



## Shetland Islands Council

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### MINUTE & 'B'

'A'

**Harbour Board**  
**Meeting Room, Port Administration Building, Sella Ness**  
**Thursday 30 September 2004 at 10.30 a.m.**

**Present:**

|             |                  |
|-------------|------------------|
| J G Simpson | Captain D C Gray |
| I J Hawkins | E J Knight       |
| G Johnston  | W A Ratter       |
| C Smith     | W Tait           |

**Apologies:**

|            |        |
|------------|--------|
| J C Irvine | R Watt |
| J Smith    |        |

**In Attendance (Officers):**

J T Dickson, General Manager, Ports & Harbours Operations  
A Inkster, Port Engineer  
S Summers, Assistant Finance Services Manager  
H Tait, Management Accountant  
D Haswell, Committee Officer

**Chairperson:**

Mr J G Simpson, Chairperson of the Board, presided.

**Circular:**

The circular calling the meeting was held as read.

**Minutes:**

The minute of meeting held on 12 August 2004, having been circulated, was confirmed.

**Members' Attendance at External Meetings**

There was nothing to report in respect of Members' attendance at external meetings.

The General Manager advised that he had attended a joint meeting of the British Ports Association and the UK Major Ports Group.

The General Manager explained that Mr R Watt, Site Manager of BP at Sullom Voe Terminal (SVT), had recently left Shetland. His successor, Mr Neil McCracken, would take up his post at SVT mid-October. A report advising of the vacancy on the Board following Mr Watt's resignation would be presented to the next meeting.

16/04      **Marine Electronic Maintenance Contract**

The Board considered a report by the Port Engineer (Appendix 1) and, after hearing the General Manager introduce the report, approved the recommendations contained therein on the motion of Mrs I J Hawkins, seconded by Mr W A Ratter.

In response to questions from Members, the General Manager confirmed that the post would be advertised and recruited to strictly in accordance with the Council's Recruitment Policy. He added that the 24 hour, 365-day basis for engineering maintenance and support to VTS would not be compromised by the proposals.

17/04      **Member/Officer Working Group – Small Port Marketing**

The Board considered a report by the Deputy Port Operations Manager (Appendix 2).

The General Manager advised that the Head of Development Resources had been unable to attend the meeting today. However, as detailed at section 5.1, appropriate Council Officials and persons with specialist knowledge would be invited to attend the Working Group as required. Members noted that the frequency of meetings was not restricted to 4 per year and meetings could be called as and when required.

The Board approved the recommendation in the report, on the motion of Mr W Tait, seconded by Mr W A Ratter.

18/04      **Ports Project Monitoring Meeting**

The Board considered a report by the Deputy Port Operations Manager (Appendix 3).

**Dock Symbister – RCM 2309**

The Port Engineer provided an updated of the position regarding the Symbister Dock. He advised that 2 tenders had been received, both of which were well in excess of the approved budget. The Planning Section had also requested more details on how the Dock would be rebuilt. A meeting with Historic Scotland would be held soon to determine what Historic Scotland expected from the rebuilding works. Following the meeting, he would be in a better position to establish how the works should progress and the funding required. This would be reported back to Members.

**New Pier at Sullom Voe**

Mr W A Ratter provided Members with a brief update on this project, which was being examined by the Development Trust and the Economic Development Department. He said that it was felt that because of the possibility of oil continuing at Sullom Voe Terminal for the next 15 years plus, it was important that activity at SVT was maintained. In response to concerns from Members as to the effect this project could have on the Council's current Capital Programme, the Chairperson reminded Members that this project was very much in the early development stages and no reports on the issue had been considered by the Council.

The Board otherwise approved the recommendations in the report, on the motion of Mr W A Ratter, seconded by Mr W Tait.

19/04 **Scalloway Fish Market**

The Board noted a report by the Deputy Port Operations Manager (Appendix 4).

In response to a question from the Member from the Area, the General Manager said that buyers had indicated that it was easier for them to sell their fish in Lerwick and there was a perception that fish would sell for a higher price in Lerwick than in Scalloway.

The Member for the Area said that Members needed to have a serious look at the situation in order to see if it could be improved. Other Members agreed.

Accordingly, the Board unanimously agreed that representatives of the Board should have a meeting with buyers as soon as possible.

20/04 **Port Operations Report**

The Board noted a report by the General Manager (Appendix 5).

In relation to section 5.1 of the report, the General Manager advised that the Marine Accident Investigation Board in conjunction with the Air Accident Investigation Board were investigating the incident. However, results of their investigations would not be available for a few months. In the meantime, the General Manager had called a special meeting of the Examination Group to discuss the incident that was attended by the Flight Safety Officer of Bristow Helicopters. The outcome of the meeting was to introduce an extra safety procedure. In the event that a Pilot had to be winched on/off a vessel, Ports and Harbours would request every detail of the vessel's winching area and this information would be provided to Bristow Helicopters. The CAA had not requested this change in procedure but they were happy for the change to be implemented.

In response to a suggestion from a Member, the Board agreed that it would be useful if the Board could be provided with a progress report on the Northern Maritime Corridor. The General Manager advised that the next meeting of the Northern Maritime Corridor was scheduled to be

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Agenda Item No. (c) - Public Appendix

held in Shetland on 18 November. However, the Harbour Board meeting was due to be held on 11 November and, therefore, it may not be possible to provide an update until the New Year.

CHAIRPERSON



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## **REPORT**

**To:** Harbour Board 11 November 2004

**From:** Deputy Port Operations Manager  
Ports and Harbours Operations

**Report No:** P&H-19-04-F

**Subject:** Ports Project Monitoring Meeting

### **1 Introduction**

- 1.1 There has been no meeting of the Ports Project Monitoring Group since the 106<sup>th</sup> meeting held on the 14<sup>th</sup> September 2004.
- 1.2 The most up to date information on all projects is incorporated in this report.
- 1.3 Budget Information is attached as Appendix A.

### **2 Reserve Fund Programme Areas**

- 2.1 West Blacksness Redevelopment – RCM 2207  
Project Complete.
- 2.2 Dock Symbister – RCM 2309  
Discussions are continuing with planning due to the listed status. The project will be delayed to financial year 2005/6.

### **3 Harbour Account**

- 3.1 Plant, Vehicles and Equipment – PCM 2101  
Nothing to report, budget will be fully utilised.
- 3.2 Navigational Aids, Sullom Voe – PCM 2104  
Nothing to report.
- 3.3 Port Administration Building - Heating and Air Conditioning – PCM 2111  
Miscoded items have been vired to appropriate budget. Project complete.
- 3.4 Dolphin at Symbister – PCM 2127  
Work on schedule and within budget.

#### **4 Revenue Projects**

- 4.1 Sullom Voe Terminal Maintenance Contract  
Begun tender process. Advert for interested contractors to be posted mid-November.

#### **5 Other Business**

- 5.1 Walls Pier  
Awaiting re-evaluation of repairs estimate to approach Infrastructure services for a percentage of repair costs.
- 5.2 Mid Yell Pier  
Arch Henderson have been appointed to take the project through to completion by the end of this financial year.
- 5.3 New Pier at Sullom Voe  
Nothing further to report on this development.

#### **6 Policy and Delegated Authority**

- 6.1 Harbour Board has full delegated authority for the oversight and decision making in respect of the management and operation of the Council's harbour undertakings in accordance with the overall Council policy, revenue budgets and the requirements of the Port Marine Safety Code, (min refs. 19/03, 70/03, 86/03). However, this report is for information only and there are no Policy and Delegated Authority issues to be addressed.

#### **7 Recommendations**

- 7.1 I recommend that the Harbour Board note areas of progress and requirements for future projects.

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Agenda Item No. 01 - Public Report

Our Ref: MA5 PRB/MS

3 November 2004







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## REPORT

To: **Harbour Board**

**11 November 2004**

From: **General Manager**

Report No: **P&H-20-04-F**

Subject: **Port Operations Report**

### **1 Introduction**

- 1.1 This report provides an overview of port operations since the issue of the last Port Operations Report.

### **2 Pilotage**

#### **2.1 Sullom Voe**

- 2.1.1 Since the issue of the last Port Operations Report, pilotage operations have been mainly routine with no major incidents.

- 2.1.2 There are, at present, fifteen first class pilots.

- 2.1.3 Since the last report, all boarding and landing operations have been of a routine nature. The contract helicopter has been used as follows:

### **4**

|                               |   |
|-------------------------------|---|
| Boarding/Landing, bad weather | 1 |
| Pilot Ladder Regulations      | 0 |

### **Sep**

#### **2.2 Scalloway**

- 2.2.1 During September/October there were 19 acts of Pilotage.

- 2.2.2 There are three authorised pilots for Scalloway.

- 2.2.3 Since the last report, there have been no incidents, no reports of pilot gear failures and no problems with boarding and landing.

- 2.2.4 Details of ship visits to Scalloway are shown in Appendix A. Up to date figures will be provided to the next meeting.

2.3 Small Piers and Harbours

- 2.3.1 Appendix B shows the current actual income for small piers and harbours.

**3 Staffing – Port Operations**

- 3.1 Appendix C gives the staffing position as at 31 October 2004 showing a total of 91 staff.

**4 Port Operations**

4.1 Sullom Voe

- 4.1.1 Appendix D shows the exports and imports at the Port of Sullom Voe.

- 4.1.2 Appendix E is an abstract of weather delays for September and October and the cumulative totals for 2004.

4.2 Scalloway

- 4.2.1 Appendix F shows the fish landing statistics for Scalloway.

- 4.2.2 Appendix G shows the cargo statistics for Scalloway.

- 4.2.3 Appendix H shows the summary management accounts for Scalloway.

4.3 Small Piers and Harbours

- 4.3.1 Appendix I shows the summary management accounts for other small piers and harbours.

**5 Shipping Standards**

The following incidents have occurred since the last report.

5.1 Ship Incidents

- 5.1.1 On 18<sup>th</sup> October 2004, a crack approximately 30cm in length was observed in the deck plating of the British tanker “Loch Rannoch” at No.4 centre oil tank. Temporary repairs were carried out while the vessel was alongside Jetty 4 to the satisfaction of Lloyd’s Register, with permanent repairs to be completed by February 2005.

- 5.1.2 On 23<sup>rd</sup> October 2004 the Italian tanker “Mare Adriacum” berthed at Jetty 2 to load a cargo of Brent Blend crude oil. On arrival an

inspection of the cargo tanks revealed a very high H<sub>2</sub>S level. The vessel was declared unacceptable for loading at Sullom Voe and was sailed that evening. The ship's owners reported that their operating procedures had not been followed and that the Master and Chief Officer would be replaced.

5.2 Pollution Incidents

5.2.1 There were no pollution incidents during this period.

**6 Financial Implications**

6.1 There are no financial implications arising from this report.

**7 Policy and Delegated Authority**

7.1 The Harbour Board has full delegated authority for oversight and decision making in respect of the management and operation of the Council's harbour undertaking in accordance with overall Council policy and the requirements of the Port Marine Safety Code (Minute References 19/03, 70/03 and 86/03). The purpose of this report is to inform members on port operations which fall within the responsibility of the General Manager of Ports & Harbours Operations and does not seek any decision. However, this report is for information only and there are no Policy and Delegated Authority issues to address.

**8 Recommendation**

8.1 This report is for noting.

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Agenda Item No. 02 - Public Report

Our Reference: MA5 JBE/MS

Date: 2 November 2004

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**Harbour Board**

**Staffing Position – 31 October 2004**

| <b><u>Post</u></b>                 | <b><u>Established Posts</u></b> | <b><u>Actual</u></b> | <b><u>Comments</u></b> |
|------------------------------------|---------------------------------|----------------------|------------------------|
| General Manager                    | 1                               | 1                    |                        |
| Marine Officer/Pilots              | 15                              | 15                   |                        |
| Deputy Port Operations Manager     | 2                               | 2                    |                        |
| Port Safety Officers               | 2                               | 2                    |                        |
| Launch Crew Skippers               | 6                               | 6                    |                        |
| Launch Crew Skipper/Deckhands      | 3                               | 3                    |                        |
| Launch Crew Deckhands              | 15                              | 15                   |                        |
| Pier Master (Scalloway)            | 1                               | 1                    |                        |
| Assistant Pier Masters (Scalloway) | 2                               | 2                    |                        |
| Engineering Assistant (Scalloway)  | 1                               | 1                    |                        |
| Full Time Harbour Assistant        | 1                               | 1                    |                        |
| Part Time Harbour Assistants       | 9                               | 8                    |                        |
| Administration Manager             | 1                               | 1                    |                        |
| Finance Assistants                 | 4                               | 4                    |                        |
| Clerical Assistant                 | 2                               | 2                    |                        |
| Clerical Assistant/Receptionist    | 2                               | 2                    |                        |
| Cook                               | 1                               | 1                    |                        |
| Superintendent Engineer            | 1                               | 1                    |                        |
| Maintenance Planning Engineer      | 1                               | 1                    |                        |
| Maintenance Planning Assistant     | 1                               | 1                    |                        |
| Workshop Foreman                   | 1                               | 1                    |                        |
| Electrical Engineer                | 3                               | 3                    |                        |
| Marine Engineer                    | 3                               | 3                    |                        |
| Welder/Fabricator                  | 2                               | 2                    |                        |
| Maintenance Engineer               | 1                               | 1                    |                        |
| Engineering Assistant              | 4                               | 4                    |                        |
| Apprentice – Electrical            | 1                               | 1                    |                        |
| Apprentice – Mechanical            | 1                               | 1                    |                        |
| General Assistant                  | 2                               | 2                    |                        |
| Store Keeper                       | 1                               | 1                    |                        |
| Senior Stores Assistant            | 1                               | 1                    |                        |
| Stores Assistant                   | 1                               | 1                    |                        |
| Driver                             | 1                               | 1                    |                        |



**Ports & Harbours Operations**

**Abstract of Weather Caused Delays at 31 October 2004**

|                               | <b>Monthly Totals</b> |       |      | <b>Cumulative</b> |
|-------------------------------|-----------------------|-------|------|-------------------|
|                               | Days                  | Hours | Mins | Day               |
| Berthing Suspension           | 04                    | 01    |      | 00                |
| Unberthing Suspension         | 00                    | 03    |      | 42                |
| Loading Suspension            | 00                    | 00    |      | 00                |
| Boatwork Suspension           | 02                    | 01    |      | 54                |
| Pilotage Suspension           | 00                    | 00    |      | 00                |
| Helicopter Usage              | 00                    | 00    |      | 00                |
| Tug/Pilot Standby             | 00                    | 00    |      | 00                |
| Total Disruption - all Causes | 05                    | 07    |      | 54                |
| Actual Delays Due to Weather  | 01                    | 10    |      | 12                |