



SEVERE WEATHER AND CYCLONE PLAN



Version 11
6 November 2025

Any alterations to this Plan must be approved by the:
Manager Aviation Operations

The current copy of this Plan is held on SharePoint

It is your responsibility to ensure you hold the current copy of this Plan

DOCUMENT CONTROL

Version	Status	Sponsor	Author
11	Approved	Manager Aviation Operations	Compliance and Airside Safety Coordinator

Amendments	Date	By whom
Version 1 - NQA Full document control procedures applied	03 November 2014	Manager Aviation Operations
Version 2 - Updated MAPL Logo, removed Tiger Airways, removed Aromas, inclusion of Cyclone information from Mackay Regional Council Local Disaster Management Group.	03 November 2015	Manager Aviation Operations
Version 3 -NQA Full document control procedures applied	07 July 2016	Aviation Administration Officer
Version 4 – Full Review of document inclusive of document control process as per Company procedures	18 July 2017	Aviation Administration Officer
Version 5 –Full Review of document inclusive of document control process as per Company procedures	08 November 2018	Aviation Administration Officer
Version 6 -Full Review of document inclusive of document control process. Removed Annexure A relating to Mackay Regional Council Trigger and Action Documents.	17 November 2020	Manager Aviation Operations
Version 7 – Full Review of document inclusive of document control process. Some role titles were updated to reflect current and correct titles.	16 February 2022	Executive Assistant to the Chief Operating Officer
Version 8 – Full Review of document inclusive of document control process. Some role titles were updated to reflect current and correct titles. Clearer Wind Speed Conversion table inserted.	10 January 2023	Executive Assistant to the Chief Operating Officer
Version 9 – Full Review of document inclusive of document control process. Some role titles were updated to reflect current and correct titles.	01 November 2023	Manager Aviation Operations
Version 10 - Full Review of document inclusive of document control process. Updated gender exclusive language. Updated disaster definitions consistent with DM Act 2003, language in cyclone categories updated as per BoM. Included links to Mackay Regional Council Emergency Dashboard and Australian Warning System. Updated Mackay Council LDC.	4 December 2024	Compliance and Airside Safety Coordinator

Version 11 – Full review in conjunction with MAPL management. Contacts page updated. Addition section 7 lessons learned from debrief weather event 1-4 February 2025. Updated stage 1 to include severe weather events causing disruption to services. Section 6.5.2 updated MRC contacts. Section 6.4 included Volatus. Section 7.1.5 removed message media, removed QFES. Section 2 Updated localised flooding to stage 4.	6 November 2025	Compliance and Airside Safety Coordinator
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1. INTRODUCTION

The Disaster Management Act 2003 S13(1) defines a disaster as a serious disruption in a community, caused by the impact of an event, that requires a significant coordinated response by the State and other entities to help the community recover from the disruption. Disasters that may affect Mackay Airport include:

- Tropical cyclones
- Gale force winds
- Storms
- Storm surges
- Earthquake
- Tsunamis
- Volcanic ash
- Tornados
- Bushfires
- Heat wave

The Mackay Airport Severe Weather and Cyclone Plan has been prepared to counter potential danger and damage that may occur as a result of a disaster.

Post disaster where airport infrastructure suffers significant damage impacting on airport operations, the Aerodrome Emergency Committee (AEC) would be convened to manage a disaster recovery program as per the Mackay Airport 'Airport Emergency Plan' (AEP).

2. CYCLONE STATE ADVICE, NOTIFICATION AND ACTION

STAGE	ACTIVITY	WIND SPEED	NOTIFICATION	COMMENTS/ACTION
Stage 1	CYCLONE WATCH - Initiated by Bureau of Meteorology (BOM) by announcement of a Cyclone affecting the region.	Gale Force Winds (above 75km/h) (41kt) 24 - 48 hrs away OR Localised flooding	Advice via SMS by Mackay Airport	Cyclone watch: - NQA team members to ensure company procedures are followed as per SOPs and review company procedures - Tenants review Severe Weather and Cyclone Plan and company procedures - Secure or remove non-essential equipment from open areas - Check emergency stores equipment (fuel, generators, radios etc.)
Stage 2	CYCLONE WARNING - Initiated by BOM by announcement of a Cyclone affecting the region.	Gale Force Winds (above 75km/h) (41kt) 24 hrs away	Advice via SMS by Mackay Airport	Cyclone Warning: - Severe Weather and Cyclone Committee is convened - Complete initial preparation - Implement company procedures - Complete removing / securing non-essential equipment - Remove / secure light aircraft - Continue to monitor cyclone activity via BOM website / MRC Emergency Dashboard/media etc.
Stage 3	CYCLONE WARNING CURRENT – BOM Monitoring System	Gale Force Winds (above 100 km/h) (54kt) 6 -12 hrs away	Advice via SMS by Mackay Airport	Cyclone Warning Current: - Commence partial shutdown of facilities, documents computers etc. - Consider sending non-essential staff home. Light aircraft relocated / stored /securely tied down - Consider flood precautions / sandbagging etc. - Continue to monitor cyclone activity via BOM website / media etc.
Stage 4	CYCLONE WARNING CURRENT – BOM Monitoring System Or SEVERE WEATHER CAUSING DISRUPTION TO SCHEDULED SERVICES	Gale Force Winds (above 100 km/h) (54kt) at airport are 3 - 6 hrs away	Advice via SMS by Mackay Airport	Cyclone Warning Current: - Stage shut down of airport facilities, including terminal, airport ground lighting etc. - ATC, ARFF, Airlines will cease operations as soon as possible after declaration of Stage 4 - Airport tenants expected to complete their own shut down of their own operations in a similar timeframe - After consultation with ATC, and upon departure of last aircraft, Mackay Airport Manager Aviation Operations will issue a NOTAM advising of non-availability of airport facilities (from time/date)\ - All staff should have departed from airport. Severe Weather and Cyclone Committee is stood-down. Localised flooding (in addition to above): - MAPL staff survey airside assets and leased areas, reporting to MAO or HOO - Consider activating Crisis Management Team - NOTAMs requested for any non-compliance areas including standing water in air strips or water over TWY or RWY - Logistics may be required such as hire of pumps - Consideration of access to the airport and communications to internal / external stakeholders - Consider escalation to higher stage
Stage 5	CYCLONE WARNING CURRENT	Gale Force Winds (above 100 km/h) (54kt) have commenced	Nil Advice by Mackay Airport	Cyclone Warning Current: ALL AIRPORT OPERATIONS HAVE CEASED
Stage 6	CYCLONE WARNING CURRENT	Gale Force Winds (above 100 km/h) (54kt) have passed	Nil Advice by Mackay Airport	Cyclone Warning Current: ALL AIRPORT OPERATIONS REMAIN CEASED ALL CLEAR NOT YET ANNOUNCED – STAGE 5 MAY BE RE-DECLARED

STAGE	ACTIVITY	WIND SPEED	NOTIFICATION	COMMENTS/ACTION
Stage 7	CYCLONE WARNING MAY STILL EXIST	Gale Force Winds have passed Mackay, though a Cyclone warning may still exist	Nil Advice by Mackay Airport	CYCLONE WARNING MAY STILL EXIST - Cyclone Committee to reconvene - Commence call-in of essential staff to return Airport to normal operational status - NOTAM to be lifted by Mackay Airport Manager Aviation Operations - Timing to be determined by Airport Cyclone Committee and through the Chair
Stage 8	Cyclone Warning cancelled	Declaration of All Clear by District Disaster Manager	Advice via SMS by Mackay Airport Declaration of all clear	Cyclone Warning Cancelled - Staff returning to Airport to re-commence operations - Tenants clean-up operations commence - Tenants to liaise with Mackay Airport Infrastructure Maintenance Team regarding loss of services and damage to facilities NOTE: Following a severe cyclone Stage 8 may extend to several days as clean up continues

3. TROPICAL CYCLONE WARNING SYSTEM

Tropical Cyclone Advises are issued by the BOMs Tropical Cyclone Warning Centre and broadcast by **radio and television stations also Mackay Regional Council Emergency Dashboard**
<http://disaster.mackay.qld.gov.au/>

Information is also available directly from BOM by:

Method	Details	Contact Details
Telephone	Cyclone Advice	1300 659 210
Internet	All Weather and Warnings	www.bom.gov.au Dashboard (mackay.qld.gov.au) Australian Warning System (https://www.australianwarningsystem.com.au/) Guardian IMS MAO and CASC have logins for viewing daily weather briefings provided by BoM to the LDMG.
Social Media	X (formally Twitter) Facebook	https://twitter.com/BOM_Qld https://www.facebook.com/bureauofmeteorology

4. TROPICAL CYCLONE FORECAST THREAT AND TRACK MAPS

The Bureau of Meteorology provides a Tropical Cyclone Forecast Threat and Track Map displaying the forecast positions of each tropical cyclone up to 24 hours and is available on BOM's web page at <http://www.bom.gov.au/cyclone/>.

5. TROPICAL CYCLONE CATEGORY SYSTEM

Category	Max. Wind Gust	Typical Effects
1	90 – 125km/h (48 – 67kt)	Tropical Cyclone: Negligible house damage, damage to some crops, trees, caravans and craft may drag moorings
2	125 – 164km/h (67 – 89kt)	Tropical Cyclone: Minor house damage, significant damage to signs, trees and caravans, heavy damage to some crops, risk of power failure, small craft may break moorings
3	165 – 224km/h (90 – 120kt)	Severe Tropical Cyclone: Some roof and structural damage, power failure likely
4	225 – 279km/h (121 – 150kt)	Severe Tropical Cyclone: Significant roofing loss and structural damage, blown away, dangerous airborne debris, widespread power failures
5	< 280km/h (> 151kt)	Severe Tropical Cyclone: Extremely dangerous with widespread destruction

WIND SPEED CONVERSIONS

KM/H	KT	KT	KM/H
10	5	10	19
20	11	20	37
30	16	30	56
40	22	40	74
50	27	50	93
60	32	60	111
70	38	70	130
80	43	80	148
90	49	90	167
100	54	100	185
110	59	110	204
120	65	120	222
130	70	130	241
140	76	140	259
150	81	150	278
160	86	160	296
170	92	170	315
180	97	180	333
190	103	190	352
200	108	200	370
210	113	210	389
220	119	220	407
230	124	230	426
240	130	240	444
250	135	250	463
260	140	260	482
270	146	270	500
280	151	280	519

6. SEVERE WEATHER AND CYCLONE COMMITTEE

6.1 The Severe Weather and Cyclone Committee is convened at:

- Stage 2 Cyclone Warning, and/or
- As determined by Bureau of Meteorology weather warnings for severe weather and disasters including but not limited to, storms, storm surges, earthquake, tsunamis, volcanic ash and tornados.
- As determined by Queensland Fire Department any Bushfire warnings.

6.2 Chair of the Severe Weather and Cyclone Committee in succession is:

- Head of Operations Mackay
- Manager Aviation Operations

6.3 Membership of the Severe Weather and Cyclone Committee is:

- Airport Incident Management Team:
 - Head of Operations Mackay
 - Manager Aviation Operations
 - Manager Infrastructure
 - Security and Terminals Operations Manager
 - Commercial & Ground Transport Manager
 - Works Delivery Manager Mackay
- Cairns Airport remote support may include:
 - General Manager People & Communications
 - Aerodrome Operations Manager
 - Emergency and Operational Resilience Manager
 - Manager ICT
 - Manager Terminals & Security
 - Media and Communications Manager
 - Infrastructure & Property
 - Airport Duty Manager

6.4 The core members of the Mackay Airport Severe Weather and Cyclone Committee comprise of:

- Mackay Airport staff
- Bureau of Meteorology (advice received via phone or email)
- Airservices Australia (Air Traffic Control and Infrastructure Support Services)
- Aviation Rescue and Fire Fighting
- Ground handlers (Swissport, Oceania, Volatus)
- NQ Fuel Services
- Security Contractor (Trident)
- General Aviation Representatives
- CQ Rescue
- Wilson Parking
- Catercare
- Revolution Electrical

6.5 Notifications

6.5.1 The Chair of the Severe Weather and Cyclone Committee will advise any change to the operational status of the Airport to the Chief Executive Officer and General Manager People & Communications.

6.5.2 The Manager Aviation Operations (or if unavailable the Chair of the Severe Weather and Cyclone Committee) will advise any change to the operational status of the Airport to:

Mackay Local Disaster Management Group (LDMG)	
Local Disaster Coordinator	Director Infrastructure and Operations
Mobile	0407 646 980
Mackay District Disaster Management Group	
Telephone	07 4940 3914
Mobile	0428 710 795
Email	DDC.Mackay@police.qld.gov.au

6.5.3 Manager Aviation Operations (or if unavailable) the Chair of the Severe Weather and Cyclone Committee will log on to the BOM website in preparation for the meeting.

7. SEVERE WEATHER EVENTS CAUSING DISRUPTION TO SCHEDULED SERVICES

7.1.1 Heavy rainfall in conjunction with high tides should be considered for localized flooding of access roads and flight strip. Inspection of drains, runway and taxiways should be undertaken.

7.1.2 **Command, Control and Coordination** - Mackay Incident Coordination Centre may be activated to manage events, supported by the Cairns Management Team remotely. Regular meetings and communication via Microsoft Teams will enable the capture of decision making and information flow including developing SITREPs. Microsoft Teams for those working remotely will be kept open in future to reduce the need for multiple SMS and phone calls.

7.1.3 Safety

Mackay Airport staff should not risk their personal safety by driving through flooded roads to commence their shift and should report water over any roads to their manager.

7.1.4 Road Closure process (landside)

Mackay Airport may request landside roads adjacent to the airport to be closed by calling Mackay Regional Council on 1300 Mackay (1300 622 529). This number transfers to the on call officer if outside business hours. Mackay Airport do not have the authority to close Mackay Regional Council roads for example Boundary Road East.

7.1.5 Communication

Consideration of access to the airport and communications to internal / external stakeholders. Use of SMS notifications to broadcast to MAPL airlines, terminal and tenants (EGA and WGA), internal staff for awareness. Request NQA comms team generate messaging for the media outlets and the general public. MAPL communicate with the Mackay Council EM Team or Local Disaster Management Group if activated.