



**KIMBERLEY  
PORTS**  
AUTHORITY

# **PORT HANDBOOK**

**Port of Derby**



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**VARIATION RECORD**

<b>Version</b>	<b>Date</b>	<b>Brief Description of Change</b>
1.0	June 2026	Initial Version - Port of Derby Handbook

## **Purpose**

The Port Handbook provides information and directions to owners, operators, charters, agents and masters of vessels regarding safety & security regulations, general conditions, port facilities and available services within the Port of Derby.

Kimberley Ports Authority (KPA) complies with The Port Authorities Act 1999 (WA) and the Port Authorities Regulations 2001 (WA) these documents take precedence over this Handbook in the event of any conflict.

For further clarification this publication is to be read in conjunction with the Port Standards and Procedures also found on KPA's website.

## **Disclaimer**

The information contained within this handbook is considered correct at the time of issue, every effort will be made to ensure the efficacy of this Handbook by issuing periodic corrections. Short notice amendments to this handbook will be made by the issue of a Port of Derby Local Marine Notice (LMN) as required. All current LMNs and the current version of this handbook are available on the KPA website: [www.kimberleyports.wa.gov.au](http://www.kimberleyports.wa.gov.au)

Any inconsistencies or inaccuracies within this handbook should be brought to the immediate attention of the Harbour Master.

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## **1. GENERAL INFORMATION**

The Kimberley Ports Authority (KPA) is responsible for overseeing the operations of the Ports of Broome, Derby, Yampi Sound and Wyndham, and directly manage the Ports of Broome and Derby. KPA is headquartered in Broome, Western Australia.

KPA's core responsibilities are guided by its commitment to safe, efficient, and commercially sound port operations. Its key responsibilities include:

- Facilitating trade and planning for the growth and development of the ports.
- Regulating business and operational activities within port boundaries.
- Ensuring the safe and efficient operation of all managed ports.
- Maintaining and preserving port assets and infrastructure.
- Protecting the surrounding environment in which the ports operate.

### **1.1. Position and Function**

The Port of Derby is situated within King Sound near the Derby townsite. The jetty dates back to 1885, when a timber T-shaped wharf was constructed to support pastoral operations along the Fitzroy River. Development of the port accelerated following the 1886 Halls Creek gold rush, which significantly increased regional activity and trade. Initially focused on wool and pearl shell, exports later expanded to include lead and zinc. In 1964, the original timber structure was replaced with a steel jetty, facilitating the growth of live cattle exports and modernising the port's operations.

Today, the Port of Derby functions as a key regional supply base, supporting the fishing industry and barge operations servicing Yampi Sound mining activities, while also accommodating charter and tourism vessels. The Port of Derby is situated within King Sound, close to the Town of Derby. The town first built a wooden T Shaped wharf in 1894 and serviced Fitzroy pastoral properties along the Fitzroy River. Over the years the town has experienced significant growth following the 1886 Halls Creek gold rush and the town further diversified from wool and pearl shell exports to lead and zinc. In 1964, a new steel jetty was built over the old wooden jetty, live cattle were exported.

Currently the Port of Derby serves a key supply base for fishing, landing barges servicing Yampi Sound miners. Charter and tourism vessels are frequent users of the port.

## 1.2. Jurisdiction

The Port of Derby is established and operating under the Port Authorities Act 1999 and the supporting Port Authorities Regulations 2001. Port limits are detailed in the *Port Authorities Act 1999* as reflected in Figure 1.

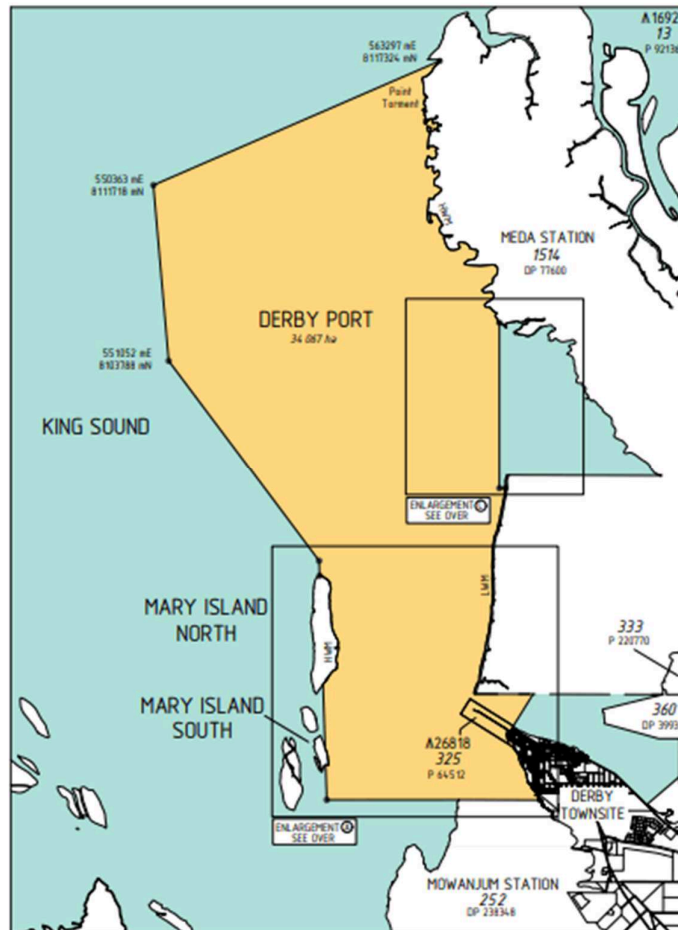


Figure 1: Yellow infill denotes Port of Derby Port limits

## 2. GENERAL SECURITY

Access to KPA Derby jetty is restricted to port users with operational requirements, although parts of the northern wharf remain open to the public. To request access to the restricted operational area, users must contact KPA and provide relevant details.

### 2.1. Closed Circuit Television (CCTV)

KPA operates closed circuit television (CCTV) systems and body worn cameras across the Port area, on land and water. Mariners and port users may be recorded or observed in real time during the course of their work, transit or stay within the Port areas. Recorded content is saved in KPA's records for a set duration, and may be used for incident investigation, media, or other published content. The same may be shared with other agencies, as per KPA's CCTV procedure, or the approval of the Harbour Master, or delegate.

### **3. CLIMATE**

Derby experiences a tropical climate and has two seasons – The Dry Season (May - October) and the Wet Season (November – April).

During the Dry Season, the port experiences predominantly east to southeast winds which tend to reduce during the afternoons when a westerly sea breeze opposes the predominant weather. Conditions are normally fine with temperature ranges between 16°C during the night to high 20's° C / mid 30's° C during the day. The easterly winds normally tend to be moderate to fresh and appropriate caution should be exercised when berthing at these times.

During the Wet Season, the port experiences predominantly westerly to north westerly winds which freshen in the afternoon. Temperatures during the Wet Season range from mid 20's° C at night through to the mid 30's° C / high 40's° C during the day, with associated very high levels of humidity. Tropical cyclones occur during this season, and the port is also subject to tropical squall-line systems associated with cumulonimbus clouds, which result in occasional violent thunderstorms with associated winds which can exceed 50 knots. These winds are often from the northeast or east. These systems can be detected and monitored on marine radar and the Bureau of Meteorology (BOM) website.

Further information about Derby weather and climatic conditions can be obtained at the [Bureau of Meteorology website](#). Whilst alongside at Derby, vessels are encouraged to monitor this website.

#### **3.1. Cyclone Season (November – April)**

Derby is situated along the northwest coastline of Australia, within one of the country's most cyclone – prone regions stretching from Yampi Sound to Exmouth. On average, approximately five tropical cyclones occur during each cyclone season, which officially runs from 1 November to 30 April annually.

During this period, vessel master's must ensure their vessels are prepared to vacate berths, BLF or port waters at short notice, particularly in response to the development of tropical lows or cyclones off the northern or western coasts.

Masters must ensure engines and essential machinery are operational, the vessel's draft and stability are suitable for safe navigation, and that enough qualified crew are onboard to enable an immediate departure if required.

Vessel main engines are not to be immobilised within port limits without the Harbour Masters permission.

For more information on KPA's Cyclone Contingency Procedure please visit [KPA's Website](#).

#### **3.2. Tides and Tidal Streams**

The Port of Derby experiences an extreme tidal range, with a maximum of 11.8 metres and a mean spring tide range of 7.7 metres. Tidal streams in the harbour approaches can reach up to 8-10 knots (around Sunday Strait), while at the wharf, they may reach 3 knots.

All vessels, regardless of size, must carefully assess tidal stream rate and direction when entering or departing the Port. Berthing starboard side to the wharf is the standard requirement. Any exceptions must be requested in advance and only undertaken after approval from the Harbour Master.

Derby Tidal Levels	Height (2026)	Height (2027)
CD (LAT 2009)	0.00m	0.00m
LAT	-0.108m	-0.106m
MLWS	1.600m	1.602m
MLWN	4.915m	4.917m
MSL	6.405m	6.407m
MHWN	7.896m	7.897m
MHWS	11.210m	11.212m
HAT	12.207m	12.209m

*Table 1: Table showing 2026 Tidal Levels in Port of Derby*

## 4. ENVIRONMENT

The Port of Derby is located on the eastern shore of the King Sound Gulf, a unique habitat to a variety of important flora and fauna. KPA is committed to the protection of the environment and heritage values and the implementation of best practice in the conduct of our operations.

### 4.1. Seasonal Humpback Whale Migration – July to October

The Western Australian coastline is a recognised migration route for The Western Australian Humpback Whale Population, with migration typically occurring between July – October. These whales travel to their breeding grounds in the Kimberley waters, often navigating close to shore in depths as shallow as 200 meters.

If your vessel is involved in an incident involving marine fauna, you are required to contact the Department of Biodiversity, Conservation and Attractions (DBCA) and cooperate to determine the appropriate course of action. DBCA Wildcare Helpline + 61 8 9474 9055.

For any hazards or incidents involving marine fauna *within port limits*, please notify [info@kimberleyports.wa.gov.au](mailto:info@kimberleyports.wa.gov.au) - Additionally, please refer to the relevant LMN regarding Whale migration which can be found on the [KPA Website](#).

## 5. PILOTAGE

Under the Port Authorities Act of Western Australia 1999, except as otherwise provided by the regulations (e.g Government vessels such as those operated by the ADF, dredging vessels as approved by the Harbour Master), Pilotage is compulsory for all vessels over 35m in length.

Any vessel over 35m LOA without a pilot exempt certificate must approach KPA to discuss pilotage arrangements within the Port of Derby.

- Vessels engaged in towing are required to take a pilot when towing within port limits, unless approved to do so.

- No vessel exceeding 35 metres in length is permitted to manoeuvre or transit within the port without prior written approval from the Harbour Master.

### **5.1. Pilot Ladder Arrangements**

Vessel masters are to ensure that their pilot boarding arrangements comply with the International Convention for the Safety of Life at Sea (SOLAS) regulation V/23 on Pilot transfer arrangements and Performance standards for pilot transfer arrangements (resolution MSC. 572 (110) / 576 MSC (110)). For further information please refer to:

- [AMSA Marine Notice Pilot Transfer Arrangements](#)
- [KPA's LMN Requirements for the Safe Use of Pilot Ladders.](#)

If the vessel's freeboard exceeds 9 metres, a combination ladder is mandatory.

## **6. PILOTAGE EXEMPTION PROCEDURE**

### **6.1. Introduction**

In the interest of operator costs and port efficiency, suitably qualified persons may be issued a Pilotage Exemption Certificate, by KPA. The pilotage exemption process is designed to ensure that candidates have the necessary knowledge and practical skills to safely conduct their vessels' movements within Port limits. The safety of vessel, Port infrastructure and the environment are paramount considerations in the assessment process. This section details the procedure to be followed by the Master or First Mate of a vessel seeking a Pilotage Exemption Certificate (PEC) for the Port.

All Pilotage Exemption applications and or renewals are to be addressed to the Harbour Master.

### **6.2. Definition of 'Exempt Master'**

An 'Exempt Master' (EM) means the master or first mate of a vessel who holds a PEC for the Port and his specific vessel. A Pilot Exemption is for a specifically named vessel only.

### **6.3. Eligibility for Pilotage Exemption Certificates**

A person may make an application to KPA's Harbour Master for the issuance of a PEC if the applicant:

- is entitled to reside in Australia under an Act of the Commonwealth.
- Holds an appropriate certificate of competency issued under the Navigation Act 2012; or
- Holds an appropriate certificate of competency issued under the WA Marine Act; or
- Holds a certificate of competency or other qualification recognised by KPA as equivalent to the certificates of competency mentioned above, and
- Holds a current AMSA medical certificate.
- Has completed records for minimum number of required runs, as per section 3.4.
- Has a positive check trip or recommendation from a licensed Marine pilot.
- Has completed a PEC Examination successfully. This is conducted at the KPA Broome office.

The applicant must submit an application to the Harbour Master along with evidence/records of the above for review. The HM may require additional records to be provided or runs to be completed based on updated requirements or the circumstances of the case.

Once approved, a PEC will be issued or renewed/re-issued after the applicable fees is paid.

#### **6.4. Minimum number of runs required**

An applicant would be required to complete the following number of minimum runs within 12 months prior to the date of application:

##### **Runs required, for 'day-light hours only' PEC:**

- **As the Master of a vessel** under the control of a pilot on at least six occasions when the vessel was moved into the Port, and six occasions out of the Port.
- **As the First Mate of a vessel under** the control of a Pilot or under the command of an exempt Master for the twelve occasions when the vessel was moved into and twelve occasions when the vessel was moved out of the Port and when on each occasion, remained on duty on the vessel's bridge while it was so moved. Prior to consideration of a PEC, the first mate will be required to complete at least 2 in and 2 out movements with a licenced Marine Pilot. The runs with the Pilot should involve berthing to and letting go from the wharf and or BLF.

##### **Night exemption requirements:**

- An exemption for both daytime and night-time vessel movements will be issued when at least an additional two inbound and two outbound movements have occurred at night with a licenced Marine Pilot for the Derby Jetty. Alternatively two inbound and two outbound movements can be undertaken with a Marine Pilot at the BLF for night exemption at the BLF.

##### **Conditions for PEC Validity Across the Jetty and BLF:**

- A PEC will not be valid for Derby Jetty if all qualifying runs have been completed at Derby BLF only.
- A PEC will not be valid for Derby BLF if all qualifying runs have been completed at Derby jetty only.
- This restriction is not applicable if a new PEC applicant has completed at least two inbound and two outbound runs at each jetty / BLF, as part of the total required runs. This must include one inbound and one outbound run at night (if requested) at each facility.

##### **Current PEC holders who want to add another jetty / BLF to their certificate:**

- To extend PEC validity to the other jetty / BLF, the applicant must complete at least 2 inbound and 2 outbound (daytime) and 1 inbound and 1 outbound (night-time, if required) with a licenced Marine Pilot, at the requested jetty / BLF.

##### **Current PEC holders who want to add another vessel to their certificate (non-sister ship / Different class of ship):**

- At least six runs, three in and three out must be completed on the new vessel.

**Current PEC holders who want to add another vessel to their certificate (Sister ship / Same class of ship):**

- No additional runs, however, if a PEC is requested for multiple sister vessels, the operators of the vessel(s) must provide KPA the following by e-mail:
- A request for the grant of PEC for such vessels (where you may have not completed PEC runs with a Marine Pilot).
- Details of each of the vessels, which must have the same size, type, propulsion, and controls.
- This request should be accompanied with confirmation that the master has completed the operator's training program for all mentioned vessels or this type of 'sister vessels' and that they support the application for the grant of a PEC for all mentioned vessels.

**6.5. Conduct of Pilotage Exemption Trips as Master of the vessel**

When conducting trips for the Pilotage Exemption, movements should be planned to occur at different states of the tide, commensurate with the handling characteristics of the vessel being piloted.

No more than two runs should be recorded within a 24-hour period for the purpose of this requirement.

Only one candidate at a time should be present on the bridge while undertaking the PEC training run.

**6.6. Conduct of Exemption Trips as First Mate with an Exempt Master**

Exemption trips for a First Mate can be conducted when the vessel is under the command of an Exempt Master. The candidate will have the con of the vessel under the supervision of the Exempt Master. When the Exempt Master is satisfied that the candidate is ready to hold a PEC, he/she should raise a letter of recommendation to KPA's Harbour Master indicating that the candidate is proficient in piloting the vessel and ready for assessment.

**6.7. Documents Required Prior to Sitting the Pilotage Exemption Examination**

When exemption applicants are ready to sit the Pilotage Exemption examination, having completed majority of their required runs they should contact the Harbour Master - Phone: 08 9194 3100 or email: [marine@kimberleyports.wa.gov.au](mailto:marine@kimberleyports.wa.gov.au), to arrange a suitable time. When presenting for the examination, candidates are required to bring copies of the following documents:

- a completed Application for Pilotage Exemption, along with the record of movements completed.
- a recent size passport size photograph.
- evidence of Australian citizenship / residency.
- a copy of the appropriate Certificate of Competency.
- a copy of a valid AMSA Medical Certificate.
- a copy of an Exempt Master's Letter of Recommendation (where trips have been conducted with an exempt master).
- a recommendation from the Pilot to the Harbour Master confirming the candidate's readiness to pilot their own vessel in the port.

### **6.8. Pilotage Exemption Examination**

The KPA pilotage exemption examination is a written examination and will include chart work which normally takes about two hours to complete. It covers AtoN characteristics; recommended tracks and pilotage passage planning; tides and tidal streams within port limits; dangers in the port; anchorages and prohibited anchorage areas; minimum depths and local environmental conditions. The written examination may also be supplemented by a verbal examination should insufficient information be evidenced within the examination. Completed examinations are retained on file by KPA. All examinations are conducted at KPA office in Broome.

NOTE: At least 2 weeks' notice is required prior to setting up an examination date.

### **6.9. Award of Pilotage Exemption**

After satisfactory completion of the exemption examination and if all other documentation is in order, the Harbour Master will approve the issue of a PEC, the certificate will be delivered or e-mailed to the applicant and an invoice will be raised for the scheduled fee. If an applicant fails, the examination they will be able to sit for another examination after the expiration of one month.

A fee is payable before a licence is issued, renewed or reissued. For latest fee, please see the latest KPA Schedule of fees and charges available online.

The exemption certificate will be endorsed for the named specific vessel(s) on which the qualifying runs were completed or may include sister vessels as approved by the Harbour Master.

A Daylight only restricted certificate may be issued with a Daylight Only (Sunrise to Sunset) restriction after the completion of required runs. An Unrestricted Certificate for night- time operations may be issued on completion of additional hours of darkness runs in and out of the port. Additional conditions e.g. Jetty restrictions may be added depended on the runs undertaken and specific circumstances of the case.

### **6.10. Period of Pilot Exemption Validity**

Validity of a new, renewed or re-issued Pilotage Exemption Certificates will normally be for a period of up to 1 year from the date of issue.

Exemptions will remain valid for the duration granted, unless:

- The PEC is suspended or cancelled by the Harbour Master.
- The PEC holder has not booked and completed an annual check trip with a licenced Marine Pilot.
- An exempt Master does not pilot a vessel in or out of the port under the authority of the PEC for a period of six months.
- the holder in this instance must contact the Harbour Master who will assess the situation and may require one or more vessel movements in and/or out of the Port incorporating berthing and letting go from the wharf under the supervision of an approved Pilot before reinstating the PEC;

- An exempt master does not utilise his PEC within Port Limits for a period of 12 months in which case the Master must re-commence the process for the issue of a new exemption certificate.

### ***6.11. Pilotage Exemption Renewal***

Exempt Masters that have maintained currency of their Pilotage Exemption wishing to renew their PEC on conclusion of the certificate validity period, may make an application to KPA's Harbour Master. The request must be made within 60 days of the existing PEC expiry, by forwarding a copy of the following documentation:

- an application for Pilotage Exemption Renewal (available from KPA).
- evidence of residency.
- a copy of the Master's Certificate of Competency;
- a copy of the exempt Master's valid AMSA Medical Certificate.
- a log of the runs in and out of the port since the last PEC renewal; and
- details for invoicing the scheduled fee.

KPA will endeavour to process renewal applications as quickly as possible, although this may not always be feasible. Applicants seeking renewal should submit their requests at least fourteen days before their PEC expires, to avoid any delays or disappointment.

If deemed necessary by the Harbour Master, the applicant may be required to sit another theoretical examination.

Exempt Masters that have not undertaken any night runs during the preceding 12 months will have their new PEC restricted to Daylight Only.

### ***6.12. Check Pilotage***

Masters maintaining a continuous PEC will be subject to annual check pilotage runs with a Port approved pilot or the Harbour Master at the Harbour Masters discretion. EM's must keep track of their last check run and contact KPA operations ([operations@kimberleyports.wa.gov.au](mailto:operations@kimberleyports.wa.gov.au)) with sufficient notice to enable them to book a pilot for the annual check run. Once the annual check run is completed the licenced Marine Pilot must forward a copy of the check run form to KPA.

Additional pilotage check runs may be mandated following any shipping incident involving an Exempt Master.

### ***6.13. Suspension or Cancellation of Pilotage Exemption Certificates***

The Harbour Master may suspend or cancel a PEC if it is deemed that an EM has contravened the Port Authorities Act or Regulations, or if it is deemed that the EM is unable to move a vessel commensurate with the required standards within the Port. Formal written advice of the suspension or cancellation of certificates will be provided by the Harbour Master. The subject Master has the right of appeal as described in Port Authorities Regulations 57 and 58.

**6.14. Exempt Masters obligation to comply with Port procedures, LMN's and HM directions:**

An EM is obliged to comply with all requirements set by the Port and contained in the Port Handbook, issued by Local Marine Notices, or issued by the HM from time to time. This includes compliance with Towage requirements, Limit on movements due to weather (e.g Wind).

**6.15. Exempt Masters Obligation to Record Movements**

An EM is obliged to maintain a record of each occasion when a vessel is moved under the authority of his/her PEC. Details to be recorded include:

- the name of the vessel.
- the LOA and GRT of the vessel.
- the time and date that the vessel was moved; and
- the start and end points or the movement

This written record may be called upon intermittently by the Harbour Master, in order to internally audit the pilotage exemption system.

The Application for Pilotage Exemption Certificate (PEC) / Renewal can be found on the website under Forms and Publications <https://www.kimberleyports.wa.gov.au/About-Kimberley-Ports-Authority/Forms-Publications>

## **7. GENERAL INFORMATION FOR VESSELS CALLING THE PORT**

**7.1. Approach and Entry**

Local knowledge is required owing to its shallow nature and the number of dangers which encumber King Sound, a channel from Point Torment to Derby into Fitzroy River passes between the east shore and Mary Islands.

The controlling depth changes due to strong tidal currents, in the vicinity of Inner Rip Shoal the falling tide sets West. At springs the incoming tidal stream attains a rate of 2.5 knots and sets slightly out from the jetty. Mariners and recreational users should exercise caution when transiting through due to constant change and the strong tidal streams in the area.

The last hydrographic surveys conducted by KPA was in 2024 and covered an area in close proximity to the berth. The berth pocket survey indicated pocket depth of (minus) -2.2 metres.

### 7.1. Port of Derby Navigational Aids

Description	Light Characteristics	Coordinates (WGS 84)		Management
<b>Point Torment</b>	FL W 12s 14.0m 12M	17°05.250'S	123°35.411'E	KPA
<b>Lead Light Fwd</b>	QF W 14.0m 6M	17°17.513'S	123°36.660'E	KPA
<b>Lead Light Rear</b>	QF W 4s 24.0m 6M	17°17.675'S	123°36.808'E	KPA

*Table 2: Port of Derby Navigational Aids*

### 7.2. Minimum Under Keel Clearance (UKC)

The required UKC is always subject to the Harbour Masters discretion with due consideration to the prevailing environmental conditions (Wind and tidal streams) which may necessitate a greater UKC.

UKC LIMITS	
Minimum UKC for Entry and Departure	1.0 Metre + 10% of the Draft
Minimum UKC Alongside any Berth	1.0 Metre
Minimum UKC Alongside the Barge Loading Facility (BLF)	1.0 Metre.

*Table 3: UKC Limits for Port of Derby*

PORT/CHANNEL LIMITING PARAMETERS	
Maximum Berthing Displacement	TBC
Berth Depths	(minus) – 2.2 metres (based on 2024 hydrographic survey)

*Table 4: Limiting Parameters for Port of Derby*

### 7.3. Berthing

Vessels are required to berth starboard side to unless an approved exception applies.

Exemptions may be considered if there are valid reasons; however, for departure safety, such exemptions will only be granted for exceptional circumstances. Shippers, operators, and masters are required to request approval before planning a port call to Derby to prevent potential cancellations or delays.

#### **7.4. Wind Limits**

The following restrictions may apply; they can only be varied at the Harbour Master's discretion:

- As a general rule, vessels will not normally be berthed in winds exceeding 25 knots. There may be stricter limits imposed for high windage vessels

Stricter limits may be imposed by the Harbour Master considering the drafts, prevailing winds, currents and specific vessel capability.

Ships will not normally be berthed or let go during thunderstorm activity.

PEC Masters must ensure that they review the weather and metocean conditions prior to any berthing or unberthing and consider the prevailing Winds, currents and their vessel capability,

Occasionally, restricted berthing protocols may be promulgated through a Local Marine Notice (LMN). Users must ensure full compliance with any LMN that is active during their operations.

#### **7.5. Pre-Arrival Notification and Documentation**

Each vessel Master or Agent must submit the following documentation to KPA Derby Operations team.

1. Berth Application no less than 72 hours prior to the vessel's arrival at the port.
2. A complete, true and accurate Master's Pre Arrival Declaration form.
3. Advise to the KPA Derby operations office between 48 and 24 hours before the vessel's scheduled arrival of:

Estimated Time of Arrival (ETA)

- Any changes to ETA.
- Any changes to vessel's manifest.

For further information please refer to section 17 - Berth Booking Process and Priorities.

#### **7.6. Berth Occupancy and Delays**

A vessel that for any reason other than natural causes, orders cargo work to be suspended or which an Australian regulatory authority detains, may remain alongside to the solve the issue, providing that another vessel is not scheduled for the same berth.

If a vessel wants to extend its booking time by more than 2 hours and another vessel is waiting, then KPA may, at its discretion, order the berthed vessel to be removed to an anchorage or another suitable berth if available.

All costs associated with extending a berth booking and/or moving a vessel from a berth will be charged to the agent, owner or the principal of the vessel.

### **7.7. Readiness to Depart**

Each vessel must ensure to remain in a state of readiness to depart at short notice not exceeding 2 hours. Each stage of loading or discharging should ensure that this requirement remains complied with.

### **7.8. Trim and Propellor immersion requirements**

The vessel must plan to arrive and depart with trim of even keel to under 1.5 metres by stern.

A propeller immersion of at least 90% is required for arrival and departure manoeuvring.

If the vessel is unable to meet this requirement, then the Harbour Master must be notified immediately. Failure to timely report, may cause delays and possible penalties.

### **7.9. Defect Reporting**

Vessel masters must declare vessel defects and ensure all critical navigation equipment and machinery are in good working order prior to arrival, berthing and departure. Vessel masters are to utilise the Vessel Masters Pre-Arrival Declaration – Port of Yampi Sound and Derby form.

## **8. INCIDENT AND NEAR MISS REPORTING**

All incidents must be reported to KPA's HSE team at [info@kimberleyports.wa.gov.au](mailto:info@kimberleyports.wa.gov.au) This includes incidents on the landside – Jetty, BLF, Slipway etc.

Vessel Masters, Marine Pilots and PEC Masters are obliged to report all Marine incidents or near misses to the Harbour Master. A failure to meet this obligation is considered a non-compliance and will be treated accordingly. To report a Marine hazard, Incident or near miss please email the KPA Marine team at [marine@kimberleyports.wa.gov.au](mailto:marine@kimberleyports.wa.gov.au). Additionally, an AMSA form 18/19 must be submitted.

## **9. MOORING LINES VIGILANCE**

Due to Derby's significant tidal range, vessel mooring arrangements must be closely monitored at all times whilst alongside.

Masters are responsible for ensuring vessels are securely moored. Masters must take into account Derby's unique environmental conditions, wind, tidal range and streams, surge, and wave height. A continuous evaluation of actual and forecast conditions is required in the interest of good seamanship.

When assessing mooring risks, Masters must consider:

- Environmental Factors – Forecasted weather, tidal range, streams, surge and wave height.
- Vessel characteristics - Windage area, mooring equipment and available crew.
- Mooring setup – Optimal mooring pattern, number, type, size, breaking strain and condition of mooring lines.

### **9.1. Minimum Mooring Requirements**

All vessels up to 60 m LOA must, as a minimum have the following mooring line configuration.

- 1 Headline Aft
- 1 Spring Line Fwd
- 1 Spring Line Aft
- 1 Stern line Aft

Vessels greater than 60 metres must have additional lines as required by the vessels mooring plan.

### **9.2. General Mooring Line Management Requirements**

- The above mooring lines represent minimum requirements. The Harbour Master may require additional lines or modifications based on operational needs or vessel characteristics.
- Masters are encouraged to deploy extra mooring lines if needed due to bad weather or other conditions. They may consult the Pilot or contact the Derby operations Manager for stevedoring support.
- Mooring lines must be distributed so that no more than two lines are placed on a single bollard or hook, unless the bollard's safe working load (SWL) specifically allows for more.
- All mooring lines should preferably be operated from winches. For smaller vessels warping drums may be used if there are insufficient winches.
- A qualified crew member must be available onboard at all times to tend mooring lines as required by tidal or operational conditions.
- If shore-side adjustment of lines is necessary, vessels must contact the relevant Derby operations manager for assistance.
- All mooring lines must be maintained in sound condition, free from splices, knots, bends, or shackles.
- The use of wire mooring lines is strictly prohibited. Only synthetic mooring tails are permitted for lines in use.
- Mooring lines must be kept properly tensioned at all times to ensure the vessel remains securely alongside and parallel to the berth.
- Vessels may be required to submit a mooring plan to the Harbour Master prior to arrival and must comply with any additional berthing requirements imposed by the Harbour Master or their delegate.

### **9.3. Mooring Arrangements for Barges Alongside Berth Facilities**

Barges alongside port facilities must as a minimum have the following:

- Secure moorings to accommodate ports tidal range.
- Safe access arrangement (if required).
- A standby tug/work boat alongside the barge for the duration of the time alongside.

While berthed alongside the jetty, there must be arrangements to ensure that the mooring lines are continuously tended to.

## 10. COMMUNICATIONS

There is no continuous radio watch maintained at the Port of Derby. Users must establish communication via e-mail and mobile prior to arrival. When pre-arranged the Derby operations team may be contactable via VHF CH 17.

- Port Name: 'Port of Derby'
- Mobile: +61 460 517 179 (KPA Derby Ops Manger)

### 10.1. Automatic Identification Systems (AIS)

Commercial vessels equal to or greater than 8 metres in length (LOA), operating within Derby Port Limits are required to have a Class A or Class B AIS fitted and operational at all times when underway or at anchor. Any vessel engaged in commercial diving operations is also required to be fitted with an AIS. This includes SOLAS vessels and non-SOLAS vessels.

## 11. PORT OF DERBY JETTY INFORMATION

### 11.1. Derby Jetty

Derby Jetty			
<b>Location</b>	Port of Derby	<b>Latitude / Longitude</b>	17°17.52'S, 123°36.39'E
	Wharf LOA Outer	TBC	<b>Wharf Width</b>
<b>Cargo</b>	Multi Use Cargo		
<b>Services</b>	To be booked through KPA operations - <a href="mailto:derbyoperations@kimberleyports.wa.gov.au">derbyoperations@kimberleyports.wa.gov.au</a>		
	Fresh Water, MGO, Waste Removal - from licensed service providers		
	<b>Berth</b>	<b>Remarks</b>	
<b>Parameters</b>	Berth Pocket Length	200 metres (total) 50 metres (usable)	
	Berth Pocket Width	15 metres	
	Berth Pocket depth at LAT	Minus (-) 2.2 metres	
	Max Displacement	TBC	

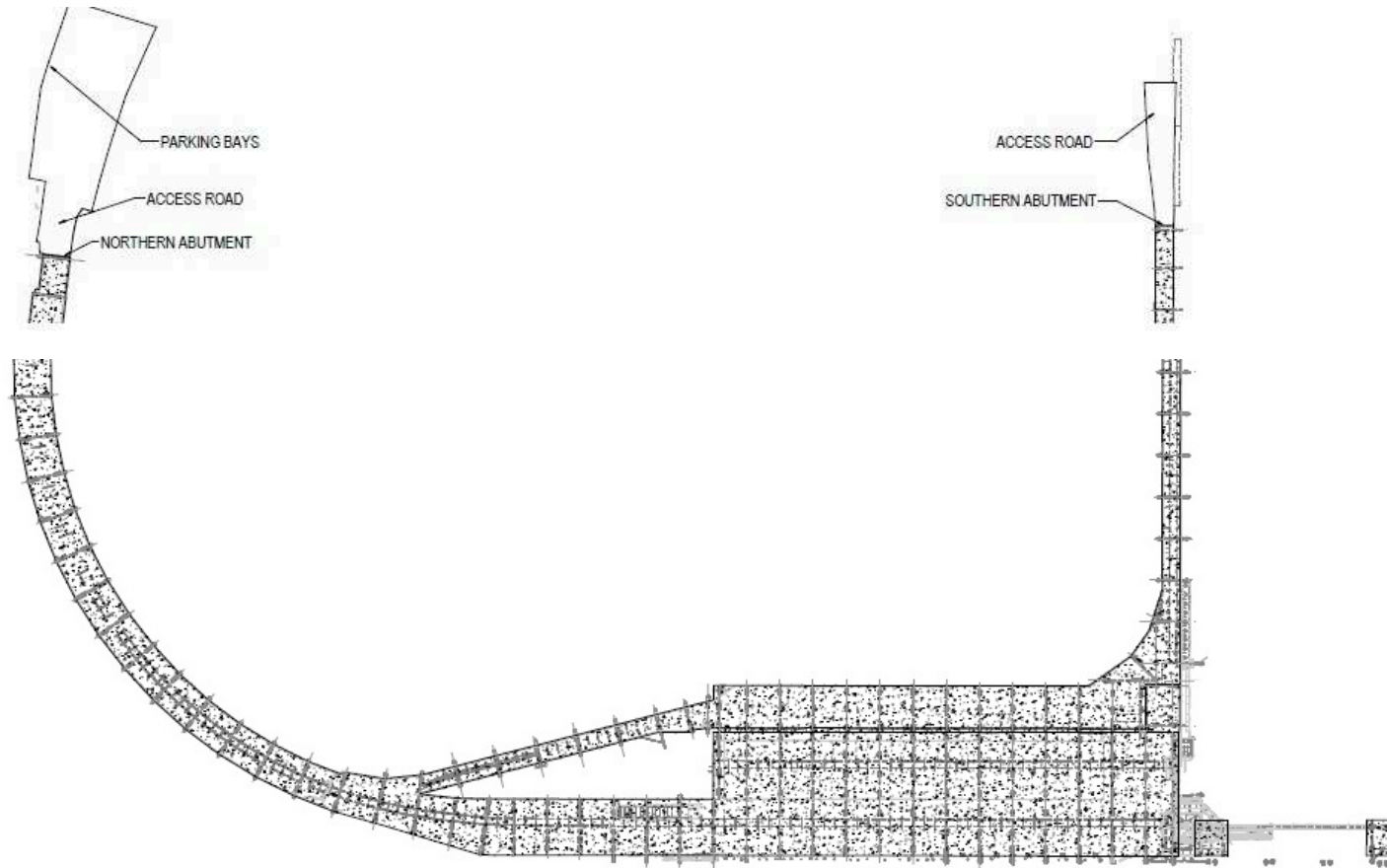
*Table 5: KPA Jetty Berth Specifications*

#### 11.1.1. Gangway Assistance

Should the gangway require adjusting, the port can provide assistance in re-positioning the gangway with the use of a forklift. Should the angle become excessive a crane may be required to safely reposition the gangway. The requirement to use a crane may cause a significant delay to gangway movement, particularly out of hours with obvious safety implications and at a substantially greater cost to the vessel.

Vessels masters requiring assistance should contact the KPA Derby Operations manager for assistance via VHF Channel 17 or mobile +61 460 517 179

**11.1.2. KPA Derby Jetty Diagram**



**Figure 2: KPA Derby Jetty Diagram**

## Derby Barge Loading Facility (BLF)

Photographs of the Derby BLF and Slipway



**Figure 3:** Images showing the BLF and commercial slipway

KPA Derby BLF (Barge Loading Facility)			
<b>Location</b>	Port of Derby	<b>Latitude / Longitude</b>	17°17.61'S, 123°36.47'E
<b>Height of Ramp</b>	TBC		
<b>Cargo</b>	Barge Loading & Unloading via road transport / Contact KPA Derby Operations <a href="mailto:derbyoperations@kimberleyports.wa.gov.au">derbyoperations@kimberleyports.wa.gov.au</a>		
<b>Notes</b>	<p>KPA Derby Barge Loading Facility is situated adjacent to the KPA Derby Jetty. All bookings and permits enquiries should be directed to KPA Operations. to the BLF is subject to tidal conditions.</p> <p>Vessels, including LCTs and barges, intending to access the Barge Loading Facility (BLF) are required to contact KPA Operations well in advance. Operators must provide comprehensive details regarding:</p> <ul style="list-style-type: none"> <li>- Vessel specifications</li> <li>- Intended operations</li> <li>- Any tidal constraints</li> </ul>		

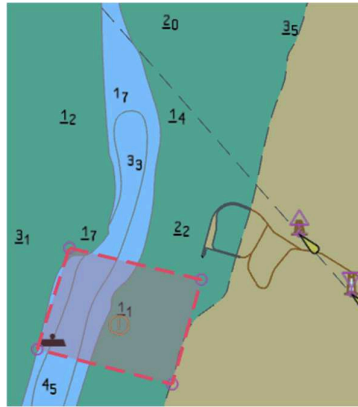
**Table 6:** KPA Derby BLF Specifications

### 11.2. Shire of Derby West Kimberley Slipway

The Shire of Derby West Kimberley operates a Slipway at the Port of Derby. For related queries on the slipway please contact the Shire of Derby +61 08 9191 0999.

## 12. MOORING ZONES

Within the Port of Derby, there are moorings located Southwest of the Derby Jetty indicated within the red square.



*Figure 4: Charlet Showing Location of Mooring Zone within the Port of Derby*

Noting that within the mooring zones, there could be unlit moorings, hawsers and unmanned vessels, users are reminded to ensure compliance with safe speed, not exceeding 8 knots while within or in proximity of a designated mooring zone. All vessels other than vessels approved to moor inside the mooring zone must not anchor within the mooring zone.

A valid mooring permit is required for all moorings, and the mooring owners must comply with the KPA Mooring procedures, Mooring Terms and conditions. For more information regarding moorings, refer to [KPA Mooring Procedures](#).

### 12.1. No Anchorage Areas

Vessels are prohibited from anchoring within the area of the Derby Jetty, BLF and Derby Mooring Zone.

## 13. TUG AND TOW OPERATIONS

KPA requires the following information to be submitted before approving any towage within Port Limits. In addition to the email the following information must be submitted for the Harbour Master to assess and approve the tow within port limits:

- Date / time of the proposed tow movement including tidal constraints.
- Details / specifications of the asset / barge being towed.
- Passage plan. Please draw the passage plan on a map (for areas within port limits)
- Provide Bollard pull requirements for the barge. This should be a class surveyor approved calculation.
- In addition to the lead tug, an assist vessel must be arranged. Provide details of main tow vessel and assist tow vessel including their bollard pull capability.
- Details / location of the final mooring position, including mooring analysis to conform suitability.
- Details on cargo being carried on tow.

- Details of persons involved in towage operation, i.e. Master of the towing vessel, PIC of the towage and company contact details.

The following conditions as a minimum must be adhered to:

- All towing operations within port limits must be planned to take place in daylight hours.
- Towage is only permitted within the weather criteria used in the class document for bollard pull calculation.
- The lead and assist vessel must always remain connected to the towed barge as per the towage plan, when towing in port limits.
- The towage will require a Marine Pilot and should be booked well in advance.

*All towage requests must be sent by email to [marine@kimberleyports.wa.gov.au](mailto:marine@kimberleyports.wa.gov.au)*

## 14. VESSEL ACTIVITIES AND PTW SYSTEM WITHIN THE PORT

### 14.1. Permit to work system

KPA operates a Permit System for the conduct of certain activities. Permits are required for the conduct of activities on Port land, including the Slipway area and within Port Waters. The permit system is designed to ensure compliance with relevant safety and environmental guidelines. Permits are obtained on KPA's website from the Permit to Work section.

KPA permits are compulsory for the following activities:	During stay in Port waters, including alongside KPA Derby Jetty
Bunkering Permit	✓
Bulks Transfer Permit	✓
Hot Work Permit	✓
Confined Space Entry Work Permit	✓
Working at Height	✓
Over the Side Permit	Not Allowed
Diving Permit	✓
Abrasive Blasting and Spray-Painting Permit	Not Allowed
General Work Permit *	✓
Launching of Lifeboats or Rescue Craft other than for an emergency	Not Allowed alongside
Immobilise Main Engine	✓
Electrical Work Permit	○
Drone Permit	✓

○ = Not required

✓ = KPA Permit required

**Table 7: Permit to Work System**

### 14.2. General Works

Required for any work to be performed that is identified as non-routine maintenance work with safety and environmental hazard potential, e.g. high-pressure water jetting, removal of handrails/gratings/fixed ladders, pressure testing (all situations), any work involving spraying pesticides or insecticides, any work being conducted at the slipway and launch and retrieval of vessels from the slipway. If in doubt notify or clarify with Port Operations.

### 14.3. Hot Work

Prior to commencing any hot work activities, vessel operators are required to submit a completed hot work permit form to KPA for review. No hot work is to be undertaken while a vessel is alongside or at any anchorage within the port limits until the request has been formally assessed and written approval has been granted by KPA. This ensures that all safety and regulatory requirements are met before any such operations proceed.

### 14.4. Immobilisation

Vessels wishing to immobilise main machinery or auxiliary machinery which affects a vessel's ability to get underway in the Port, are to complete an application form and forward to the Harbour Master for approval at the first available opportunity prior to any immobilisation. A copy of the application form is on KPA's website under the Permit to Work section.

It should be noted that approval for immobilisation will rarely be given during the Cyclone Season (November – April) because of frequent line squall activity which can affect the Port with little notice.

In the event that an immobilisation request is approved, vessel Masters will be required to maintain an extremely vigilant watch on weather conditions and ensure that their vessel is able to be underway in time to react to any weather event or other emergency which may make a departure from a berth or anchorage necessary.

Vessels carrying DG's will not be allowed to carry out any immobilisation, unless there are exceptional circumstances.

### 14.5. Other activities

KPA must be notified for any of the following activities if planned to be undertaken whilst alongside any Jetty.

ACTIVITY	CONTROL	STATUS
Washing with Fresh Water	No wash or spillage onto the Jetty or Sea	Permitted, subject to KPA approval
Washing with Fresh Water and approved Environmentally Friendly Cleaners	Subject to use of only MARPOL approved environmentally friendly chemicals. Subject to Class / Flag and AMSA approval	Permitted, subject to KPA approval
Use of Lifeboats, Tenders and Fast Rescue Boats for Training	Not permitted alongside. May be permitted at anchorage subject to: <ul style="list-style-type: none"> <li>• Conducted during slack water, fair conditions as per operators SMS.</li> <li>• Vessel to notify Derby Ops Manager prior to launching and recovering on VHF Ch 17 /16</li> </ul> Harbour Master's approval has been requested and approved in advance	Subject to HM approval

Use of a Painting Pontoon / Paint raft	Not permitted while alongside. Vessels may request permission at anchor by providing a risk assessment.	Subject to HM approval
Sounding of Ships Whistle for drills etc	Not permitted while alongside.	NA
Painting and chipping	Not permitted while alongside.	NA

**Table 8:** Ship Activities within the Port of Derby

## 15. SPEED LIMIT WITHIN DERBY INNER HARBOUR

When passing within 100 metres of the KPA Derby Jetty and BLF, including recreational craft and tender vessels, are to proceed at a speed not exceeding 8 knots. All vessels are to minimise their wake. When passing a berthed vessel, the transiting vessel must maintain at least 150 metres of clearance from the berthed vessel and pass at speed not exceeding 5 knots.

## 16. BERTH BOOKING PROCESS, PRIORITIES AND CARGO OPERATIONS

### 16.1. *Vessel Movement and Berth Application Procedure*

For Berth booking process and general guidance related to vessel movements and berth allocation, please call KPA Operations and lodge a berth application on the website.

### 16.2. *Cargo Operations Procedure*

KPA retains full discretion over the scheduling for the Port and conduct of cargo operations for the KPA Derby Jetty / BLF. Directions issued by KPA regarding wharf logistics must be followed promptly. KPA accepts no liability for delays, demurrage, or associated costs. Refer to Port Standards and Procedures for further details.

### 16.3. *Cargo Operations Procedure*

Cargo operations scheduling is based on following factors;

- Wharf and approach safety.
- Vessel readiness for continuous cargo handling.
- Accuracy of cargo manifests.
- Confirmation of booked resources.
- Cargo type.
- Weather and tidal conditions.

## 17. SAFETY MANAGEMENT

### 17.1. *Safety*

Kimberley Ports Authority is dedicated to maintaining a safe and healthy work environment for all employees, contractors, mariners and port users.

Regardless of the Jetty / BLF, all individuals operating within the port must adhere to the established safety procedures. KPA reserves the right to halt any operations that poses a risk to people, environment or property.

### **17.1.1. Reporting Hazards, Incidents and Near Misses**

All personnel are required to promptly report any hazards, incidents, or near misses occurring within the Port or affecting its operations. Such reports should be directed to KPA's Health, Safety, and Environmental (HSE) department.

### **17.1.2. Personal Protective Equipment (PPE) Requirements**

All employees, contractors, mariners, and port users operating within KPA area must wear appropriate personal protective equipment (PPE) at all times.

The minimum requirements include:

- High visibility clothing.
- Long-sleeved shirts and full-length trousers.
- Safety boots.
- Hard Hat.
- Safety Glasses.
- Additional PPE must be worn as appropriate to the specific work being undertaken.

Please note that PPE requirements may vary between jetty and BLF within KPA. Users should ensure they are familiar with and comply with the specific safety protocols applicable to their location.

### **17.2. Radar Use When Alongside**

While it is understood that the risk posed by standard X or S band radars is low, in the interest of safety, vessels with radar antenna at or below the level of personnel working on the wharf are requested to switch their radars off or to standby when alongside the berth.

### **17.3. KPA Derby Jetty / BLF Hazardous Zone**

A Hazardous Zone, declared under the Ports 'Working at Heights and Over the Side Procedure', has been established around the perimeter of the KPA Derby Jetty, extending approximately 1 metre back from the wharf edge.

Some tasks may only require a Personal Flotation Device (PFD), in addition to standard PPE, others will require the addition of a fall arrest system.

The types of activities that require only the use of a PFD include tasks that are of short duration, do not involve extending your centre of gravity over the wharf edge, have been risk assessed and have a Standard Operating Procedure or a Safe Work Method Statement in place such as mooring operations conducted by competent mooring personnel.

Most other activities in the Hazard Zone will require the use of a fall arrest system or physical barricades.

## 18. WHARF EVACUATION PROCEDURE

### 18.1. KPA Derby Jetty



*Figure 5: KPA Derby Jetty Emergency Evacuation Arrangements*

#### 18.1.1. Activation of Alarm

On hearing the handheld alarm all personnel on the KPA Derby Jetty should follow the guidelines below:

- Stop bunkering and all cargo handling operations immediately.
- Immediately proceed to the muster point on the wharf shown at Figure 05;
- Ships crews and staff on the wharf should return immediately to their own vessel.
- The Derby Ops Manager to organise a roll call of personnel and account for all staff.
- The person raising the alarm or KPA Derby Operations Manager to ensure the emergency and nature of emergency are reported to KPA Broome Office, Operations Manager and Harbour Master; and
- The KPA Derby Operations Manager to assess the situation and in absence of any instructions to contrary prepare to respond to the emergency or to evacuate the wharf to the restaurant muster point.

#### 18.1.2. Alarm Testing

KPA will test the Emergency Evacuation Alarm every second Tuesday at approximately 10:00am. KPA employees will advise vessels prior to the test occurring. Additionally, a warning message will be transmitted on VHF Channel 17 prior to the test occurring.

## **18.2. Vessels Alongside**

Vessels which are alongside during the activation of the Emergency Evacuation Alarm are to monitor VHF Channels 16 and 17.

It is recommended that a muster of personnel be arranged to ensure that no one is missing and possibly compromised by the emergency on the wharf. A gangway watch should be posted to ensure that no one leaves or boards the vessel and also serve as a rapid communication link between the Wharf Supervisor and the vessel.

Coordinating instructions and emergency situation reports will be transmitted by Port of Derby' as appropriate on VHF Channel 17. Vessels should bring their engines to immediate readiness, should an emergency departure from the wharf be deemed necessary by individual Masters, or if ordered by KPA.

## **19. BUNKERING OPERATIONS**

### **19.1. Bunkering in Port of Derby**

All vessels / companies intending to conduct bunkering operations within the Port of Derby must comply and submit a Bunkering permit to KPA. Ship to Ship transfer is not permitted within the Port of Derby.

Fuel bunkering at Derby Wharf is undertaken by service providers licensed by KPA. For a current list of approved bunkering providers and their contact details, please contact KPA directly.

For all bunker related queries, please contact KPA Derby Office.

When bunkering, the following guidelines must be adhered to:

- The Master has the overall responsibility for bunkering operations. If for any reason the Master is not satisfied operations are not being conducted safely. The Master in his right must stop the job.
- All vessels and licensed bunker providers are required to have their own supply of Shipboard Oil Pollution Emergency Plan Equipment (SOPEP) or similar environmental protection equipment.
- In hours of darkness, transfers of sludge or waste oil must not occur without the written permission of the Harbour Master, such transfers will not be given unless the transfer is deemed to be an emergency requirement.
- KPA performs Bunker Audits, any operation not meeting best practice bunkering procedures will have their Bunker Permit cancelled until their systems are satisfactorily rectified;
- Unless authorised by the KPA / Harbour Master, the master of a vessel in the port must not cause or permit the vessel to be bunkered - Penalty: \$12,000.00;
- Failure to comply with the above regulations and requirements may incur a fine of \$12,000 for each offence

## **20. KPA DERBY JETTY ACCESS AND SERVICES**

### **20.1. General Access to the Wharf**

Port users requiring access to the wharf by day or night are to park their vehicles in designated parking area. During normal working hours, the jetty can be accessed once the following is ascertained:

- The port user has an operational need to access the Restricted Operational Area
- Approval has been given by the Derby Operations Manager

Crew members, passengers, visitors, and other users transferring between a vehicle and a vessel are required to stay inside the vehicle or vessel until the other is ready for boarding or disembarkation. Individuals are not permitted to stand or wait at the jetty or landing steps for a vehicle or vessel that has not yet arrived.

Pedestrians are not allowed on the Jetty. All transfers must be by vehicle, arranged in advance through agents, or Taxis, with the arrangement being discussed to be approved by the KPA Derby Ops manager.

#### **20.1.1. Vehicle access to KPA Derby Jetty**

Where a Port user demonstrates an operational need to drive a vehicle and/or park on the wharf, access will be provided subject to meeting the requirements of this section and compliance with the following:

- One Vehicle limit per vessel, at any given time.
- KPA may remove vehicles at owner operator cost.
- Vehicles proceeding onto the wharf are only to remain for the time required for the driver to complete the specified task, and if the task requires the driver to leave the vehicle unattended then vehicle keys must be left in the ignition or on the driver's seat so that in the event of an emergency or for operational needs the vehicle can be shifted;
- Port users are advised that vehicles will be towed away if they are left unattended on the wharf for more than 2 hours without prior permission.
- KPA may restrict any vehicle access to the wharf area due to congestion or operational needs. KPA will endeavour to give appropriate notice and alternative arrangements.
- Access is provided strictly under the terms and conditions of the Ports Standards and Procedures; and
- No liability will be accepted by the port for any damage sustained to a vehicle operating or parked on the wharf or access jetty.

Failure to comply with these requirements will result in vehicles being denied access to the wharf.

### **20.2. Fresh Water**

There is a drinking water connection on the Derby jetty. Water quality testing is conducted periodically to ensure compliance with the Australian Drinking Water Guidelines and results can be provided on request. Whilst these tests confirm the water meets established quality standards at the point of supply, vessel operators are reminded that they remain responsible for maintaining their own onboard water quality and hygiene standards.

### **20.3. Wharf Crane and Crane Operations**

Prior to arranging or operating mobile cranes on the Derby Jetty, approval must be obtained from KPA. All lifting equipment is maintained in accordance with the manufacturer's requirements and complies with AS 2550 and Marine Orders Part 32.

### **20.4. Stevedore Services**

Vessel requiring stevedoring services must be licensed to do so by KPA.

### **20.5. Waste Disposal**

Vessel, industrial or construction waste is to be disposed of in an appropriate manner by utilising a professional licensed waste disposal company.

All biosecurity waste from vessels, must be managed by a DAFF approved and licensed waste service provider or in accordance with a written direction from a Biosecurity Officer. Biosecurity waste must not be placed on the Jetty or in the common general waste bins on the jetty.

## **21. BIOSECURITY AND DISCHARGE OF WASTE IN THE PORT OF DERBY**

### **21.1. General**

Port users and vessel operators are advised that under Port regulations, the discharge of waste (other than from IMO approved treatment systems), noxious liquid substances, garbage (of any type) or the residue from tank skimming or cleaning is prohibited within Port limits. This prohibition includes grey water and effluent – particularly that from livestock carriers. Livestock carriers are prohibited from washing down both while inside Port limits and within 12 nautical miles distance from the Australian coastal baseline.

Use of MARPOL approved Incinerators is acceptable at the outer anchorages. Incineration in the inner anchorage or alongside is prohibited.

### **21.2. Sewage**

Sewage as defined by the revised MARPOL Annex IV also includes waste (grey) waters when mixed with drainage and other wastes from any form of on-board toilet or urinal, or any drainage from a ship dispensary, sickbay etc. via wash basins, wash tubs, shower or scuppers located in such premises.

### **21.3. Sewage Treatment and Discharge**

All vessels visiting the Port must comply with the following sewage discharge requirements:

- Untreated sewage may only be discharged at a distance of more than 12 nautical miles from the nearest land, provided that sewage held in holding tanks is not discharged instantaneously, but at a moderate rate when the ship is proceeded at a speed of not less than 4 knots;
- Contaminated and disinfected sewage may only be discharged at a distance of more than 3 nautical miles from the nearest land, providing the system meets technical standards set by the Chief Marine Surveyor (AMSA) or survey authority;

- Effluent from an IMO-approved sewage treatment plant (or plant approved by AMSA's Chief Marine Surveyor) may be discharged at any location providing the effluent does not produce visible floating solids nor cause discoloration of the surrounding water; and
- Vessels visiting Derby not equipped with an approved sewage treatment plant must retain sewage on board in a suitable holding tank in accordance with Australian Marine Orders 96 (Marine pollution prevention – sewage) 2018.

#### **21.4. Ballast**

Discharge of any ballast that doesn't meet the Australian Ballast Water Management Requirements is prohibited in Port Waters.

#### **21.5. Water Hull Cleaning**

In-water hull cleaning, including propeller scaling is not permitted.

#### **21.6. Discharge to Shore**

Should discharge to shore become necessary while in the Port, details for a local contractor for waste services should be sought through shipping agents, while keeping KPA informed. This includes vessels at anchor that may require removal of waste while at such a position. KPA can provide a list of appropriate contractors if required.

#### **21.7. Introduction of Exotic Pests**

Biosecurity and agriculture management falls under the Department of Primary Industries and Regional Development, Western Australia (DPIRD) who promulgate required measures to ensure that vessels do not introduce any exotic pests and diseases to local waters. Details of these specific measures are contained at the DPIRD [website](#).

The Harbour Master reserves the right to prohibit a vessel from entering the Port's waters should a vessel be considered a biosecurity risk.

## 22. KEY CONTACTS REGISTER

### 22.1. KPA Derby Jetty

Who	Contact details
<b>KPA Derby Operations</b> (For all service bookings and operational matters for KPA Derby Jetty)	Office Hours: 0800AM – 1600PM Telephone Derby Ops Manager: +61 460 517 179 Email: <a href="mailto:derbyoperations@kimberleyports.wa.gov.au">derbyoperations@kimberleyports.wa.gov.au</a> <a href="mailto:derbyportmanager@kimberleyports.wa.gov.au">derbyportmanager@kimberleyports.wa.gov.au</a> Location: 2 Clarendon Street, Derby WA 6728
<b>Kimberley Ports Authority Head Office</b> (Contact for Scheduling, Pilotage, Towing and emergencies)	Hours: (Port Business / Emergency) Telephone: +61 419 044 765 (Gatehouse / Emergency) Telephone: +61 417 173 679 (Operations / Scheduling) Email: <a href="mailto:operations@kimberleyports.wa.gov.au">operations@kimberleyports.wa.gov.au</a> Location: Lot 549 Port Drive, Broome WA 6725
<b>After hours contact</b> (For any operational/urgent need)	Telephone: +61 419 044 765 (KPA Broome after hours)

### 22.2. Key Licensed service providers For Port of Derby

Who	Contact Details
<b>Pilotage services provider</b>	<b>CMC Marine</b> Email: <a href="mailto:admin@cmcbarging.com">admin@cmcbarging.com</a> Ph: 08 9192 7080 Pilotage only available for vessels <50m LOA. To be requested and booked through KPA Derby Operations.

## ANNEX 1 – QUICK REFERENCE GUIDE FOR VESSELS



### Emergency Contacts

- KPA Derby Jetty: +61 460 517 179 (Derby Ops Manager / Emergency)
- Marine emergencies: VHF Ch 17/16 (Derby Port)



### Reporting Requirements during Arrival and Departure

Vessels must ensure that their Berth applications are submitted to and accepted by KPA Derby Operations team prior to entering port limits, and that they have submitted a completed 'Masters Pre arrival declaration' within the required timeframe prior to arrival.



### Pedestrian Restrictions

No pedestrians are permitted on the restricted area of the Jetty. Seafarers, passengers or visitors must pre-arrange taxi or approved vehicle transport to transit through the jetty, after approval from KPA.

All users must remain inside their vehicle or vessel until boarding or disembarkation is possible. Waiting at the jetty or landing steps for an arriving vehicle or vessel is not allowed.



### Mooring Line Vigilance

Due to Derby's significant tidal range and strong tidal currents, master's must ensure continuous monitoring and tending of mooring lines while alongside. Mooring lines must remain properly tensioned and configured to maintain vessel securely.



### Wet Season preparedness

During the Wet Season, which generally spans from November to April each year, vessels must remain vigilant for severe weather conditions, including localized thunderstorms and gale-force winds. Masters should closely monitor weather updates and implement all necessary safety precautions when such conditions are anticipated.

As a precautionary measure, all vessels required to have two additional breast lines (1 fwd and 1 aft) prepared for immediate deployment if wind speeds surpass 25 knots.



### **Lifeboat and MOB Boat Launching Restrictions**

The deployment of lifeboats and man overboard (MOB) boats for drills or testing is prohibited while vessels are berthed at either jetty or BLF, except in emergency situations.



### **Reporting Hazards, Incidents and Dangers**

All marine incidents, hazards, or unsafe conditions occurring within the Port must be reported to Kimberley Ports Authority as soon as practicable.

All relevant details, including vessel name, time, location, and a brief description of the event with relevant photos should be provided to [marine@kimberleyports.wa.gov.au](mailto:marine@kimberleyports.wa.gov.au)