CONTRACTOR EXPECTATIONS

Partnering in growth, connecting people and supporting potential

Welcome to Darwin Port

Darwin Port manages all operational aspects and operates within the Port of Darwin and has an obligation to provide a safe and healthy workplace, be environmentally responsible and maintain a secure regulated port. These obligations are vital for the wellbeing of everyone and you are required to observe them. You are also required to take an active approach to safety, environment, and security management.

Darwin Port requires that all officers, workers and other persons who attend a Darwin Port workplace maintain a duty of care to conduct themselves in a professional and safe manner and to ensure that their actions do not adversely affect others.

A good housekeeping program should be well-planned and coordinated within your work area. The job site must provide safe access and it is expected that the work site will always be kept clean, tidy and hazard free.

Inductions

All contractors that undertake work commitments for Darwin Port Operations are required to be inducted prior to the commencement of work. The link for the Darwin Port Induction System is found here.

Minimum Safety Expectations

Darwin Port have a minimum safety requirement for all contractors entering Darwin Port sites, please click here to view these expectations.

Muster Points & Emergency Response Equipment

Darwin Port has designated Muster Points and Emergency Response Equipment at both East Arm Wharf and Fort Hill Wharf, please familiarise yourself with these locations.

EAW can be found here
FHW can be found here

Minimum Environmental Expectations

Darwin Port have a minimum environmental expectation for all contractors entering Darwin Port sites, please see the details here.

Insurances

All contractors engaged by Darwin Port are required to provide applicable current Certificates of Currency for insurances and any trade licences for any staff that will be engaged to carry out work on Darwin Port Sites. These are to be supplied annually upon renewal.

- Public Liability
- Workers Compensation
- Vehicle Insurance
- Indemnity Insurance (Consultants)

Work Notification and Permit to Work System

There are three (3) components to the Work Notification and Permit to Work System, each with a differing focus, as detailed below:

- Landside Permit to Work
- Non-Permit to Work Notification
- Seaside Permits

Landside Permit to Work

A Permit to Work application MUST be lodged two (2) business days prior to when you need the permit.

On completion of works, the Permit to Work form must be closed out by submitting it through the Permit to Work app. Failure to close out may result in delayed payment of invoice.

Login credentials for the PTW APP can be obtained from your Darwin Port contact.

Non-Permit to Work Notification

A non-permit to work notification is required for all work activities that do not require a Permit to Work. Work details and JSEA should be submitted by the Contractor to the Darwin Port Representative a minimum of 24 business hours prior to the works being undertaken. On acceptance, contact will be made by a Darwin Port Representative notifying the Contractor that the work is approved to proceed. Upon arrival on site, the contractor undertaking the task is to attend the PTW Office, and the Port Landside Officer must be informed that you are onsite to conduct work. The Contractor must sign in on the Attendance Register also located in the PTW office.

Upon completion of the task, the Contractor is to attend the PTW Office. At this time, the contractor is to notify the Port Landside Officer that the task has been completed and sign off the Attendance Register.

Seaside Permits

Permits are required for specific tasks undertaken on board vessels berth at East Arm Wharf, Fort Hill Wharf or on anchorage. Further details for Seaside Permits can be found here.

Busines Hours Contact

All Permit enquiries should be submitted during business hours and directed to Darwin Port Facilities, Maintenance Manager on 8919 0832.

After Hours Contact

Please contact Darwin Port Landside Operations Duty Officer on 1300 327 946.

The Darwin Port Permit to Work System Port Notice is issued Pursuant to Section 57 of the Ports Management Act 2015 (NT).