PORT OF AHBURTON - CYCLONE RESPONSE PLAN
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<th>Date</th>
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<td>1</td>
<td>Administration Officer</td>
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<td>Document established.</td>
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<td>2</td>
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<td>01/10/2017</td>
<td>Adapted for Port of Ashburton</td>
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<tr>
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POLICY STATEMENT

This cyclone response plan acknowledges and gives effect to the Pilbara Ports Authority’s (PPA) function under the *Port Authorities Act 1999* (The Act) to be responsible for the safe and efficient operation of the Port over which it has jurisdiction.

The aim is to ensure the Port of Ashburton is as safe as is possible under cyclonic threat, and that the PPA properly discharges its ‘duty of care’ to all mariners and their vessels, and to port users and their marine infrastructure within the Port.

The policy also acknowledges the sensitive nature of the area surrounding Port of Ashburton and the PPA’s responsibility to protect the environment of the Port of Ashburton.

In dealing with cyclones, the safety of people will at all times remain paramount.

The preparation, shutdown and re-opening of the Port in the event of a cyclone will be managed in accordance with these obligations, taking into account all available and relevant factors.
### DEFINITIONS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>DEFINITIONS</th>
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<tr>
<td><strong>Blue Alert</strong></td>
</tr>
<tr>
<td><strong>Bureau of Metrology</strong></td>
</tr>
<tr>
<td>Category</td>
</tr>
<tr>
<td>1</td>
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<td>2</td>
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<tr>
<td>3</td>
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<td>5</td>
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<tr>
<td><strong>Community Cyclone Stages</strong></td>
</tr>
<tr>
<td>Blue</td>
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<tr>
<td>Yellow</td>
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<td><strong>Strong Gale</strong></td>
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### ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>BoM</td>
<td>Bureau of Meteorology</td>
</tr>
<tr>
<td>CCP</td>
<td>Cyclone Contingency Plan</td>
</tr>
<tr>
<td>WA DoT</td>
<td>Western Australian, Department of Transport</td>
</tr>
<tr>
<td>PPA</td>
<td>Pilbara Ports Authority</td>
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<tr>
<td>PPA ERP</td>
<td>Pilbara Ports Authority Emergency Response Plan</td>
</tr>
<tr>
<td>DFES</td>
<td>Department of Fire and Emergency Services</td>
</tr>
<tr>
<td>HM</td>
<td>Harbour Master</td>
</tr>
<tr>
<td>HMA</td>
<td>Hazard Management Agency</td>
</tr>
<tr>
<td>SES</td>
<td>State Emergency Service</td>
</tr>
<tr>
<td>E&amp;R</td>
<td>Energy &amp; Resources - BoM</td>
</tr>
<tr>
<td>TC</td>
<td>Tropical Cyclone</td>
</tr>
<tr>
<td>The Act</td>
<td>Port Authorities Act 1999</td>
</tr>
<tr>
<td>WAPOL</td>
<td>Western Australia Police Service (Onslow)</td>
</tr>
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### CONTACTS

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone</th>
<th>Mobile</th>
</tr>
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<tbody>
<tr>
<td>Pilbara Ports Authority (PPA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harbour Master (Port of Ashburton)</td>
<td>08 9159 6508</td>
<td>0427 485 708</td>
</tr>
<tr>
<td>Ashburton VTS</td>
<td>08 9159 6556</td>
<td></td>
</tr>
<tr>
<td>State Government Agencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department of Transport</td>
<td>08 9185 6100</td>
<td>0419 950 920</td>
</tr>
<tr>
<td>WA Police - Onslow</td>
<td>08 9184 6000</td>
<td></td>
</tr>
<tr>
<td>DFES</td>
<td>08 9143 1227</td>
<td>0438 609 367</td>
</tr>
<tr>
<td>DFES (regional duty coordinator) – 24/7</td>
<td>1800 631 227</td>
<td></td>
</tr>
<tr>
<td>SES Onslow</td>
<td>08 9184 6780</td>
<td></td>
</tr>
<tr>
<td>Shire of Ashburton (Onslow)</td>
<td>08 9184 9314</td>
<td>0419 932 307</td>
</tr>
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</table>
1. **INTRODUCTION**

This is an emergency procedure. This is an external document.

1.1 **AUTHORITY**

The PPA cyclone response plan has been drafted and is administered by the PPA in accordance with its responsibilities under The Act.

1.2 **SCOPE**

The PPA has statutory authority to give effect to these procedures within the gazetted port boundaries at the Port of Ashburton. This cyclone response plan applies to all port users under the Act and associated Port Authority Regulations 2001.

Directions given to Masters, Crews and Port Operators will be under the auspices of The Act, particularly Part 7 Division 3 Section 104 –108.

PPA port infrastructure includes:

- Gazetted port waters including anchorages and moorings
- The Shipping Channel and Navigational Aids for the Wheatstone Marine Terminal (WMT)
- All port owned housing in Onslow
- All Wharves, Berths, Shipping Channel (MOF & WMT) and Navigational Aids
- Administration buildings and associated landside infrastructure
- All port owned major assets

This procedure is a source of information to be used by all PPA staff for the Port of Ashburton in preparing for a cyclonic weather event and returning to normal operations once the cyclonic weather event has passed. All staff have defined roles in the event of a cyclonic weather event and information contained within the procedure is provided to assist all employees in carrying out their duties.

Responsibility for the execution of this procedure rests with the HM or delegate in his absence.

1.3 **Objectives**

Cyclones present an indisputable risk to the Port through injury and /or financial loss. The objective of these procedures is to eliminate or mitigate that risk. This objective will be achieved by undertaking activities for the prevention of, preparation for, response to and recovery from, the specific risks associated with near or direct cyclonic impact.

1.4 **Purpose**

The purpose of this cyclone response plan is to ensure that in the event of a cyclone affecting our area.
a) All large vessels including off-shore support vessels have adequate time to clear the port/s and obtain adequate sea room before coming under the influence of gale or storm force winds associated with the cyclone.

b) All small commercial vessels will be secured before sea and weather conditions and or darkness make their operations, including their mooring operations, more hazardous than normal.

c) Small recreational craft and their crews are removed from, or properly secured against the pending risk.

d) To provide a set of guidelines for decision making within the port in relation to cyclone response.

The marine cyclone response plan of terminal and other port operators should as far as practicable, compliment the PPA’s procedures.

In all circumstances, decisions of the Harbour Master (HM) in relation to cyclone response will take precedence over any other cyclone plans.

1.5 Risks

The Port of Ashburton lies within a stretch of coastline which is prone to cyclonic weather events with the annual cyclone season beginning on the 1st November and concluding on the 30th April.

It is interesting to note that Australia has recorded a cyclonic weather event in every calendar month.

The Port of Ashburton predominantly deals with LNG vessels that are carrying gas exports from the WMT. It also caters to support vessels including tugs and workboats that operate out of the Materials Offloading Facility (MOF). A cyclonic weather event may cause serious disruption to the operational activities of the port.

1.6 Cyclone Development and Monitoring

1.6.1 Energy & Resources - BoM

The PPA receives tropical cyclone forecasts from the, Bureau of Meteorology (BoM). Once a cyclone has formed off the coast these forecasts are received at regular intervals.

1.6.2 Department of Fire and Emergency Services (DFES)

The Department of Fire and Emergency Services (DFES) has the role of the Hazard Management Agency (HMA) and is responsible for the issuing of the ALERT status for the duration of each cyclone.
The following levels of alert apply within the area:

- **Blue Alert**
  A Blue Alert is the first official alert stage and warns that a cyclone has formed and may impact communities within 48 hours.

  During a Blue Alert the Port of Ashburton will operate as normal and the Cyclone Response Plan will be activated, and the progress of the cyclone closely monitored.

  Please see ‘PPA Stages of response’ for actions to be taken by PPA Staff

- **Yellow Alert**
  A Yellow Alert is issued when it is likely that a cyclone will impact communities within 12 hours.

  Please see ‘PPA Stages of response’ for actions to be taken by PPA Staff

- **Red Alert**
  A Red Alert is issued when the cyclone impact is imminent.

  Please see ‘PPA Stages of response’ for actions to be taken by PPA Staff

- **All Clear Proceed with Caution**
  Once the threat of the cyclone has passed and is moving away from Ashburton. The recovery phase of the plan can now be commenced, and operations can return to normal.

  Please see ‘PPA Stages of response’ for actions to be taken by PPA Staff

2. **RESPONSIBILITIES**

2.1 **The Plan**

This cyclone response plan, as updated, remains in force throughout the year, although the officially recognised cyclone season extends from 1st November to 30th April.

This plan is integrated and supported by Westplan – Cyclone, Port of Ashburton Emergency Response Plan and local industry plans.

2.2 **Terminal Operator**

Within the Port, the terminal operator is responsible for ensuring that they have cyclone contingency plans or procedures in place. Copies of their plans should be updated at the start of the cyclone season.

The Terminal Operator should nominate a contact person within their plans to liaise with the Harbour Master in the event a cyclone.
2.3 **Ship’s Masters**  
At all times the Ship’s Master is responsible for ensuring the safety of the vessel and its compliance with the Port of Ashburton regulations, including the requirements of this cyclone response plan.  

Particular emphasis is to be placed on the vessel maintaining adequate stability and suitable trim, ensuring that it can depart the port safely at short notice should the need arise.

2.4 **Pilot’s/Loading Masters**  
To assist the HM and terminal operators, Pilots/Load Masters are requested to:

a) Ensure that Masters are aware of these procedures.  
b) Facilitate effective execution of these procedures and communications between the Ships Master and the Harbour Master.

2.5 **Port of Ashburton Staff Roles and Responsibilities**

<table>
<thead>
<tr>
<th>ROLE</th>
<th>RESPONSIBILITY</th>
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<tbody>
<tr>
<td>Chief Executive Officer (CEO)</td>
<td>The CEO will provide advice and information as required to all relevant stakeholders including: The Minister Government Agencies PPA Board The CEO will also assume all media responsibilities.</td>
</tr>
<tr>
<td>General Manager Operations (GMO)</td>
<td>GMO has overall responsibility for the safety of PPA’s Operations. HM’s will ensure that adequate and timely information is provided to the GMO for a consistent response strategy to be implemented during a cyclone event.</td>
</tr>
<tr>
<td>Harbour Master (HM)</td>
<td>The HM is responsible for the implementation and execution of this cyclone response plan. In consultation with the terminal operator’s nominated representative and the duty Pilots/loading Master the HM will: Initiate the orderly execution of the cyclone response plan. Monitor and ensure ongoing compliance. Keep port proponents informed of port status at various stages of the cyclone event.</td>
</tr>
<tr>
<td>Deputy Harbour Master/s (DHM)</td>
<td>The DHMs are to assist the HM with the implementation and execution of the plan.</td>
</tr>
<tr>
<td>Security Supervisor (SS)</td>
<td>The SS is responsible for ensuring that Safety &amp; Security is maintained throughout the event. The safety of all PPA staff and port users is the number one priority.</td>
</tr>
<tr>
<td>Maintenance Superintendent (MS)</td>
<td>The MS is responsible for ensuring that relevant port infrastructure is secured.</td>
</tr>
<tr>
<td>Vessel Traffic Service Officer (VTSO)</td>
<td>VTSO’s will play a critical role in providing information to ships likely to be affected by the cyclone. VTSO’s will maintain accurate records/tracking of the cyclone and ensure that all relevant advice is conveyed to the HM or DHM.</td>
</tr>
<tr>
<td>All other Port Personnel</td>
<td>Everyone has a role to play in the event of a cyclone. Preparation is the key to minimising any damage that may be associated with a cyclonic event. All</td>
</tr>
</tbody>
</table>
3. GENERAL

3.1 Pre-Season

Port of Ashburton cyclone response plan is to be reviewed annually prior to 1st November and updated or amended as necessary.

It is recommended that terminal operators regularly review their procedures and documentation to ensure that they reflect the current practice.

Masters and operators of vessels working in the vicinity of the Port of Ashburton must have a cyclone plan in place before the start of the cyclone season and it must be clear to all parties what each vessel will do during the approach of a cyclone.

*The Port Authorities Regulations 2001 Schedule 1 subdivision 3 49 - 58*, governs the installation and use of cyclone moorings within the port. On a need basis, the Harbour Master may approve the installation of moorings. Owners should ensure that their mooring(s) comply with the requirements of the regulations, including the requirement to supply the HM with a completed annual inspection report prior to 30th of October.

See [PPA Mooring Documents](#) for full details of mooring requirements.

Non-approved, sub-standard or unidentified moorings should be removed by the mooring owner prior to the start of the cyclone season in accordance with the PPA regulations. If the mooring owner fails to act diligently in this regard, the PPA may carry this out at the owner's expense.

3.2 Cyclone Moorings

The Port of Ashburton only provides cyclone moorings for the tugs and pilot boat used by the WMT (Tug Pens in the MOF). Currently there are no provisions for shelter for any other vessels. Small vessels may be able to shelter in the Beadon Creek facility adjacent to Onslow which is administered by the West Australian Department of Transport (WA DoT). Those proposing to use it should make the necessary arrangements with WA DoT before the cyclone season commences.

There are no cyclone moorings currently installed at the Port of Ashburton.

3.2.1 Mooring Certification

Approved cyclone moorings must be properly designed by a certified and suitably qualified Engineer or Naval Architect in accordance with the PPA’s mooring guidelines.

3.3 Cyclone Contingency Plans

The PPA anticipates that all vessels will have cyclone contingency plan in place when operating in or from the Port of Ashburton.
The plan may be to:

- Proceed to sea in sufficient time to establish safe sea room between the vessel and the cyclone or;
- Proceed to a cyclone mooring.

3.4 Safe Haven
The Port of Ashburton only provides cyclone moorings for the tugs and pilot boat used by the WMT (Tug Pens in the MOF). Currently there are no provisions for a safe haven for any other vessels. The facility at Beadon Creek may do so for smaller vessels and its operators. The WA DoT should be contacted in the event safe haven is required.

3.5 Vessel State of Readiness
Port regulations require that the Master of a vessel berthed at a wharf within the port shall ensure that the vessel is at all times capable of vacating the berth at short notice. During the cyclone season, and particularly in the event of a tropical low or cyclone forming off the Northern or Western coast, this requirement becomes paramount.

To this end, the Master shall ensure that at all times, engines and other essential machinery is fully operational, that the vessels draft, trim and stability are adequate and that there are adequate crew members on board to enable the vessel to vacate the berth and sail at short notice.

Vessel engines should not be immobilised without the permission of the Harbour Master.

3.6 Cyclone Threat Assessment Criteria
The PPA does not have designated specific zones or distances from a cyclone as trigger points for activating these procedures. Instead cyclones and tropical lows will be assessed and dealt with on a case by case basis in relation to their potential severity. Whilst sea state is a major consideration for small craft, work boats and laden ships in the main shipping channels, the proximity of gale force winds associated with the cyclone (or low) will also have a bearing on the decision making process at the time.

Decisions to close or open the port will be based on a worst case scenario concept to ensure adequate margins of safety for all personnel, small craft, other vessels and port facilities.

The PPA’s requirement to clear berths and close the Port may be more conservative than the various port operators plans require. When executing their plans, terminal and port operators should be aware of the fact that the port assessment and action influenced by potential winds, may be well ahead of any sea state criteria or ahead of any advice concerning the likely impact obtained from the BoM.

Decisions may also be influenced by the desirability to perform some tasks, such as mooring smaller craft, in daylight, (commercial and non-commercial craft included).
Tropical lows will be monitored and action, if deemed necessary, taken on the basis that the low may deepen to a cyclonic system at very close range to the port.

Category 1 cyclones will be viewed as having the potential to deepen to category 2 or 3 immediately prior to crossing the coast or at close range to the port. In assessing such potential, advice and information will be obtained from the BOM and other appropriate sources if available.

4. RESPONSE STAGES
Pilbara Ports Authority will respond to a cyclone threat in five (5) stages

<table>
<thead>
<tr>
<th>STAGE</th>
<th>KEY ELEMENT</th>
<th>PARAMETER</th>
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<tbody>
<tr>
<td>1</td>
<td>Monitor</td>
<td>Cyclone or tropical low has formed in Northern waters</td>
</tr>
<tr>
<td>2</td>
<td>Prepare</td>
<td>Cyclone tracking towards the Port with the potential for impact</td>
</tr>
<tr>
<td>3</td>
<td>Clear Port</td>
<td>Potential for “Gale Force” winds to impact the port within 12 hours</td>
</tr>
<tr>
<td>4</td>
<td>Shut down</td>
<td>Potential for “Gale Force” winds to impact the port within 6 hours</td>
</tr>
<tr>
<td>5</td>
<td>Re-Open</td>
<td>Cyclone or threat of cyclone passed</td>
</tr>
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The actions associated with each stage are summarised as follows:

4.1 Stage 1: Monitor
Advice is received that a cyclone or tropical low has formed somewhere off the Northern or Western coasts.

The PPA will monitor the system with appropriate resources to make an early assessment of its likely path and potential to eventually impact on the Port of Ashburton.

4.2 Stage 2: Prepare
A tropical low or cyclone is tracking in such a way that there is potential for the system to impact on the port.

The PPA will begin to prepare the port for closing down. This stage will involve extensive communication and consultation between the Port Authority and Port Terminal, Operators and Pilots. Operational plans and intentions of the Port Users will be discussed and evaluated against possible response scenarios. Sailing drafts and tidal requirements/restrictions etc. will be discussed so that the effects on ships and operators, of any PPA action in relation to the storm will be understood by all parties. If time permits a formal meeting will be held with all available stakeholders to discuss the measures in place and to be taken.

Once gale force winds are potentially within 24 hours of the Port, vessels will not load so as to become tidally constrained, without prior consultation and agreement with the HM. In some circumstances it may be deemed necessary or advisable to cease loading to ensure that the vessel/s does not fail to clear the Port before the onset of gale force winds. This process will be ongoing; following each forecast update or any substantial
change in the prognosis, it may be necessary to revisit terminal operators and Port stated intentions.

4.3 Stage 3: Clear Port
Gale force winds expected (on a worst case scenario basis) within 12 hours.

COMMERCIAL VESSELS

The PPA will commence to clear the Port and anchorages of all commercial vessels, with a view to having all such vessels clear of port limits 12 hours prior to the possible onset of gale force winds. This timeframe is designed to ensure adequate margins of safety, and to provide ships adequate time to clear the coast before encountering storm conditions.

RECREATIONAL VESSELS

The Port of Ashburton does not have any facilities to launch or recover recreational crafts. The adjacent Beadon Creek facility may have such arrangements and WA DoT should be contact for further information.

4.4 Stage 4: Shut Down
Gale force winds expected (worst case scenario basis) within 6 hours.

The port will be closed to all commercial operations. Vessels will be directed to cease normal activities and secure to their moorings, proceed to their pre-planned safe havens or proceed to sea.

All vessels on moorings should be secured, shut down and crews ferried ashore well before the onset of gales. Planning should ensure mooring and crew transfers are undertaken during day light hours, where possible, to maximise safety.

During this Shut Down stage the Port will be closed to all vessels with the exception of vessels requesting to pass through the port en route to safer waters and vessels seeking safe haven where there is no alternative.

There are currently no cyclone rated moorings within the Port of Ashburton.

In the interest of safety, the PPA recommends the de-crewing of all vessels on moorings should occur prior to the onset of gale force winds and during daylight hours.

In the event of an imminent “red alert” the Port of Ashburton VTS may be de manned. Sécurité messages advising of this fact will be broadcast on VHF 14 & 16 prior to de-manning.

4.5 Stage 5: Re-Open the Port
Cyclone or the risk of impact has passed.
The Port will be re-opened as soon as conditions permit. This may well result in a phased re-opening. The outer anchorage or even inner anchorages may be opened, before particular berths are reopened for operations. The re-opening of the port (or part of the port) does not constitute that conditions will necessarily be suitable for normal operations. Terminal operator and Masters of vessels will need to make their own assessments as to the suitability of prevailing conditions for safe operations.

The anchorage will be opened once the wind falls below steady gale force and the sea conditions permit safe anchoring. As an indication, swell within the port would probably be less than 1.3m at that time.

Vessel Masters, Port users and Stakeholders will be advised by appropriate communication methods as to when the Port is re-opened.

4.5.1 Terminal Operator’s Declaration

Prior to berthing and resuming normal operations, the terminal operator will need to declare to the Harbour Master that their berth facilities and associated navigational aids and channel has not been compromised by the effects of the storm. The detail of the declaration required from terminal operators will be determined on a consultation basis with the PPA and will be based on the storm severity and the impact experienced within the Port.

This declaration will address issues such as:

a) Jetty still affording a safe berth for vessel alongside.
b) Wharf fendering and mooring arrangements being serviceable.
c) Berth pocket or basin remaining at the charted depth.
d) Navigation aids remaining in their correct position and serviceable, particularly before any night operations are undertaken. Temporary substitution of damaged Navigation Aids by activation of Virtual Navigation Aids will be considered to facilitate night operations.
e) Channel proved to have maintained its declared depths and width as charted.

Damage to navigation aids, channel or berth facilities resulting from the storm is to be reported to the HM immediately.

Any damage to the port infrastructure or matters of concern to mariners will be issued by a PPA Marine Notice.
4.5.2 Activation of Virtual Atoms Flow Chart

5. PROCESS OWNER
   The Harbour Master is responsible for this External Document.

   Date approved: 24/10/2019  Review date: 24/10/2020
   Version: 4  Approved by: General Operations Manager