



ASHBURTON CARGO TERMINAL – CYCLONE RESPONSE PROCEDURE

A1769929



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1. DOCUMENT AMENDMENT TABLE

VERSION	PREPARED BY	DATE	AMENDMENT DETAILS
1.0	Landside Supervisor	08/09/2025	First Issue
2.0	Landside Supervisor	08/10/2026	General review. Added role changes

2. INTRODUCTION

This is a terminal specific cyclone response emergency procedure.

2.1 Authority

The *Ashburton Cargo Terminal Cyclone Response Procedure* has been drafted and is administered by Pilbara Ports in accordance with its responsibilities under the *Port Authorities Act 1999* (the Act).

2.2 Scope

This procedure is developed in accordance with the *Pilbara Ports Marine West – Cyclone Response Plan* which outlines the overarching requirements for cyclone response within the Port of Ashburton.

The cyclone response plan requires terminal operators to maintain a cyclone response procedure. Pilbara Ports is the terminal operator for the Ashburton Cargo Wharf and surrounding landside operational areas.

This procedure dictates actions within the Ashburton Cargo Terminal and affects Landside Operations, Stevedores, lease holders, contractors and any other personnel working land side within the terminal.

Ships Masters, Pilots and Shipping Agents are required to follow the requirements of the Harbour Master and the *Pilbara Ports Marine West – Cyclone Response Plan*.

3. OBJECTIVE

Cyclones present an indisputable risk to the Port through injury, damage to assets, damage to vessels, pollution, business interruption and /or financial loss.

The objective of these procedures is to eliminate or mitigate that risk whilst providing clear guidelines for users of the Terminal to understand and prepare for the stages Pilbara Ports will move through as the risk increases and its associated effects on operations and access.

4. CYCLONE DEVELOPMENT AND MONITORING

4.1 Bureau of Meteorology (BoM)

Pilbara Ports receives tropical cyclone forecasts from the BoM. Once a cyclone has formed off the coast these forecasts are received at regular intervals. The forecast can be accessed at <http://www.bom.gov.au/cyclone/index.shtml>

4.2 Department of Fire and Emergency Services (DFES)

The DFES commissioner is the Hazard Management Agency (HMA) for cyclone emergencies in Western Australia. The DFES has the role of Controlling Agency (CA) and is responsible for the issuing of the ALERT status for the duration of each cyclone.

DFES has the following levels of alert:

- **Advice**
 - Advice is the first official alert stage and warns that an incident is active.
 - During an Advice alert Pilbara Ports Marine West will operate as normal, the Cyclone Response Plan will be activated, and the progress of the cyclone closely monitored.
- **Watch and Act**
 - A Watch and Act alert is issued when there is a possible threat and action should be taken to stay safe.
- **Emergency Warning**
 - An Emergency Warning alert is issued when there is a threat to lives and homes, and there is a need to take immediate action.

Table 1: DFES alert level pictographs

	ADVICE	WATCH AND ACT	EMERGENCY WARNING
Pictograph			
Meaning	An incident is active but there is no immediate threat to lives or homes. Be aware and keep up to date.	There is a possible threat to lives or homes. Take action now to protect yourself and others.	There is a threat to lives and homes. You may be in danger and need to take immediate action.

5. WEST PILBARA MARINE RESPONSE STAGES

Maritime operations, shipping and any associated marine activity is managed under the *Pilbara Ports Marine West – Cyclone Response Plan* as directed by the Harbour Master.

Terminal preparedness is directly linked with the plan however the marine response typically reacts early during any event to allow sufficient time for shipping to respond and clear the danger. The marine plan response stages are detailed below for reference.

Table 2: West Pilbara Marine response stages

STAGE	KEY ELEMENT	PARAMETER	ACTION
1	Monitor	Cyclone or tropical low has formed in northern waters.	Monitoring the system to make early assessment of path.
2	Prepare	Cyclone tracking toward Port in such a way as to pose a potential risk.	Prepare Port and secure loose gear. Check loading details. Sailing drafts and tide requirements. Communication between Port and Port users.
3	Clear Port	Potential for gale force winds within 12 hours.	Clear large vessels from Port. Clear anchorage. Port closed to large vessels.
4	Shut-down	Potential for gale force winds within 6 hours.	All small vessels secured to cyclone moorings. Port closed to all.
5	Re-open Port	Cyclone threat passed.	Check nav aids, channels and berths. Open anchorage. Return to normal operations.



6. ASHBURTON CARGO TERMINAL REACTION STAGES

A reaction matrix has been created to align Marine response stages with community alerts. It is likely that Marine response stages will lead community advice however in certain circumstances, community alert levels¹ may lead or change with little or no notice.

The matrix only applies to shore side operations inclusive of leaseholders and on-site contractors. Shipping will react as required by the *Pilbara Ports Marine West – Cyclone Response Plan* and associated Harbour Master instructions.

6.1 Reaction stages

The below table defines what is required at each reaction stage. The Harbour Master or Terminal Operations Manager may alter the terminals formal stage outside of these triggers upon receipt of new information or operational need.

Table 3: Ashburton Cargo Terminal reaction stages

STAGE	KEY ELEMENT	TRIGGER (INDICATIVE)	ACTION
T1	No Action	Community Alert Nil	Inform and advise. Monitor only
		Marine Stage 1 or 2	
T2	Commence preparation	Community alert up to Advice	All equipment and cargoes not required for current operations should be prepared for heavy weather. Normal terminal operations may continue.
		Marine Stage 1,2 or 3	
T3	Fully prepare	Community Alert up to Watch and Act	All operational equipment not in immediate use is to be secured. As berths are cleared, finalise preparations. Only operations supporting vessel departures (cargo handling, general stevedoring) may continue. No new work or additional work is to continue.
		Marine Stage up to 4	
T4	Planned closure	Community Alert up to Watch and Act	All Pilbara Ports personnel and external stakeholders are advised of a planned site closure time. Non-essential personnel should depart site. Gates and access to the port will be restricted or closed at the specified time.
		Marine stage 3 or 4	
T5	Evacuate site – Access closed	Community Alert at Watch and Act or Emergency Warning	Site to be evacuated within 60 minutes. Access to the port will be closed to all vehicles and personnel.
		Marine Stages - all	
T6	Reopen site with Caution	Community alert reduced to Advice	Incident Controller and key critical personnel open the site with caution
		Marine Stage 5	

¹ Community alert level overrides marine stage if more severe

6.2 Ashburton Cargo Terminal cyclone reaction matrix

The reaction matrix for the Ashburton Cargo Terminal is detailed in Table 4. Consideration is always given to the current community advice level to allow companies and personnel to consider personal safety.

Table 4: Cyclone Reaction Matrix

ASHBURTON CARGO TERMINAL CYCLONE REACTION MATRIX						
		West Pilbara Marine Alert Stages				
		Level 1 Monitor	Level 2 Prepare	Level 3 Clear Port	Level 4 Shut Down	Level 5 Re-open
Community Alert Level	NO ALERT	T1 No Action	T1 No Action	T2 Commence Preparation	T3 Fully Prepare	T6 Reopen Site with Caution
	 ADVICE	T2 Commence Preparation	T2 Commence Preparation	T3 Fully Prepare	T4 Planned Closure	T6 Reopen Site with Caution
	 WATCH AND ACT	T3 Fully Prepare	T3 Fully Prepare	T4 Planned Closure	T5 Evacuate Site Close Gates	T5 Evacuate Site Close Gates
	 EMERGENCY WARNING	T5 Evacuate Site Close Gates	T5 Evacuate Site Close Gates	T5 Evacuate Site Close Gates	T5 Evacuate Site Close Gates	T5 Evacuate Site Close Gates

6.3 Personnel responsibilities

It is a requirement for all companies and contractors conducting business at the Port to have an approved cyclone procedure and plan. The following provides high level guidance of the responsibilities of each person on site.

6.3.1 Pilbara Ports Staff

Pilbara Ports divisions should follow the checklist items within the internal cyclone plan and report completion as per procedures. Staff shall follow directions of their direct line management.

Vendor Managers should note that no new work can commence at Stage T3 or higher.

6.3.2 Stevedores

Stevedore companies must prepare areas as per their own approved cyclone plans. Wharf activities and cargo loading is aligned with the Harbour Masters direction.

6.3.3 Leaseholders

Leaseholders are required to prepare their lease areas as per approved cyclone response plans and in alignment with the Ashburton Cargo Terminal reaction stages.

6.3.4 Contractors

Contractors are required to follow the direction of their vendor manager during works on the site. Contractors must follow the Terminal reaction stages however if individual company cyclone plans require a higher level of preparedness ahead of terminal stages, that should be followed.

Contractor cyclone plans must not lag Terminal stages.

6.3.5 Transit staff and Visitors

Personnel transiting to other leased area via the Port Access Road (PAR) should be aware that the gates may close at any time once stage T4 or T5 is declared.

Visitors should follow directions of their escorts.

7. COMMUNICATION PROTOCOLS

Alert levels to external parties will be communicated via several methods

- Email – West Pilbara Cyclone Distribution List (Subscription required)
- Electronic signage located at the entry point to the Port
- Direct communications via telephone or email (as required)

The Terminal Operations Manager or their delegate is responsible for declaring the Ashburton Cargo Terminals readiness stage.

8. INSPECTIONS AND AUDITS

A pre-season cyclone check and audit will be carried out by Pilbara Ports during the month of October.

The site and any leased or occupied areas may be inspected prior to a cyclone event by Pilbara Ports personnel for cyclone readiness.

It is an expectation that companies, contractors and personnel react to any recommendations or directions given by Pilbara Ports in a timely manner.

9. POST CYCLONE RECOVERY

Prior to reopening the Port (T6), designated Pilbara Ports staff and any supporting sub-contractors will conduct a site inspection to ensure the site is safe for operations to recommence.

Once the site is reopened, Port users should report any damage or potential hazard identified immediately. Stage T6 will remain in place for at least 24 hours after the DFES community alert level is removed.

10. REFERENCES

Table 5: Reference List

DOCUMENT NAME	AUTHOR
Pilbara Ports Marine West – Cyclone Response Plan	Pilbara Ports
Hazard Management Procedure	Pilbara Ports
Incident Management Procedure	Pilbara Ports
Personal Protective Equipment (PPE) Procedure	Pilbara Ports
Pilbara Ports West Marine Pollution Contingency Plan	Pilbara Ports
Port of Ashburton – Emergency Response Plan	Pilbara Ports
Port Authorities Act 1999	Western Australian Government

11. CONTACTS

Table 6: Contact List

AREA	PHONE	RADIO	EMAIL
Ashburton VTS (24hrs)	9159 6556 0428 888 800	VHF14 VHF16	dampier.vts@pilbaraports.com.au
Emergency WA – Warnings & Incidents	133 33 37		https://www.emergency.wa.gov.au/
Harbour Master (Duty)	0407 405 797		hm.dhm@pilbaraports.com.au
Landside Operations (24h)	(08) 9181 3602	UHF17	landside.ashburton@pilbaraports.com.au
Onslow Hospital	(08) 9184 3200		
Police	000 (Emergency)		
Security Gate (Ashburton)	9159 6584	UHF17	

12. DOCUMENT OWNER

The Terminal Operations Manager (West Pilbara) is responsible for this procedure.

Date approved: 08/10/2026

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Version: 2.0

Approved by: TOPS Manager (West Pilbara)