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## Guideline

# Port User Handbook

Reliability

**OMSBMS-02-G1**

## Document Management

Reference: OMSBMS-03-PRO16 Document Control & Records Management Procedure for all details regarding OMSB's document management processes.

Table 1: Document Revision History

Version	Date	Amendments	Author	Approver
1.0	13/03/2023	Document creation	Sharon Bartram	Andrew Natta Andre Veder
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Table 2: IMS Document Hierarchy

Value	01-Policy	02-Management Plan	03-Procedures, SWMS	04-Registers, Matrices	05-Forms, Templates, Flowcharts, Checklists
Reliability	P03 - Quality Management Policy	PL11 - Asset Management Plan	PRO04 - Monitoring & Review	R03 - Corrective Actions Register	F0092 - Daily Plant / Equipment Pre-Start Form
		PL13 - Quality Management Plan	PRO06 - Planning, Objectives & Targets		F0113 - Plant & Equipment Details Form
			PRO08 - Legal Compliance		F016 - Maintenance Request Form
			PRO09 - Supplier & Contractor Management		F0289 - Assign Action / Task Form
			PRO10 - Change Management		F0311 - Stakeholder Feedback Form
			PRO16 - Document Control & Records Management		F0781 - Gatehouse Checklist
			PRO20 - Audits & Inspections		F0884 - Change Request Form

Value	01-Policy	02- Management Plan	03- Procedures, SWMS	04-Registers, Matrices	05-Forms, Templates, Flowcharts, Checklists
			PRO21 - Corrective & Preventative Actions		F0890 - Supplier / Contractor Registration Form
			PRO36 - Procurement Practices		F1645 - Vessel Arrival Report
			PRO37 - Client Project Management Process (ie JPs Process)		F1827 - Key Issue Form

Note: The latest revision of this manual is in OMSB's CodeSafe App.

It is the responsibility of the individual to ensure that any hardcopy is the current revision.

A printed version of this manual is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

### Key References

All sections (s) referenced in this MSP are to sections of the Maritime Transport and Offshore Facilities Security Act 2003 (the Act) and all regulations referenced (r) are to the Maritime Transport and Offshore Facilities Security Regulations 2003 (the Regulations). Further references are detailed in [Section 15 General References](#).

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# 1. Purpose

The purpose of this document is to provide information and direction to ship’s masters, Vessel operators and agents operating at the Port of Onslow, Beadon Creek (the Port) and the immediate surrounding area.

For context the Port of Onslow, Beadon Creek is the name of the gazetted Security Regulated Port which comprises of the Department of Transport controlled waterway and channel (part of the broader Port of Onslow) and the Port Facility (Facility) owned by Onslow Marine Support Base Pty Ltd (OMSB) and operated by Onslow Port Services Pty Ltd (OPS).

# 2. Port Overview

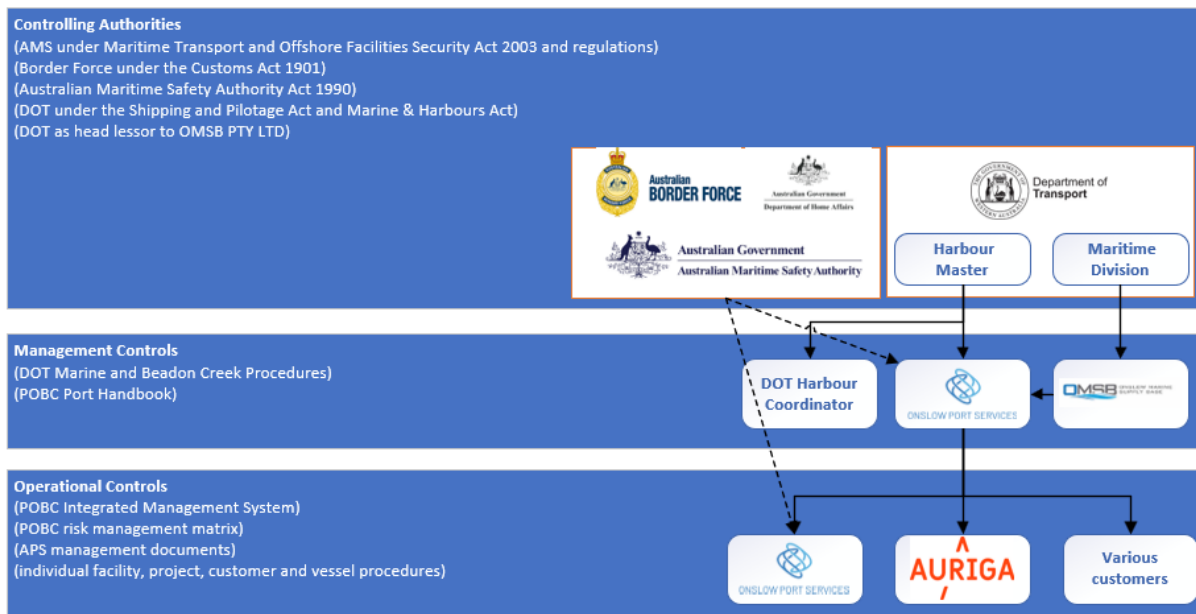
The Port supports marine operations which include the Oil and Gas sector, mining sector and general logistics requirements for the Onslow and Pilbara region.

The Port is the gazetted a Security Regulated Port under the *Maritime Transport and Offshore Facilities Security Act 2003* and forms part of the overall Port of Onslow as defined by the Western Australian Department of Transport.

# 3. Port Operating Structure

The diagram below depicts the operating structure of the Port with further details of roles below:

Figure 1: Port Operating Structure



## 3.1. Department of Transport (Maritime Safety)

The Port’s navigational safety is managed by the Department of Transport’s Marine Safety Business Unit’s (MSBU) Harbour Master. The purpose of the MSBU is to provide and enable safe, accessible and sustainable use of navigable waters for the economic and social prosperity of Western Australia.

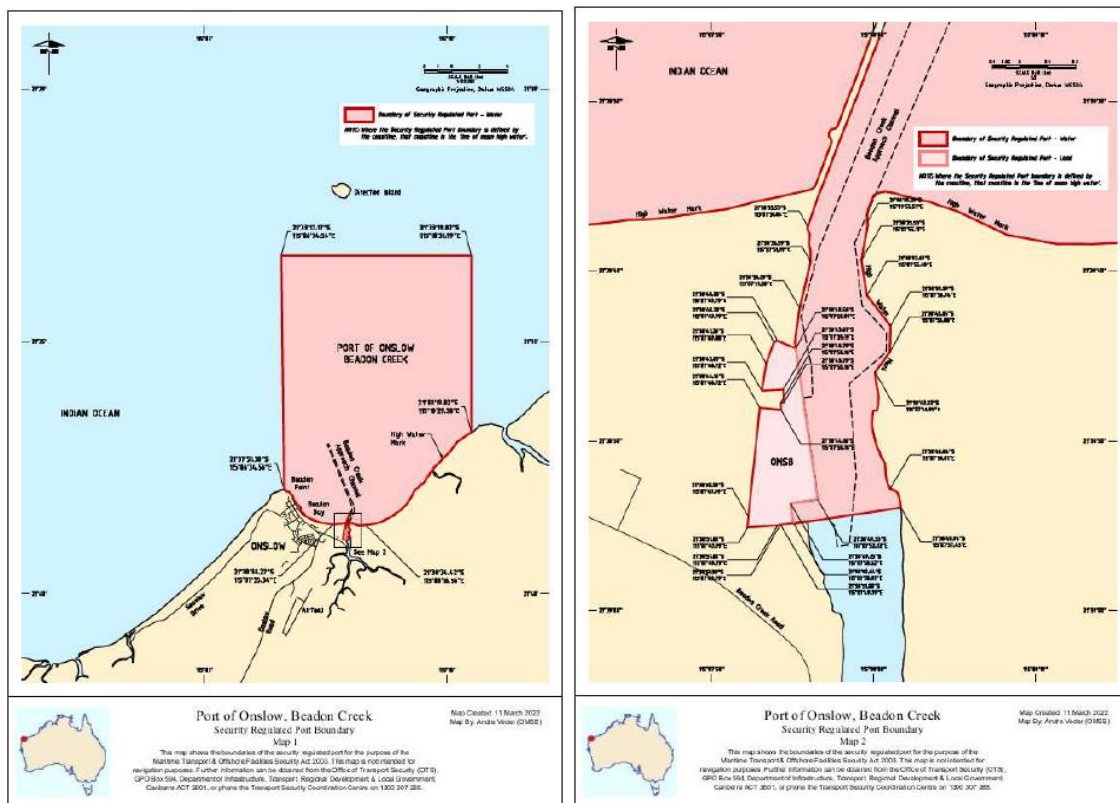
MSBU responsibilities include:

- To provide and enable the safe, accessible and sustainable use of navigable waters through the provision of an integrated policy and waterways safety management approach to promote the safe and sustainable use of navigable waters, including those activities related to education, navigational safety, compliance and investigation
- Management of maritime operations and performance of Harbour Master functions within Shipping and Pilotage ports
- Hazard management of marine transport emergencies and marine oil pollution incidents
- Placement and asset management of aids to navigation
- Provision of a wide range of services, including those related to recreational vessel registration and operations, recreational skippers tickets, moorings, aquatic event approvals, notice to mariners and wreck removals; and
- Provision of expert marine safety advice.

### 3.2. Security Regulated Port

The Port is a designated Security Regulated Port in accordance with subsection 13(1) of the *Maritime Transport and Offshore Facilities Security Act 2003*. The Port is intended for use either wholly or partly in connection with the movement, loading, unloading, maintenance or provisioning of security regulated ships, the boundaries of which are shown on the maps below.

Figure 2: Regulated Boundaries Maps



#### 3.2.1. Section 15 of the Customs Act

The Port has been appointed under section 15 of the *Customs Act 1901* for ships that engage in commercial activities other than those engaged in the loading and unloading of containerised cargo.

### 3.3. Provisions for Loading and Unloading Containerised Cargo

OMSB is working closely with the Australian Border Force (ABF) and the Federal Department of Agriculture, Water and Environment (DAWE) to have the Port declared as a First Port of Entry. While



this process is underway specific containerised cargo loading and unloading can be considered by DAWE’s non-first point team.

## 4. Port Conditions

### 4.1. Weather

During the summer months conditions are hot with average daily temperatures of 39 degrees Celsius. Prevailing winds in the summer are from the southwest. Mornings are typically calm with winds increasing throughout the day and into the evening.

The winter season experiences warm conditions, with daily temperatures reaching an average of 30 degrees Celsius. Winds prevail from the east southeast, peaking in the morning before easing in the late afternoon.

Thunderstorms and associated squall activity occur in the region, mainly in the summer months. Whilst wind strengths can be significant, usually they are of very short duration

Onslow is located within the cyclone belt and susceptible to cyclones during the period 1 November - 30 April.

### 4.2. Tides and Currents

The tides for Port can be found at the Australian Bureau for Meteorology website. The tides are generally semi-diurnal with a range of:

Table 3: Tides and Currents

HAT	MHWS	MHWN	MLWN	MLWS
3.0m	2.5m	1.8m	1.2m	0.6m

On the approaches to the Port, the tidal streams generally run in an ENE direction on the flooding tide and WSW on the ebbing tide. Rates during Spring Tides can be up to 1.5kts and can be influenced by prevailing winds.

DoT provide live tidal reading through their website which can be accessed at:

<https://www.transport.wa.gov.au/imagery/onslow-tide.asp>.

### 4.3. Cyclones

Annually, tropical cyclone events impact the area on an average of three to five times per annum during which time port operations will be interrupted. The annual cyclone season extends from 1 November until 30 April.

Cyclone response and management can be found at [www.omsb.com.au](http://www.omsb.com.au).

### 4.4. Access to Weather Data

Current weather data can be found online at the Australian Bureau of Meteorology website [www.bom.gov.au/weather/wa](http://www.bom.gov.au/weather/wa).

Detailed weather forecasting for the Port is provided through a contracted service. Port facility users can access this information by contacting the OPS Manager via email at [ops@omsb.com.au](mailto:ops@omsb.com.au).

## 5. Location and Approaches to OMSB

The Port's Facilities are located at the entrance of Beadon Creek, which lies within the boundaries of the Port of Onslow as indicated on Aus Chart 64 and specifically depicted below:

Figure 3: Port of Onslow Boundary Features



Name	Key Features
LCT / Barge Berth	Inset 50m and 40m wide to accommodate 2 x LCT or one barge. Suitable for roll on/roll off activity
Port Operational Area	Security Regulated Port Area (SRP) with 31,000m <sup>2</sup> laydown and 24-hour operations
Berths	Land backed 277m wharf face with hi flow water and bunker points and heavy lift crane pad
Berth Pocket	Berth pocket running along the length of the wharf at 40m wide and between 7.1m and 8.0m draft LAT

### 5.1. Approaches to the Port

The Port can be approached from either the NW, north of Thevenard Is or from the NE passing south of Arlie Is. Mariners are cautioned that numerous offshore facilities exist in the area and should navigate with caution.

### 5.2. Pilot Boarding Ground

Pilot Boarding Ground (PBG) is located NNW of Direction Is at 21°28.50'S 115°00'E which is approximately 10nm NNW of the Port Facility.

### 5.3. Approaches to OMSB – Recommended Route

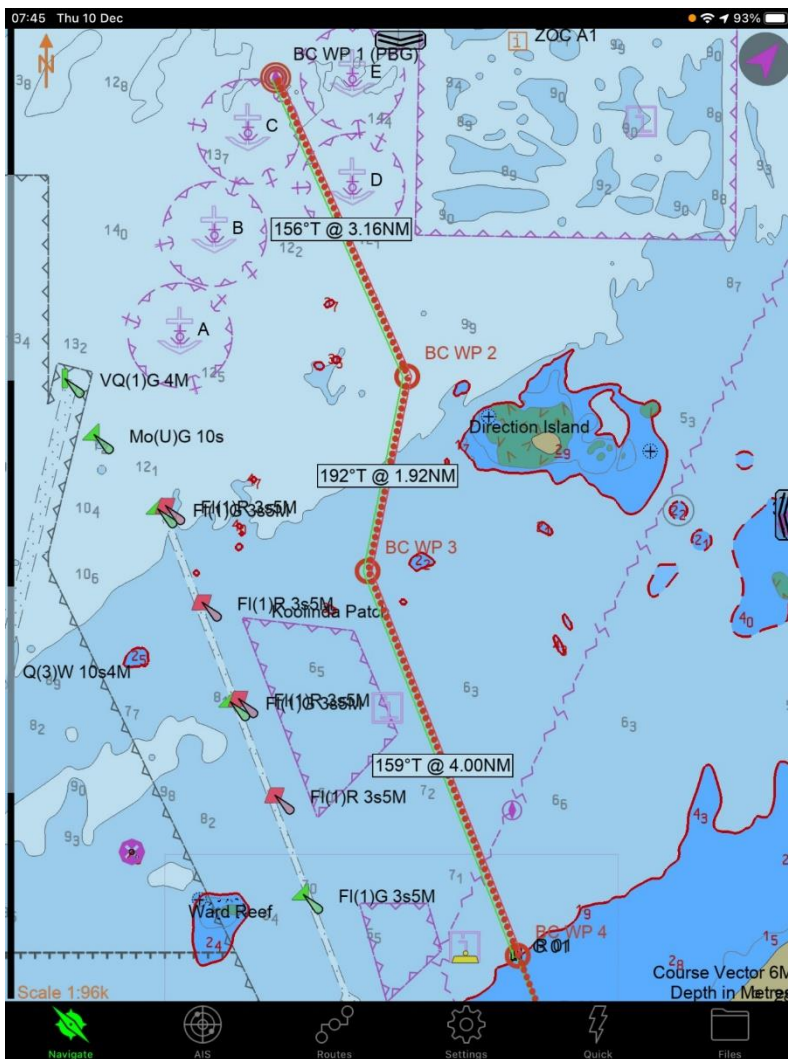
Below are the waypoints for the recommended route from the Port's Pilot Boarding.

Table 4: Recommended Waypoints from Pilot Boarding

Index	Name	Latitude	Longitude	Next Leg Course	XTD Port	XTD Starboard	Description	Turning Radius
1	BC WP 1 (PBG)	21°28.4984'S	115°04.9972'E	156°T @ 3.16NM	75m	75m	PBG	
2	BC WP 2	21°31.4012'S	115°06.3694'E	192°T @ 1.92NM	75m	75m		
3	BC WP 3	21°33.2899'S	115°05.9559'E	159°T @ 4.00NM	75m	75m		

Index	Name	Latitude	Longitude	Next Leg Course	XTD Port	XTD Starboard	Description	Turning Radius
4	BC WP 4	21°37.0253'S	115°07.5232'E	159°T @ 1.31NM	25m	25m	Channel Entrance	
5	BC WP 5	21°38.2509'S	115°08.0353'E	202°T @ 0.40NM	25m	25m		278m
6	BC WP 6	21°38.6258'S	115°07.8761'E				Swing Basin	

Figure 4: Recommended Waypoints from Pilot Boarding



#### 5.4. Minimum Depths on Recommended Route

The recommended route was surveyed in October 2019 and the minimum depth for the route was found to be 5.4m at CD.

#### 5.5. Anchorages

#### 5.6. Outer Anchorages

The temporary outer anchorages are the Onslow Salt Anchorages “D’ & “E” as shown on the chart AUS 64. Use of these anchorages is subject to early request and written approval of the DoT Harbour Master through the OPS manager.

Table 5: Recommended Waypoints from Pilot Boarding

Name	Latitude	Longitude
Echo	21°28.50’S	115°05.80’E
Delta	21°29.55’S	115°05.80’E

## 6. Control Arrangements and Waterways Rules

### 6.1. Jurisdictional Authority

The Department of Transport (DoT) is the Controlling Authority for the Beadon Creek and State Waters in accordance with the Shipping and Pilotage Act 1967 (WA), and the Marine and Harbours Act 1982 (WA).

### 6.2. OMSB Operational Authority and Responsibility

The Port Facility is managed on a day-to-day basis by OPS. OPS is responsible for promulgating the daily and weekly berthing schedule for the Port which is available through the website at [www.omsb.com.au](http://www.omsb.com.au) or contacting [ops@omsb.com.au](mailto:ops@omsb.com.au).

### 6.3. Commercial User Cooperation Guidelines

The approach channel to the Port is a common multiuser channel where other commercial operators use it to access their facilities further up Beadon Creek. Further, the channel is also used by recreational vessels to access the public boat ramp and public facilities.

Vessels manoeuvring within the channel need to coordinate between vessel masters to facilitate use of the channel and ensure that International Regulations for Preventing Collisions at Sea 1972 (COLREGs) are abided by at all times. Further to this, all vessel operators can refer to the web site for berthing and sailing schedules for the Port.

Vessels **CONSTRAINED BY DRAFT** (CBD) have priority using the channel and turning circle in both directions. Management of this access is to be authorised and directed by the DoT Harbour Master, through the DoT Harbour Manager. A minimum of two days early advice is to be given by OPS to all other commercial operators using Beadon Creek of the proposed dates, and times. Additionally, on the day of operation, by radio broadcast on Channel 16 one hour before the commencement of channel use and on departure from the channel. Vessels of shallow draft and recreational vessels that can exit the channel and not inhibit the normal safe operation of an outgoing or incoming CBD vessel using the channel, may use the channel, but must exit the channel and proceed outside it as soon as possible and must remain no less than 0.5NM from the CBD vessels in the channel.

Vessels departing the creek must **NOT** overtake a departing CBD vessel, until it clears the initial channel and commences departure down the main channel. Then, they may overtake the CBD vessel **OUTSIDE THE CHANNEL**.

Vessels **MAY** follow a CBD vessel down the main channel on entry or exit, maintaining a minimum safe distance but **MUST NOT** overtake the CBD vessel and must stay well clear of the vessel during use of the turning circle.

## 7. Vessel Communications

### 7.1. VHF Calling and Working Channels

There are several port operators working in the Onslow area who have been assigned dedicated VHF calling and working channels. The below table depicts which channels have been assigned to particular operations:

Table 6: VHF Calling and Working Channels for Operations at the Port of Onslow

VHF Channel	User	Allocation	Comments
6	Ashburton Vessels/Port Operators	Ashburton General Port Operations	General Working Channel
8	Onslow Salt	Pilot/Tug/Terminal	Pilot/Tug/Terminal Mooring Operations
9	OPS	POBC General Port Operations/Pilotage	Pilot/Tug/Terminal Mooring Operations
11	OPS	POBC Beadon Creek Port Movements. Vessel Calling	Main calling for OMSB call sign "OMSB Port Facilities."
13	Wheatstone	Pilot	Secondary Pilotage and Operations
14	Ashburton VTS	Ashburton Port Movement	Port of Ashburton Vessel Traffic Service Call Sign "Ashburton VTS"
16	All Vessels	International Calling and Distress	

### 7.2. VHF Monitoring

OPS generally monitors channel 11 VHF and 16 VHF during normal working hours or when vessels are scheduled to berth or sail from the Facility.

Vessels who have a booking at the Port should monitor VHF 11 for berthing instructions.

Vessels approaching the Port of Onslow should contact "Ashburton VTS" to pass their intentions and receive an update on any scheduled Ashburton vessel movements.

## 8. Arrival Requirements

### 8.1. Arrival to Australia

As noted in section 3 of this handbook, the Port is a Security Regulated Port with a s.15 of the Custom Act approval allowing international vessels to call into the facility. There is a restriction on vessels calling into the Port with containerised cargo however specific arrangements can be made with DAWE.

## 8.2. Notification of Arrival

The Master or Vessel Agent intending to utilise the Port is required to provide adequate notice of arrival. The requirement for these notifications is contained at [www.omsb.com.au](http://www.omsb.com.au).

## 8.3. Berth Application

The Master, Agent or Owner of the vessel must ensure that the vessel does not enter the Port Facilities or moor at any of the Port Facilities unless a completed Application to Berth has been submitted to and accepted by OPS. The Application to Berth can be found at the Onslow Port Services website, [www.omsb.com.au](http://www.omsb.com.au). An essential term of the Application to Berth and as condition of the acceptance of the berth application, the vessel's master and owner or charterer must agree to accept the OPS standard terms and conditions.

# 9. Pilotage and Pilotage Exemption

## 9.1. Pilotage Requirements

All vessels **35 Meters Length Overall (LOA) or over** (including composite tow arrangements) operating within the Port are required to have onboard a Marine Pilot licensed under the *Shipping & Pilotage (Port and Harbours) Regulations 1966* unless the vessels Master holds a valid Pilotage Exemption Certificate for the Port or has been given direction by the Harbour Master.

## 9.2. Pilotage Provider and Pilot Booking

Auriga Group Pty Ltd (AG) is the Pilotage Provider for the Port. All Pilot bookings are to be made through the AG website at [www.amgmarine.com.au](http://www.amgmarine.com.au). The online booking section can be accessed by selecting Port of Onslow as your area of operation.

The AG Onslow Duty Pilot can be contacted by email, [onslowdutypilot@amgmarine.com.au](mailto:onslowdutypilot@amgmarine.com.au) or phone, 0477 021 126.

## 9.3. Pilot Schedule and Timing Guidelines

The Pilot Schedule can be found on the AG website, [www.amgmarine.com.au](http://www.amgmarine.com.au) which is a live pilot schedule. The times indicated on the schedule are based on the Pilot Onboard (POB) time. For all departures from the Port, the Pilot will generally board the vessel 15 minutes before the scheduled departure time, and Agents or Operators should make their booking equivalent to the scheduled last line time.

To assist Agents and Operators with planning POB times, the below table is an indication of transit times to and from the Pilot Boarding Ground and to or from the Inner Anchorages to first line ashore or from last line. All times are based on an average transit speed of 8kts (which allows for speed reduction in the Channel:

Table 7: Pilot Schedule and Timing Guidelines

Vessel Type	From	To	Transit Time
OSV	Port PGB	Port Facility	1 hr 30 mins
Ship (requiring towage)	Port PBG	Port Facility	2 hrs
OSV	Inner Anchorages	Port Facility	45 mins
Ship (requiring towage)	Inner Anchorages	Port Facility	1 hr 15 mins
Ship/OSV	Port PBG	Inner Anchorages	1 hr

Vessel Type	From	To	Transit Time
Tug and Tow	Port PBG	Port Facility	Speed dependant. Transit distance 12nm

## 9.4. Passage Planning

All vessels are to have a comprehensive passage plan from Pilot Boarding Ground to destination and reverse and are recommended to use the waypoints in section 2.3 of this document. Masters are reminded that their passage planning should be in line with, WA Dept of Transport Harbour Master “Onslow – Port Operating Requirements”, IMO resolution A.893(21) and AMSA Notice 21/2013.

## 9.5. Pilotage Exemption

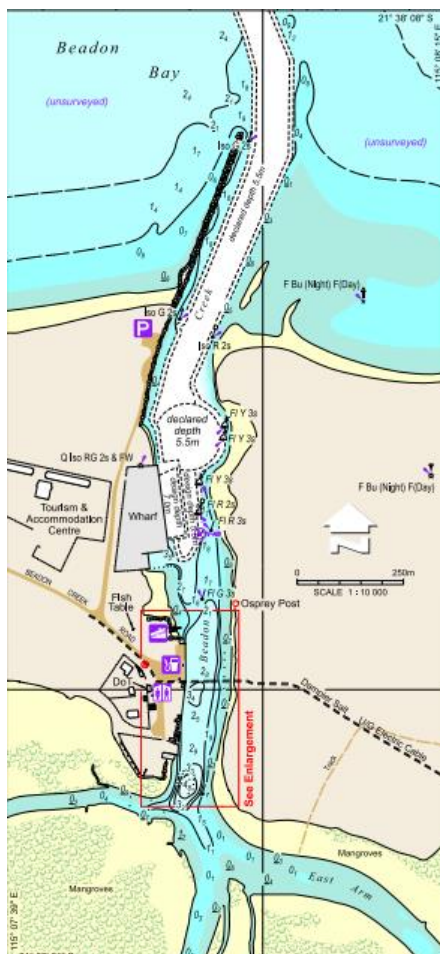
The requirements for eligibility and qualifying for a Pilot Exemption Certificate and maintaining the PEC under the *Shipping and Pilotage Act 1967* is contained in Division 4 of the *Shipping and Pilotage (Ports & Harbours) Regulations 1966*. This process is managed through the WA Department of Transport Harbour Masters office. Exemptions for Beadon Creek will a condition assigned to a Port of Onslow PEC.

# 10. OMSB Facility Information

## 10.1. Chart

The following is for the channel and inner harbour at Beadon Creek.

Figure 5: Channel and Inner Harbour at Beadon Creek



### 10.2. Channel Particulars

The Port Channel is approximately 1.9nm in length with a declared depth of 5.4m at CD. The tow line width is 51m wide with the beacons situated 12m outside the tow line on each side giving them a distance apart of 75m.

### 10.3. Leads, Beacons and Buoys

The Channel is marked on each side by floating buoys, with the swing basin and inner harbour marked with buoys showing standard IALA A light characteristics.

There is 1 set of leads marking the centre line of the main approach channel displaying fixed White lights by day and fixed blue lights by night. There is a PEL sector light marking the final run in towards the berth.

### 10.4. Swing Basin

The swing basin is dredged to 5.4m at CD and has a diameter of approximately 168m. It is marked by 4 special buoys with yellow flashing lights.

Figure 6: Swing Basin





## 10.5. Under Keel Clearance Requirements

Vessel Masters must ensure the following UKC requirements are met at all times when operating within the Port of Onslow in accordance with the Harbour Masters' Port Operating Requirements. Operations are not to be conducted outside of these parameters without the permission of the Harbour Master.

### 10.5.1. Static UKC

A vessel's Static Under Keel Clearance must be at least 1.0m. Landing craft operating at the barge ramp may consider reducing the UKC to no less than 0.2m on the final approaches to the ramp.

## 10.6. Berth Particulars

Table 8: Berth Particulars

<b>Berth Length</b>	277 metres
<b>Type of Construction</b>	Sheet Piled land backed
<b>Height of Deck above Waterline</b>	4.03 metres at CD
<b>Berth Pocket Particulars</b>	Length 277m, Width 40m, Declared depth between 7.1m and 8m at CD
<b>Type of Fendering</b>	Equally spaced Yokohama fenders –2.5 length x1.6 width
<b>Distance between fenders</b>	30 metres

## 10.7. Mooring Lines and Equipment

The following requirements apply at all Port Facilities:

- Winches must be fully operational and in good condition
- Mooring lines should be in good condition and suitable for securing the vessel in the prevailing winds/weather
- Mooring lines should be adjusted appropriately and when necessary to accommodate changes in the tide and other port conditions
- Vessels shall continually monitor mooring lines while the vessel is alongside; and
- Masters need to be aware of short notice squalls and thunderstorm activity during cyclone season which generate very high winds with little or no notice.

## 10.8. Area Inductions

Requirements for inductions to access Port facility is set out in the OPS HSE Management system available as part berth application process and on the Port website [www.omsb.com.au](http://www.omsb.com.au).

## 11. Berthing Operations and Vessel Criteria

### 11.1. Maximum Vessel Size

Based on simulation studies, the maximum size of vessels which can safely operate at OMSB is 120m x 22m. Maximum drafts of vessels will be dependent on UKC calculations contained at section 10.5.

## 11.2. Highly Manoeuvrable Vessels

Highly Manoeuvrable Vessels (HMV) are defined as those vessels fitted with appropriate bow thruster(s) and stern thruster(s) such that their manoeuvring does not require the assistance of a tug to berth or depart a wharf safely.

HMV's are not required to have tug assistance provided their thrusters are operational. If any of the thrusters are not operational, please contact the Onslow Duty Pilot to discuss.

### 11.2.1. Weather Operating Parameters – Highly Manoeuvrable Vessels

Maximum wind operating parameters for HMV's operating at the Port is 20kts from all directions based on a 10-minute average.

## 11.3. Non-Highly Manoeuvrable Vessels

Based on simulation studies, Non-Highly Manoeuvrable Vessels are defined as those vessels that do not have both bow and stern thrusters. These vessels will require the assistance of a minimum of two tugs to safely berth or depart a wharf as per the towage requirements below.

### 11.3.1. Weather Operating Parameters – Non-Highly Manoeuvrable Vessels

Based on simulation studies, the maximum wind operating parameters for Non-Highly Manoeuvrable Vessels operating at the Port is 20kts from all directions based on a 10-minute average. Further, vessels of this class will normally be scheduled such that they are conducting the channel transit at or near high slack water.

## 11.4. Towage Guidelines

The table below outlines the towage guidelines for these types of vessels berthing or sailing from the Port.

Table 9: Pilot Schedule and Timing Guidelines

Type of Vessel	Number of Tugs	Notes
Vessel with no bow thruster	2	Pegasus 28t, Quenda 25t
Vessel with bow thruster	1	Bow thruster must be fully operational and a minimum of 500kw

*Note: Should the pilot deem additional towage to the above is required, he/she will inform the Agent accordingly after consulting the Harbourmaster.*

## 11.5. Barges and Non-Self-Propelled Vessels

Barges and non-self-propelled vessels present unique manoeuvring challenges unto themselves. As such, towage requirements will be dealt with on a case by case requirement through consultation with the Onslow Duty Pilot, vessel operator and main towing vessel master.

### 11.5.1. Weather Operating Parameters

The maximum wind operating parameters for Jack-up barges, and other high windage barges operating at the Port is 15kts from all directions based on a 10-minute average.

## 11.6. Port Towage Provider

TAMS Group have been appointed the towage provider for the Port. Tug bookings can be made by contacting the TAMS Manager on 0448 014 395 or email [osbmanager@tamsgroup.com.au](mailto:osbmanager@tamsgroup.com.au).

## 12. Environmental Management and Emergency Procedures

### 12.1. Marine Environment

The Port operates in an environmentally sensitive area and as such aims to minimise the environmental impact of its operations.

The Port maintains monitoring and control programs in accordance with respective Environmental Licenses and Ministerial Conditions.

Any and all environmental incidents are to be reported immediately to the Port facility Manager and the Harbour Master or the Duty Harbour Master Phone number or email to [port.ops@transport.wa.gov.au](mailto:port.ops@transport.wa.gov.au) and the Maritime Environmental Emergency Response team available 24/7 at (08) 9480 9924.

No waste is to be left on berths/wharves without permission provided by the OPS and waste disposal services being pre-arranged.

### 12.2. Environmental Incidents

The Port Facility is adjacent to the Port of Ashburton and some offshore islands and encompassed within the Port of Onslow. There are numerous areas adjacent to the Port Facilities that are of environmental significance and high amenity value.

OPS maintains an appropriate first response Oil Spill Response Plan (OSRP) and response capability commensurate to the potential oil pollution risks posed by their operations. The facility users shall familiarise themselves with the appropriate preparation reporting and response arrangements in the OSRP. The DoT Maritime Environmental Emergency Response (MEER) team will deploy to large oil or noxious spills and DoT is the HMA.

Vessels utilising the Port facilities shall maintain an appropriate OSRP and response capability commensurate to the potential oil pollution risks posed by their operations. Vessels are to comply with respective legislated requirements including but not limited to:

- The International Convention for the Prevention of Pollution from Ships (MARPOL Convention)
- Pollution of the Sea (Prevention of Pollution from Ships) Act 1983 (Australian Commonwealth)
- WA Pollution of Waters by Oil and other Noxious Substances Act 1987
- State Hazard Plan Marine Environmental Emergencies

DoT is the Hazard Management Agency with overall responsibility for ensuring there is an adequate response to a Marine Oil Pollution emergency in State waters.

Further details can be found on the DoT website:

<http://www.transport.wa.gov.au/imate/state-emergency-management-plans.asp>

#### 12.2.1. Spill Response

Any individual, group or company that causes a spill of oil, chemical or other noxious substance at the Port must immediately respond to the spill by:

- **Controlling the spill** – attempt to stop or stem the loss if it is safe to do so
- **Containing the spill** – minimise the spread of the spill and prevent it from entering Port waters
- **Cleaning up the spill** – recover the spill using the appropriate spill response equipment; and
- **Notification** – Immediately notify the Port facility Manager, DoT Maritime Environmental Emergency Response Team Leader and DoT Beadon Creek Harbour Management.

### 12.2.2. Spill Prevention Measures

To assist with the prevention of spills directly entering into the Ports waters, it is a requirement that a spill kit is readily accessible and where practicable, the area immediately surrounding the area of risk is sealed or banded during the following operations:

- Bunkering operations
- Liquid product transfers; and
- Liquid waste transfers.

This requirement does not remove the responsibility of vessels maintaining a robust internal spill prevention and action plan. Such plans may require review by OPS before operations will be permitted.

### 12.3. Incident Notification

All vessel(s) masters shall report immediately any discharge, escape or leak of any quantity into the Port of garbage, sewage, oil, oily mixture, other noxious substance packaged goods to the Port Facility Manager. OPS expects vessels to provide details of the incident at the earliest opportunity to enable a 'Pollution Report' (POLREP) to be submitted to AMSA and cc DoT.

### 12.4. Ballast Water

Discharge of ballast water shall be in consistent with the requirements of the Department of Agriculture (Biosecurity (Cwth)) and the mandatory Australian Ballast Water Management Requirements.

## 13. Services

### 13.1. Port Services

Vessels intending to call at or operate from the Port Facilities should seek advice from their agents and/or Onslow Port Services for latest details on available services. This information can be found on the Port's website [www.omsb.com.au](http://www.omsb.com.au).

### 13.2. Store and Provisions

Stores and provisions should be arranged through vessels agents. Please ensure 24 hours notice is given to OPS for stores supplied across the berth/wharf to arrange access and loading.

### 13.3. Crew Change and Shore Leave

Crew changes and personnel proceeding to and returning from shore leave via the Port Facilities are to comply with WA State and Commonwealth health and safety requirements.

### 13.4. Medical Facilities

The State Government operated Onslow Health Centre opened in 2018. The facility includes a three-bed emergency department, a six-bed inpatient unit with single rooms each with ensuites, a digital imaging department and telehealth links for rapid access to off-site emergency specialists. It also has pathology, dental, child health, community mental health, community health nursing, physiotherapy, speech and occupational therapy and counselling facilities.

### 13.5. Postal Facilities

Australia Post is located at 47 Second Avenue, Onslow, WA 6710.

Opening hours are:

Monday – Friday	09:00am - 5:30pm
Saturday	09:00am - 1:00pm
Sunday	1:00pm – 3:00pm.

### 13.6. Ambulance

In 2021, St. John Ambulance opened a new sub-centre in Onslow which includes dedicated training areas and modern fit out that will allow for large numbers of volunteers. The facility is located at Lot 1001 McGrath Avenue, Onslow and the phone number is listed in the contact list contained at Appendix A.

### 13.7. Police

WA Police have a station located in at 2 Second Ave, Onslow WA 6710. The phone number is listed in the contact list at Appendix A.

### 13.8. Fire Fighting

The Onslow Volunteer Emergency Services Unit provides the local area with a firefighting capability. The phone number is listed in the contact list at Appendix A.

## 14. Critical Safety and Operational Information

### 14.1. Legislative Compliance

All vessel(s) operating within the Port of Onslow are to comply with relevant Western Australian and Australian legislation and International Conventions adopted by Australia, relevant to the safe operations of the vessel.

### 14.2. Incident Reporting Requirements

Specific incident reporting requirements for the Port Facilities include;

Masters of vessels who are aware of any condition or circumstance that renders their own vessel or any other vessel(s) unseaworthy which may impact upon the safe navigation of the vessel and the marine environment shall immediately notify the DoT Harbour Master.

Licensed pilots, pilotage exemption certificate holders and mariners must immediately report any collisions, groundings, close-quarter situations and any other concerns relating to the safety of navigation within the Port Facilities to the DoT Harbour Master.

Any person who becomes aware of an incident or situation that has the potential to pose a hazard to the safe operations of the Port Facilities must report the same directly to the OPS Manager. This requirement applies directly to vessel(s) Master(s), Ships Agent(s), Tug Master(s), Licenced Pilot(s), Port Facility Operator(s) and other person(s) having involvement in marine operations within the Port Facilities. Incidents or situations to be reported may include:

- Accident
- Near-miss
- Grounding
- Collision
- Contact

- Close quarters situation between vessel(s)
- Anomalies in declared or charted depths
- Anomalies of position or operation of navigation markers or aides; and/or
- Any other condition or circumstance that has or represents the potential to pose a hazard to the safety of operations within OMSB facilities.

All breaches of security, criminal activity, or suspicious behaviour in port waters to the Western Australia Police followed by the OPS Manager and DoT Harbour Master.

All vessel(s) Master(s) shall report to the OPS Manager as soon as possible, but in any case within 12 hours, any Detention, Defect, Condition of Class or any other sanction that has been placed upon the vessel by any authority during the vessel(s) stay within the Port Facilities (this includes a Detention or Defect determined by Port State (AMSA), Flag State, Classification Society or their appointed representative). Ship Agent(s), Licenced Pilot(s), Port Facility Operator(s) and other persons being involved in marine operations within the Port shall ensure, to their best endeavours, that this report is made. Furthermore, any sanction imposed (as above) upon the vessel(s) shall be strictly adhered to in the first instance, and the vessel(s) shall not be moved from the place where it currently lies without the express approval of the DoT Harbour Master.

Reports made to the OPS Manager and DoT Harbour Master do not relieve the Master(s) from their obligation to report the same incident, near miss or relevant event as required by any other Australian, Flag, Class, or International legislation.

### 14.3. Integrated Management System (HSEQ)

The Port has an established Integrated Management System that sets the operating standards across Health, Safety, Environment and Quality. The system strives to maintain a working environment where employee, contractor and client exposures to hazards and the potential to endure harm is minimised to as low as reasonably practicable (ALARP).

While this is the case, all Port Facility users also have a responsibility to contribute to these efforts by taking care and reporting hazards and incidents that occur on site or have the potential to impact related operations. All hazards or concerns are to be reported to the OPS Manager.

Event reporting (or incident reporting) is a critical component of Port's safety management. In the event an injury is sustained on site or while alongside, Port Facility users shall ensure the OPS manager Onslow Port Services safety representative is notified immediately.

OPS maintains lifesaving rules and standards for personal protective equipment, lifting, work permits, isolation and tagging and vehicle traffic management for land-based operations. These rules are contained in the Integrated Management System available online at [www.omsb.com.au](http://www.omsb.com.au).

Vessels utilising the Port Facilities shall maintain the appropriate vessel safety management systems as deemed appropriate by regulatory authorities and their parent company requirements.

### 14.4. Health, Safety and Environmental (High-Risk) Operations

All vessels intending to undertake activities considered Health Safety & Environment (HSE) High Risk shall report to the Harbour Master and the OPS manager prior to commencement.

Examples of HSE High Risk activities include:

- Any underwater diving operation
- Any bulk liquid transfers of fuel and cargo oils
- Any bulk liquid transfers considered toxic, noxious or a marine pollutant
- All heavy lift operations inside OMSB facilities

- Any working over the side (only allowed for work related to the restoration of the seaworthiness and/or safety of the vessel)
- Confined space entries
- Hot work
- Any underwater dredging, drilling, or blasting operation
- Helicopter operations or exercises
- The lowering of lifeboats, life rafts or overboard rescue devices. Manned lowering of lifeboats within OMSB facilities is not generally approved and requires Harbour Master Approval; and
- Any fault or failure likely to impede, prohibit or delay safety of Navigation.

## 14.5. Cyclone Response

This Handbook in no way replaces the legal obligations of owners and masters of vessels, nor does it seek to over-ride the responsibility of a master to take appropriate precautions for the safety of the crew, or to interfere with the master's independent discretion.

The Beadon Creek Maritime Facility is a sheltered anchorage only and cannot be guaranteed to be a safe haven. Furthermore, there are no suitable onshore Cyclone rated shelters at the Onslow (Beadon Creek) Maritime Facility for crew during a Cyclone and all crews must relocate to suitable shore-based accommodation or the Primary Emergency Welfare Centre. The Shire of Ashburton (Onslow) Primary Emergency Welfare Centre is located at the multi-purpose complex situated in Hooley Avenue Onslow. Crews should bring clothing, toiletries, and other personal effects with them to the Welfare Centre to assist local emergency management arrangements.

The following procedures shall apply at OMSB:

DoT Controlled Activities. The DoT Onslow (Beadon Creek) Maritime Facility Tropical Cyclone – Community Information Sheet

[https://www.transport.wa.gov.au/mediaFiles/marine/MAC\\_PL\\_CycCont\\_2021\\_22\\_OnslowBeadonCk.pdf](https://www.transport.wa.gov.au/mediaFiles/marine/MAC_PL_CycCont_2021_22_OnslowBeadonCk.pdf) outlines procedures within the limits of DoT's responsibilities and authority to: maximise the opportunity for vessels to shelter within the facility; reduce the risk to life and vessels operating in the area; and protect as far as possible the facility infrastructure and environment. The DoT actions in the Plan will be automatically activated once a Cyclone Watch or Warning has been issued for the Onslow area. The activation involving harbour users will commence on the issue of a Blue Alert for the Onslow area.

OPS Controlled Activities. On direction from the DoT Harbour Master OPS will initiate the Port Cyclone Response Plan. It is expected that vessels operating at or utilising Port Facilities in Onslow during the official tropical cyclone season have a Cyclone Response Plan. The intention of the Port Cyclone Response Plan is to ensure that in the event of a cyclone affecting the area:

- All large vessels including offshore support vessels have adequate time to clear the facilities and obtain adequate sea room before coming under the influence of gale or storm force winds associated with the cyclone
- All small work boats and tugs will be secured before sea and weather conditions and or darkness make their operations, including their mooring operations, more hazardous than normal
- All facility users ashore and afloat, including visiting vessels and those intending to include the Port Facilities as a port of refuge in their cyclone contingency plans, understand the requirements of OPS in relation to cyclone response; and
- To provide a set of guidelines for decision making within the Port Facilities in relation to cyclone response.

## 15. General References

Specific references include the following:

- a. DoT Port of Onslow (Beadon Creek) procedures  
<http://www.transport.wa.gov.au/imate/onslow-facility.asp>
- b. DoT Harbour Master Port of Onslow Operating Requirements
- c. State Hazard Plan Marine Environmental Emergencies

<http://www.transport.wa.gov.au/imate/state-emergency-management-plans.asp>

- d. Onslow Port Services website <http://www.omsb.com.au>
- e. Australian Bureau of Meteorology website [www.bom.gov.au/weather/wa](http://www.bom.gov.au/weather/wa)
- f. Department of Immigration and Border Protection website [www.border.gov.au](http://www.border.gov.au)
- g. AMSA incident reporting requirements

<http://www.amsa.gov.au/vessels/ship-safety/incident-reporting>

- h. Latest marine notices for the Port of Onslow

<http://www.transport.wa.gov.au/imate/notices-to-mariners-navigational-warnings.asp>

- i. Latest tidal information for the Port of Onslow.

<http://www.transport.wa.gov.au/imate/tide-predictions.asp>

- j. Port of Onslow (Beadon Creek) Tide Gauge

<https://www.transport.wa.gov.au/imate/onslow-tide.asp>

- k. MASTREP reporting requirements.

<http://www.amsa.gov.au/forms-and-publications/Publications/Mastrep.pdf>

- l. WA Office of Emergency Management website

<https://www.oem.wa.gov.au/Pages/Westplans.aspx>



## Appendix A Emergency Contacts

Organisation	Role / Position	Contact Name	Landline	Mobile	Email	Radio
Police/Fire & Rescue	Emergency Telephone		000			
Onslow Hospital			+61 8 9184 3200			
WA Police	Onslow Police Station		+61 8 9159 9100			
WA Police	Karratha Police Station		+61 8 9143 7200			
WA Police	Water Police (Perth Based)		+61 8 9442 8600			
Onslow Volunteer Emergency Service Unit				+61 409 293 982		27.88 MHz, VHF Ch16
Onslow Volunteer Marine Rescue (VMR 683)				+61 429 688 714		
DoT Harbour Master		Steve Wenban		+61 457 562 622	<a href="mailto:port.ops@transport.wa.gov.au">port.ops@transport.wa.gov.au</a>	
Duty DoT MEER Officer		Duty Officer		+61 9480 9924	<a href="mailto:marine.pollution@transport.wa.gov.au">marine.pollution@transport.wa.gov.au</a>	
DoT Harbour Manager		Lexene Mills		+61 467 811 543	<a href="mailto:lexene.mills@transport.wa.gov.au">lexene.mills@transport.wa.gov.au</a>	

## Appendix B    Contacts

Organisation	Role / Position	Contact Name	Landline	Mobile	Email	Radio
OPS Operations		Mark Ferdinand			<a href="mailto:mark.ferdinand@omsb.com.au">mark.ferdinand@omsb.com.au</a>	
AMG Onslow Duty Pilot	Duty Pilot	Duty Pilot			<a href="mailto:onslowdutypilot@amgmarine.com.au">onslowdutypilot@amgmarine.com.au</a>	
Total AMS (TAMS) (Towage Provider)	OSB Manager				<a href="mailto:osbmanager@tamsgroup.com.au">osbmanager@tamsgroup.com.au</a>	

## Appendix C Terms, Definitions, Acronyms

Definitions are provided in the Act and the Regulations. Key definitions are in s 10 and s 11 (regarding “unlawful interference”) of the Act, and r 1.03 of the Regulations.

The Act and Regulations are available at <https://www.legislation.gov.au/>.

The following list includes common definitive acronyms such as MSIC and MIP as well as other terms used within this maritime security plan.

Term / Acronym	Definition
ABF	Australian Border Force
AIS	Automatic Identification System
AMG	Argonaut Marine Group
AMSA	Australian Maritime Safety Authority
AQIS	Australian Quarantine and Inspection Services
AWAC	Acoustic Waves and Currents
CBD	Constrained by Depth
CD	Chart Datum
COLREGs	International Regulations for Preventing Collisions at Sea 1972
Cwth	Australian Commonwealth
DoT	Department of Transport (WA)
GMDSS	Global Maritime Distress and Safety System
HAT	Highest Astronomical Tide
HLV	Heavy Load Vessel
HOC	Harbour Operation Centre (DoT Beadon Creek)
HSE	Health Safety & Environment
IALA	International Association of Lighthouse Authorities
LOA	Length Overall
MASTREP	Modernised Australian Ship Tracking and Reporting System
MEER	Maritime Environment Emergency Response
MHWN	Mean High Water Neaps
MHWS	Mean High Water Springs
MLWN	Mean Low Water Neaps
MLWS	Mean Low Water Springs

Term / Acronym	Definition
MSP	Maritime Security plan
OMSB	Onslow Marine Support Base
OSRP	Oil Spill Response Plan
PAA	Port Authorities Act 1999 (WA)
PBG	Pilot Boarding Ground
PEC	Pilotage Exemption Certificates
PIANC	Permanent International Association of Navigation Congresses
PPE	Personal Protective Equipment
RCC	Rescue Coordination Centre (AMSA Cwth)
SPA	Shipping and Pilotage Act 1967 (WA)
SRP	Security regulated port
STCW	IMO Standards of Training, Certification and Watchkeeping
UKC	Under Keel Clearance
UKL	Under Keel Limitation
WA	Western Australia