2026/27 Cyclone & Severe Weather Marina Plan

Townsville Yacht Club Marina and Charter Boat Marina

1 Purpose, scope and safety principle

- This plan applies to all vessels, owners, skippers, masters, occupants, contractors and visitors in the TYC Marina and Charter Boat Marina.
- It covers cyclones, destructive winds, swell, intense rain, flooding and associated storm surge or abnormal water levels. Hazards may occur together.

LIFE SAFETY COMES FIRST. Do not risk personal safety to protect a vessel.

Official directions from the Regional Harbour Master (RHM), Maritime Safety Queensland (MSQ), Townsville Vessel Traffic Services (VTS), Townsville Local Disaster Management Group (or relevant agencies), emergency services and other lawful authorities take precedence over Club procedures.

2 Tropical Cyclones / Extreme Weather Events

Cyclones can form in the waters of Queensland during the summer season extending from **November to April.** It is imperative all vessel owners occupying a berth in Townsville Yacht Club Marina (TYC) including the Charter Boat Marina prepare for the possibility of a severe weather event or cyclone crossing the coast in the region during this period.

Regardless of experience, it is a condition within the berthing agreement that all customers comprehensively understand TYC's Cyclone and Severe Weather Marina Plan (CP) and prepare for such events and implement as a course of action.

The Cyclone & Severe Weather Marina Plan (CP) has been established to ensure that procedures prior to and following the event of a cyclone are conducted in a manner to assist in the protection of personnel and equipment within the Townsville Yacht Club (TYC) facility and marina including the Charter Boat Marina. This plan also helps ensure that all efforts are coordinated with the relevant agencies and are executed in the most sound and safest manner possible.

If the Townsville Local Disaster Management Group's (or relevant agencies') Counter-Disaster Plan is activated, the relevant agencies will inform the public as to the requirements under that plan. This will be done through radio, television and with the help of other support agencies such as Queensland Police and SES.

To streamline and standardise emergency actions within the local regional context, the responses to cyclone and severe weather conditions within the TYC facility and marina will be largely based on the protocol established by Maritime Safety Queensland for the Port of Townsville.

This CP forms part of the TYC Emergency Response Plan and is reviewed annually by the Club Manager and ratified by the Board of Directors.

3 Authority and responsibilities

- Vessel owners and skippers are responsible for the safety of their vessels, passengers and crew. This includes vessel seaworthiness, appropriate berthing, cyclone preparation, occupants, insurance and arranging assistance when absent.
- Each owner must keep contact details current and nominate a local representative authorised to prepare the vessel if the owner is unavailable.
- In an emergency, TYC Management may direct a vessel to relocate.
- Where the owner is unable to comply, TYC may arrange reasonable emergency action, subject to safety, law and the applicable berthing agreement. Reasonable costs may be recoverable from the vessel owner.
- Vessels must not be relocated within the marina without TYC Management approval.
- TYC Management may issue access, evacuation and berthing directions and may take reasonable emergency action, subject to safety, law and the applicable berthing arrangements.
- TYC does not undertake to secure every vessel. Staff must not enter unsafe areas or board vessels when conditions make this dangerous.
- For this plan, TYC Management means the Club Manager or personnel expressly authorised to act on the Club's behalf. Vessel owners and marina users must comply with lawful safety directions issued by authorised personnel.

4 Official alerts and escalation

- TYC follows the MSQ Townsville alert names for Yellow, Orange, Red, Recovery Yellow and White All Clear. GREEN is an additional TYC routine readiness status during cyclone season; it is not an MSQ warning level.
- TYC will act on advice from the Bureau of Meteorology (BoM), Maritime Safety Queensland (MSQ), the Regional Harbour Master (RHM), Vessel Traffic Services (VTS) and relevant agencies. – MSQ Extreme Weather Event Contingency Plan
- Weather event forecast windows are indicative MSQ planning guidance, not guaranteed lead times. Conditions can deteriorate sooner.
- TYC may restrict access or close the marina earlier than any listed stage.

ALERT STATUS	TIMEFRAME	ACTIONS
ROUTINE READINESS – GREEN	November–April	Check moorings, equipment and contacts
ADVICE – YELLOW	24–48 h forecast	Prepare now
WATCH AND ACT – ORANGE	12–24 h forecast	Finish securing / evacuate if needed
EMERGENCY WARNING – RED	Within 6 h forecast	Seek shelter / no marina access
RECOVERY – YELLOW	After event passes	Stay clear; assess damage
ALL CLEAR – WHITE (MSQ)	Official all clear	Controlled reopening

5 Actions by alert stage

ROUTINE READINESS — GREEN | Cyclone season (November–April)

ROUTINE PREPARATION. Green is a TYC readiness status.

Vessel owners / masters

- Routine inspection of mooring lines, cleats and fenders; replace damaged or UV-degraded equipment.
- Check bilge pumps, batteries, drains, hatches and vessel seaworthiness on a weekly basis.
- Keep spare lines, chafe protection and fenders available for cyclone preparations.
- Update owner contact details and nominate a local representative authorised to prepare the vessel if absent.
- Liveaboards must identify alternative safe accommodation before cyclone season.
- Review this plan and monitor official weather information throughout the season.

TYC management

- Review and distribute the cyclone plan before each season and maintain emergency contacts.
- Encourage routine mooring inspections and communicate readiness reminders.
- Monitor conditions and escalate promptly when MSQ advice or local risks warrant action.

ADVICE — YELLOW | Destructive weather forecast within 24–48 hours

PREPARE NOW. Securing a vessel early is safer than attempting late preparations.

Vessel owners / masters

- Monitor Bureau of Meteorology (BoM) for weather updates, Council advice, MSQ dashboard and VHF 12/16 where practicable.
- Double mooring lines with appropriately sized secondary lines secured to alternative designated marina cleats. Use sound lines, chafe protection and adequate fenders.
- Do not secure to non-designated marina structures.
- Inspect vessel cleats and other structurally suitable attachment points; ensure lines are appropriate for the size of the vessel and berth.
- Remove sails (including furling sails), awnings, covers and bimini tops.
- Deflate and stow inflatables. Remove or safely secure dinghies and tenders.
- Stow loose gear below deck, including life rings, buckets, boat hooks and poles.
- Disconnect shore power leads and water hoses from marina pedestals and stow them safely. TYC may disconnect remaining connections where safe. Power and water may be isolated before an event; remove perishable food if refrigeration may be interrupted.
- Clear scuppers and drains, check bilge pumps, secure hatches, disconnect and stow water hoses.
- If trailer retrieval or relocation is part of your vessel-specific plan, act early and only when lawful and safe.
- Confirm emergency contact details and the availability of your nominated local representative.
- Liveaboards must arrange safe alternative accommodation and leave the marina by the Club's announced closure deadline (normally no later than Orange). Notify the Club office of arrangements.

TYC management

- Monitor MSQ and BoM; issue updates to boat owners/members.

- Where conditions permit, TYC Management may inspect vessels and identify inadequate moorings. Owners may be notified and directed to rectify deficiencies.
- At its discretion, and subject to staff safety and available resources, TYC may arrange emergency securing at the owner's reasonable expense.
- TYC does not undertake to inspect or secure every vessel.
- Where safe, coordinate necessary berth allocations or vessel repositioning to reduce risks to people, other vessels and marina infrastructure.
- Inspect publicly accessible marina hazards only while safe; arrange appropriate controls and qualified isolation planning.
- Coordinate with RHM/VTS and relevant agencies as required.

WATCH AND ACT — ORANGE | Destructive weather forecast within 12–24 hours

ACT NOW. All vessels are to be securely moored with additional lines by this stage.

Vessel owners / masters

- Complete all vessel preparation and leave the marina by the Club's announced deadline.
- If your plan requires relocation, act only while it is safe and permitted;
- Comply with all RHM/VTS directions.
- Do not enter floodwaters, including by tender or small craft.
- Liveaboards must move to safe accommodation - the clubhouse is not a designated cyclone shelter.

TYC management

- Confirm and communicate the marina closure deadline and evacuation instructions. TYC may close the marina or restrict access earlier where forecast conditions, storm surge, flooding or authority directions make continued access unsafe.
- Close pontoons and gates when required; undertake any final sweep only if safe.
- Suspend non-essential operations and isolate services using qualified staff and site procedures where safe.

EMERGENCY WARNING — RED | Destructive weather forecast within 6 hours

SEEK SHELTER NOW. Personal safety is the priority. It may be too late to attend to a vessel.

Vessel owners / masters

- Do not enter the marina, remain aboard, attempt further preparation or move a vessel except under lawful emergency direction.
- Follow official shelter and evacuation advice; beware of flying debris and the deceptive calm of a cyclone eye.
- Do not depart cyclone moorings while vessel movements are restricted.

TYC management

- Keep the marina closed. No staff member is required to conduct inspections or interventions in dangerous conditions.
- Follow RHM/VTS port closure and movement restrictions; communicate remotely where feasible.

RECOVERY — YELLOW | After the event has passed

THE EVENT PASSING IS NOT AN ALL CLEAR. Hazards and movement restrictions may remain.

Vessel owners / masters

- Do not enter the marina until TYC authorises access;
- Do not move vessels until permitted by the RHM.
- Avoid floodwater, electrical hazards, unstable pontoons and submerged debris.
- Monitor VHF 12/13/16, MSQ notices and TYC messages.

TYC management

- Assess pontoon, gangway, electrical, mooring and vessel hazards from safe locations.
- Engage qualified inspections where needed;
- Barricade unsafe areas and document damage.
- Communicate restrictions and reopening status;
- Liaise with the RHM and emergency services.

ALL CLEAR — WHITE | RHM officially permits normal movements

MSQ may reopen the port in stages. TYC reopening also requires marina infrastructure to be safe.

Vessel owners / masters

- Return only when TYC confirms access; inspect vessel and report damage promptly.
- Check Notices to Mariners, depths and navigational aids before vessel movements.
- Review vessel readiness and update your emergency arrangements.

TYC management

- Authorise staged or full marina reopening following appropriate safety assessments.
- Record damage, notify insurers and relevant authorities as required, and review lessons learned.

6 Communications and emergency contacts

TYC will endeavour to use email, SMS, phone calls and signage to notify boat owners. Owners must monitor official advice independently; failure to receive a Club notification does not excuse failure to prepare.

Please also refer to the **Maritime Safety Queensland** website for further information on vessel preparation and the Extreme Weather Event Contingency Plan used by the Regional Harbour Master.

Townsville Vessel Traffic Services (VTS) implements the extreme weather event contingency plan on behalf of the Regional Harbour Master and acts as a central maritime communications point. "Townsville VTS" is the call sign for this service and monitors VHF channels **16**, **12** and **13** until the port is on Red – Emergency warning or earlier if determined by the Regional Harbour Master it is no longer safe to maintain the station. Any warnings and directions will be issued on these channels.

If the plan requires actions such as port evacuation or closure, these actions will be communicated by the Townsville VTS and enforced by Regulatory Maritime Authorities.

TOWNSVILLE YACHT CLUB
CYCLONE AND SEVERE WEATHER PLAN

Club Contacts

Name	Contact Number
TYC Club Manager – Mark Cruickshank	(07) 4772 1192 / 0448 266 210
TYC Commodore – Mike Steel	0417 017 551
TYC Vice Commodore – Mick Malone	0408 977 276
Marina Committee Chair – Murray Whitehead	0427 741 450

Other Key Contacts

Name	Contact Number
Regional Harbour Master	61 7 4421 0100
Townsville VTS	1300 721 263
Townsville VTS	VHF Ch 12 or 16 or 13

Other Key Websites

Name	URL
Detailed weather updates: BOM	www.bom.gov.au
MSQ Website	www.msq.qld.gov.au
MSQ Dashboard – detailed information on Port closures, Notice to Mariners, Tide Charts and more.	https://www.qldmaritime.msq.qld.gov.au

7 Vessel owner preparation checklist

☐ Current owner contact and nominated local representative confirmed

☐ Mooring lines and attachment points inspected;

☐ Extra lines and chafe protection fitted

☐ Fenders secured; neighbouring vessels and clearances considered

☐ Sails, awnings, covers, loose equipment and tenders removed or secured

☐ Bilge pumps, batteries, hatches and drains checked

☐ Shore power and water disconnected as directed

☐ Liveaboard occupants have safe alternative accommodation

☐ Preparation completed before TYC deadline;

☐ Official alerts monitored

8 Mooring requirements

General Responsibility

- Vessel owners are **fully responsible** for the safe mooring and security of their vessel at all times.
- Mooring arrangements must be **appropriate for the vessel's size, weight, and design** and kept in good condition.
- Owners must ensure their vessel is **secured to withstand local wind, tide, and wake conditions**.
- **Extra preparations and doubling of mooring lines** are required when a cyclone warning has been issued.

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2. Mooring Lines

- Use **high-quality, UV-resistant marine-grade ropes** (e.g., nylon or polyester) with adequate breaking strength. The Club recommends the use of polyester double braided nylon rope or three-strand silver or nylon rope. Nylon ropes can absorb some of the strain created by strong winds and swell.
- **At least four (4) mooring lines** are recommended: minimum one bow and one stern line, plus aft and forward spring lines – refer Diagram 1.
- **Dock Line Sizing** - The diameter and length of dock lines will vary depending on the size of your boat. **Minimum** recommended line sizing is as follows:

Vessel length (m)	8 - 10	10 - 12	12 - 14	14 - 16	18 - 22
Displacement (Tons)	5	9	13	16	25
Rope Diameter	12mm	14mm	16mm	18/20mm	20/24mm

- Fit **chafe protection** (e.g., hose or leather sleeves) if appropriate.
- Maintain **some elasticity** in lines to absorb motion — avoid over-tightening. Sheet ropes are not recommended for use in securing your boat as they have limited stretching ability.
- Under **no** circumstances can **chain or shackles** be attached to the marina. Chain has no ability to stretch and will damage your vessel and/or the marina

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3. Spring Lines

- Install **fore and aft spring lines** to prevent the vessel from surging forward or aft in the berth.
- Cross-spring lines can further reduce movement in strong winds or surge conditions.

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4. Fendering

- Fit **adequate fenders** along both sides of the vessel — at least **three per side** for most boats.
- Fenders should be **clean, inflated and correctly positioned** to prevent hull damage or damage to the marina

- Fenders should be positioned so they hang off the marina fender strip and should **not** be placing direct **contact** or strain to the black plastic section of the pontoons.

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5. Cleats and Attachment Points

- Ensure **all cleats, bollards, and fairleads** on the vessel are **secure and structurally sound**.
- Avoid tying lines to railings, stanchions, or lifelines.
- Double up lines during **storms, strong winds, or extended absences**.

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6. Inspection and Maintenance

- **Inspect** mooring lines, shackles, and fenders **regularly** for wear, UV damage, or corrosion.
- **Replace** any chafed, frayed, UV damaged or stiff lines **immediately**.
- Check **shore power leads**, hoses, and equipment are **neatly stowed and do not obstruct** walkways.

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7. Emergency Preparedness

- Review the marina's **Cyclone and Severe Weather Plan**
- In strong weather, **add extra lines**, ensure fenders are secure, and check neighbouring vessels
- During severe weather warnings, **secure or remove sails, biminis, covers, and loose equipment**
- Provide the marina office with **up-to-date contact details**.
- Notify the marina office if leaving your vessel unattended for long periods.

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8. Environmental and Safety

- Avoid trailing lines, hoses, or electrical cables across walkways.
- Do not discharge **pollutants, sewage, or bilge water** into the marina.
- Keep pontoons and berths **tidy and free of obstructions**.

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10. Marina Assistance

- If uncertain about mooring setup, **ask marina staff** for guidance.
- The marina may inspect and request **adjustments to unsafe or inadequate moorings**.

The recommended alternatives of securing mooring lines are shown in diagram 1:

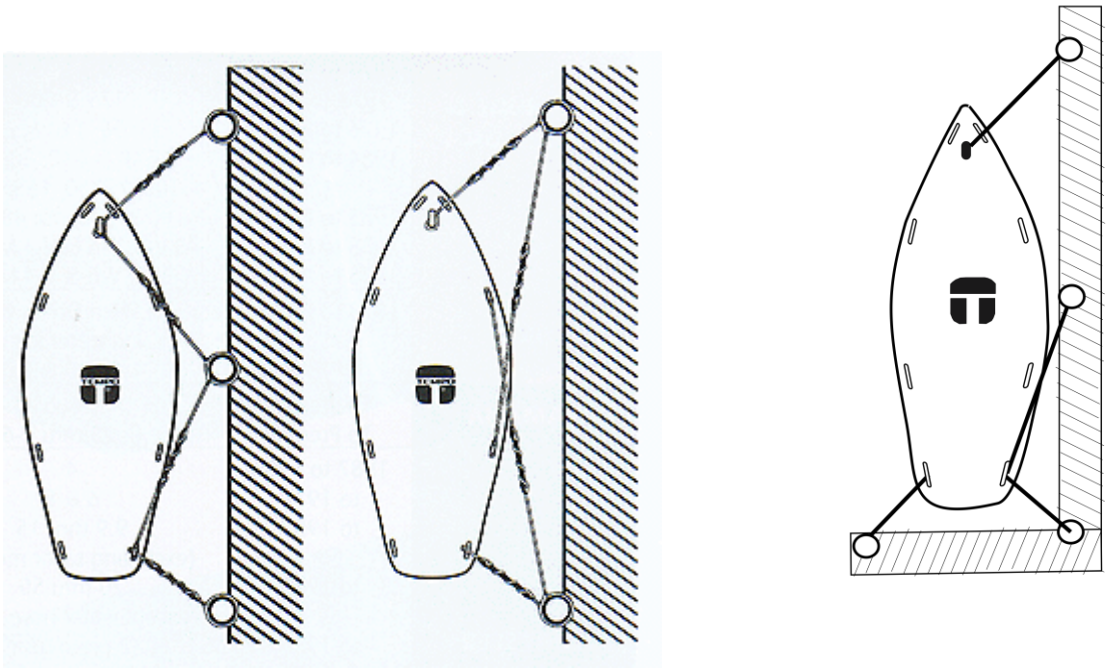

Diagram 1

Alternatively, where vessels are stern or bow on to a pontoon an additional bow/stern line can be used to replace the aft/forward spring line.

9 Document control and approvals

Board approval: 20.10.26

Review due: Before each cyclone season and whenever MSQ or port procedures materially change.