licence).

5 Compliance with MWPA Environmental Licence

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

6 Licence Fees

New applications for a Licence may attract an application fee.

An annual Licence Fee applies and is stated in the Licence conditions.

All fees are charged in accordance with Regulations and MWPA Fees and Charges.

7 Associated Documents

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

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 Occupational Health and Safety Management Systems	
ISO 14001 Environmental Management Systems	
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 the Risks in Stevedoring
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 Officer
Document Approver: Procurement Manager
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