



**KIMBERLEY
PORTS**
AUTHORITY

CYCLONE CONTINGENCY PROCEDURE

Port of Broome

CYCLONE CONTINGENCY PROCEDURE

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VARIATION RECORD:

Version No.	Version Date	Brief Description of Change
1	16 December 1999	Original issue.
2	9 October 2000	Update contact list attachment.
2.1	19 June 2009	Update KPA logo, KPA acronym.
2.2	9 November 2009	Update and revised contact list.
2.3	31 October 2010	Update.
3.0	14 October 2011	Update information for new HM.
3.1	August 2012	Minor changes.
4.0	October 2013	Update - minor changes.
1.0	October 2014	Re-issue as KPA.
1.1	December 2014	Amend FESA to DFES, updated Appendix A Key Contact List
1.2	January 2015	Minor updates to plan – content item 3.2 to include Deputy Harbour Master details; to number all Blue, Yellow and All Clear items; make changes to references to the ablution block as it is now a permanent tie-down structure on the wharf; remove item regarding emptying the portable ablution block; update all references from Reliance Petroleum to Broome Bunkering Services; to remove the sentence re the Wharf Closed sign; gatehouse locking/de-manning to include – Gatehouse Security phone to be diverted to Operations Manager; action item All Clear to include notification to Port employees about return to work and to include Port Engineer in the responsibility section.
2.0	December 2015	Amend section 3.3 – removed reference to larger vessels and replaced with all vessels. Amend section yellow alert 5 remove any and replace with all vessels.
3.0	October 2016	Amend section 1 to correct A/Harbour Master name; section 3.3 changed wording from jetty to wharf; section 4 update to singular coordinator; section 4.3 minor wording changes; and Appendix A updated contact list record number.
4.0	February 2018	Section 4.1 added – Alert Levels. Minor changes clarifying staff work attendance obligations in each phase.
5.0	October 2018	Full review.
6.0	October 2019	Annual review and update. Update Plan to Procedure.
6.1	October 2019	Updated Section 3.5
7.0	October 2020	Full review.
8.0	October 2022	Full review.
9.0	November 2023	Full review.

1. INTRODUCTION

This cyclone contingency procedure for the Port of Broome has been developed under the auspices of the Western Australia Port Authorities Act 1999. The procedure provides port stakeholders with an overview of the port's cyclone response strategy. The procedure identifies the responsibilities of the Harbour Master, Port Proponents, Port users, Port Services, Ships' Masters, Marine Pilots, Mooring Owners in order to minimise the potential adverse effects of a tropical cyclone impact to the Port of Broome.

Cyclonic weather conditions may occur at any time of the year. In the north-west of Australia, the most likely period during which cyclones may generate is the tropical summer from November to April.

Tracks that cyclones follow are often erratic and they may have a life cycle of a few days through to some weeks.

History shows that winds in the vicinity of 200 km/hr have been recorded a number of times in the Broome area. The most devastating cyclone affecting the region wiped out Broome's pearling fleet off Eighty-mile beach in 1908, resulting in major loss of life.

Although modern forecasting enables major weather events to be predicted and tracked with great accuracy, the development and movement of tropical cyclones remains somewhat unpredictable.

Tropical cyclones can be highly destructive to property and they pose a significant risk to life. In order to effectively combat the potential effects of a tropical cyclone, a documented strategy which coordinates the actions of all affected groups is essential.

Nothing in this procedure relieves the Owner or Master of a vessel of their legal obligations in relation to the safety of their vessel and its crew.

The information outlined in this procedure are intended to assist the owners and masters of vessels as well as Kimberley Ports Authority (**KPA**) staff to:

- minimise risk to life and property; and
- ensure that the Broome wharf, shore based infrastructure and environment are protected as far as practicable from the effects of a cyclone.

Suggestions for improving this procedure can be forwarded to:

Harbour Master

Kimberley Ports Authority
PO Box 46, BROOME WA 6725

Phone: (08) 9194 3100

Fax: (08) 9194 3188

E-mail: harbourmaster@kimberleyports.wa.gov.au

2. SCOPE

This procedure has been drafted and will be administered by the Port Authority in accordance with its responsibilities under the Western Australia Port Authorities Act 1999. The Kimberley Ports Authority (KPA) has the statutory authority to give effect to these procedures within the gazetted port boundaries. This procedure applies to all port services under the Western Australia Port Authorities Act 1999 and the associated Port Authority Regulations 2001.

It is recommended that the following groups familiarise themselves with the details of this procedure:

- Port of Broome Port users;
- Kimberley Ports Authority Broome tenants;
- Mooring owners.
- Broome Volunteer Sea Rescue Group;
- Department of Transport – Broome;
- Broome Police Headquarters;
- DFES; and
- Shire of Broome.

3. ACTIVATION OF THE PROCEDURE

This procedure is automatically activated once a Cyclone Watch has been issued for the Broome area. The procedure may also be activated at the direction of the Harbour Master when forecasting provides long term advice of a potentially problematic weather system.

While the stages of this procedure are based upon the DFES alert system, variations on these stages might be taken at the direction of the Harbour Master. This is principally because in most circumstances the Port preparations may, by necessity, be ahead of the land based alert system. For example ships may need to run ahead of the cyclone for sheltered waters.

4. ROLES AND RESPONSIBILITIES

The KPA Harbour Master or in his absence, his delegate, is responsible for the implementation and execution of this procedure. The Harbour Master must keep port users and relevant regulatory bodies updated.

The KPA Operations Manager is to assist the Harbour Master in the conduct of his duties with regards to this procedure. The KPA Operations Manager will also conduct daily briefings for the benefit of port users and staff as appropriate to update them on the port's intentions and rationale.

4.1. Port Proponents / Port Services / Port Users

Port Proponents / Port Services / Port Users are responsible for ensuring that they have tropical cyclone contingency plans and procedures in place. A copy of such plans shall be provided to the KPA and updated as necessary prior to 01 October each year.

Port Proponents / Port Services / Port Users shall nominate a contact person within their plans to liaise with the KPA in the event of a cyclone.

4.2. Ship Masters and owners of vessels

The Broome wharf does not constitute a safe haven against severe weather for ships or boats.

Depending on their Individual cyclone arrangements vessels will be directed to vacate the wharf between 24 and 12 hours before the anticipated onset of gale force winds associated with a cyclonic system. This will allow vessels proceeding to sea to clear port waters and gain necessary sea room prior to coming under the influence of gale force winds, or in the case of vessel proceeding to moorings the opportunity to secure to moorings and secure their vessel before sea conditions make mooring operations unsafe.

In any event vessels should leave the wharf as soon as practical after a Blue Alert has been issued. No vessel is to remain alongside the wharf once a Yellow Alert has been issued. Vessel Masters should seek approval and/or guidance from the Harbour Master if they wish to deviate from these guidelines as a result of extenuating circumstances.

The Ship's Master is responsible for ensuring the safety of the vessel and its compliance with Port Authority regulations, including the requirements of this procedure. Emphasis is to be placed on the vessel maintaining adequate stability and suitable trim, to ensure that it can depart the port safely at short notice should the need arise.

The Master shall always ensure that engines and other essential machinery is fully operational.

Vessels main engines are not to be immobilised within the port or anchorage area without the Harbour Master's permission.

All vessels remaining in Port waters must make fast to their own certified cyclone mooring or proceed to sea in sufficient time to take necessary cyclone avoidance action.

Masters should report immediately to the Harbour Master of any conflict arising between the requirements of KPA and their own Cyclone Contingency Plan.

Use of the Slipway area is controlled under the Terms and Conditions for Use of the Slipway and Storage Area. KPA does not organise the removal of vessels from the water to the hardstand. Refer to KPA's website for further information www.kimberleyports.wa.gov.au

4.3. Mooring Owners

Each commercial vessel (including barges) remaining within Broome Port limits throughout a declared Cyclone season must have an approved designed and installed Cyclone Mooring along with an approved Cyclone Management Plan.

Owners of cyclone moorings are to obtain a written report on the condition of the mooring prior to the start of the cyclone season each year. The mooring owner is to provide to the KPA a copy of the mooring inspection report not later than 31st October of the relevant year.

The Harbour Master may revoke a mooring authorisation if the mooring owner does not comply with the requirements of the [KPA Mooring procedures](#).

Owners of unapproved or unsafe moorings will be required to remove them from the harbour. If required, removal of unapproved moorings by KPA will be at the cost of the mooring owner.

4.4. Slipway and Entrance Point Boat ramp users

The Slipway and Boat ramp will be closed for outbound traffic at the Harbour Masters discretion based on the weather reports, or latest by DFES declaration of 'Blue Alert'.

Users must ensure their boats are retrieved and adequately secured well in time in advance of inclement weather.

5. GENERAL

5.1. Pre-Season

This cyclone procedure is to be reviewed annually prior to 01 November and updated or amended as necessary. The amended version will be posted to the [KPA Website](#).

It is recommended that all Port Proponents / Port Services / Port Users review their procedures and documentation to ensure that they reflect the current practice.

5.2. Tidal Storm Surge

A tidal storm surge generated by cyclonic conditions may be experienced in Roebuck Bay. Such a surge may result in significantly higher tides than those normally expected and may result in flood damage of low lying areas.

5.3. Communications

The public telephone network (including digital mobile, email and facsimile services) should be used as much as possible to coordinate activities.

KPA will monitor VHF Channel 14 and 16 until a Yellow Alert is issued, at some stage during the yellow alert and before a red alert is issued the Radio station will be closed down. A limited short range radio listening service on these channels may be provided by remote handheld radio, but this service cannot be guaranteed.

The Port working channel for emergency coordination and response is VHF Channel 14.

6. ACTIONS AND OPERATIONS

This section defines a suggested sequence of activities. The KPA Harbour Master may add to the listed activities at their discretion. Key actions must be documented by e-mail so appropriate records of actions are maintained.

6.1 Pre Cyclone Season

KPA will take the following actions prior to the end of October each year.

Action	Responsibility
Require boat masters/owners to have cyclone plans and request for a copy to be submitted to KPA by end of October.	Harbour Master
Review the KPA Cyclone Contingency Procedure.	Harbour Master
Liaise with State Emergency Services.	Harbour Master
Clear port areas of unwanted materials or rubbish.	Operations Superintendent
Clear drains of rubbish or obstructions.	Operations Superintendent
Advise Port slipway users of their pre cyclone responsibilities.	Operations Support on direction from Harbour Master

6.2 Alert Levels

As it is possible for the Port to be at an alert level not aligned with the DFES alert stages of Blue, Yellow and Red an overarching but loosely aligned Port alert system exists.

The Harbour Master will advise the alert level appropriate to the Port through the CEO and Management team.

Port Alert	Meaning	Actions to be taken
Cyclone Watch	Cyclone or tropical low has formed or is likely to form in our region	As per "Cyclone Watch"
Port Blue	Gale force winds expected in the Port within 48 hours	As per "Port Blue"
Port Yellow	Gale force winds or greater expected within 12 to 24 hours	As per "Port Yellow"
Port Red	Cyclone or severe weather imminent or likely to impact Port	As per "Port Red"
All Clear	Weather threat has passed	As per "All Clear"

6.2.1. Cyclone Watch

A cyclone or tropical low has formed or is likely to form in our region.

KPA will monitor the system to make an early assessment of its likely path and potential to impact on the port.

Port users should continue to monitor the weather, comply with KPA Directions and act as per their cyclone contingency plan.

6.2.2. Port Blue

Tropical low or cyclone tracking in such a way that there is potential for the system to impact on the port.

KPA will begin to prepare the port. This stage will involve regular communication and consultation between the KPA, Port Proponents, Port Services & Port Users. Operational plans and intentions of the Port Proponents, Port Services & Port Users will be discussed and evaluated against plausible response scenarios.

Once gale force winds are forecast to potentially impact the port within 48 hours, vessel loading will need to be managed so that vessels do not become tidally constrained. Environmental conditions will continue to be monitored and evaluated. Restrictions on vessel movement and sailing drafts may be imposed by the Harbour Master.

Port users should continue to monitor the weather, comply with KPA Directions and act as per their cyclone contingency plan.

6.2.3. Port Yellow

Forecast of Gale Force winds expected to impact the Port within 24 hours. KPA will commence to clear commercial vessels from berths and anchorage, with a view to having such vessels clear of port limits 12 hours prior to the potential onset of Gale Force winds. This time frame has been determined to observe margins of safety and to allow vessels adequate time to clear the coast before encountering storm conditions.

Small commercial vessels i.e. Fishing Charters, Tour boats, Work boats and Tugs etc. will be required to cease regular activities and to secure to their approved cyclone moorings or be removed from the water, or proceed to sea. All small vessels should be secured, shutdown and crews ashore before the onset of gale force winds.

6.2.4. Port Red

Cyclone or severe weather imminent. The Port will be closed to all vessels.

6.2.5. All Clear

Weather threat has passed.

The Port will re-open when a thorough assessment has been conducted and conditions permit. Masters of vessels, Port Proponents, Port Services & Port Users will need to make their own assessment as to the suitability of prevailing conditions for safe operations.

No vessel movement is permitted within the Port prior to Harbour Master advice regarding the re-opening of the Port. Prior to the resumption of unrestricted port operations, port infrastructure such as navigation aids, berths and the shipping channel will be inspected / surveyed as deemed necessary to ensure that they have not been damaged or compromised.

Any damage observed as a result of the tropical low / cyclone is to be reported to the Harbour Master or KPA Operations Centre immediately. All small craft operators are to report the status of their vessels and moorings as soon as practicable to the Harbour Master by e-mail or phone. Breakaways, damage or required assistance is to be immediately reported.

7. APPENDIX A – KEY CONTACT LIST

Port Operations Centre	Phone: (08) 9194 3100 Fax: (08) 9194 3188 operations@kimberleyports.wa.gov.au
Capt. Rohan Wadhwa Regional Harbour Master	Mobile: 0408 253 193
Luke Westlake Chief Executive Officer	Mobile: 0429 910 388
Scott Baker Chief Operating Officer	Mobile: 0477 709 469
Mal Gower Operations Manager	Mobile: 0477 702 923
On call Operations (24 Hours)	Mobile: 0417 173 679
Security Gatehouse (24 Hour Watch)	Mobile: 0419 044 765
Broome Marine Pilot Boat and Towage Provider	Mobile: 0428 523 581
Rescue Coordination Centre AMSA	1800 641 792
DFES Broome	(08) 9158 3200
WAPOL – Broome Police	(08) 9103 9000
Shire of Broome	(08) 9191 3456
Department of Transport Broome	(08) 9216 8236 0409 114 851
Voluntary Marine Rescue Service (VMRS)	(08) 9192 8202

8. APPENDIX B – KPA STAFF CYCLONE CHECK LISTS

Internal KPA Document.