



Shetland Islands

Council

MINUTE

‘B’

Harbour Board
Meeting Room, Port Administration Building, Sella Ness
Thursday 13 January 2005 at 10.30 a.m.

Present:

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

Apologies:

J Smith

In Attendance (Officers):

J T Dickson, General Manager, Ports & Harbours Operations
A Cooper, Head of Development Resources
R Nickerson, Environmental Liaison Officer
S Summers, Administration Manager
D Haswell, Committee Officer

Also:

J H Henry (Observer)

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 11 November 2004, having been circulated, was confirmed.

Members' Attendance at External Meetings

The General Manager advised that he would be attending a Special Meeting of the British Ports Association on 26 January 2005. The agenda for the meeting included the proposed EU Directive on Access to Port Services.

1/05 Harbour Board Membership

The Board considered a report by the Head of Legal and Administration (Appendix 1) and, on the motion of Mr W A Ratter, seconded by Mrs I J Hawkins, approved the recommendations contained therein.

2/05 KIMO Resolution 1/04- EU Single Directive on Maritime Safety

The Board considered a report by the Environmental Liaison Officer (Appendix 2).

The Environmental Liaison Officer briefly introduced the report. He drew Members' attention to the emboldened type in section 2.2 which provided information on the reduction of oil spilt in US waters since the introduction of the Oil Pollution Act of 1990 (OPA 90). He advised that the Oil Companies International Marine Forum had endorsed the OPA 90.

Members were in unanimous agreement that everything had to be done in order to try and prevent oil pollution. It was recognised that acceptance of the KIMO Resolution may be a long process but it had to be supported. The Environmental Liaison Officer advised that initial indications was that Member States did not fully support the KIMO Resolution and KIMO had been asked to bring the proposals forward to a Shipping Ministers Conference in 2006. KIMO UK had also endorsed the proposals.

Referring to Appendix 2, Mrs I J Hawkins said that KIMO had accepted the proposals in 2003. She felt that it was important that the Council and KIMO went ahead with the proposal.

Accordingly, Mrs I J Hawkins moved that the Board approve the recommendation in the report. Mr W Tait seconded.

The General Manager said that the report intended to collect everything together in a single EU Directive. The pollution figures from Sullom Voe had been very good over the last 4/5 years, this being due to the quality of vessels and the requirement for vessels to be double-hulled.

The Chairperson said that Mr Andrew Blackadder was previously the Chairman the Marine Safety Intercomm Group of the CPMR and questioned if this was still the case. The Head of Development Resources explained that Mr Blackadder had latterly done some work for the CPMR on behalf of AB Associates. However, he undertook to establish the present situation and Mr Blackadder's current involvement with the CPMR. A Member said that it was important for the Council to have some direct involvement with this CPMR Group.

The Environmental Liaison Officer advised that the KIMO Resolution had initially been launched at a CPMR Conference on Maritime Safety. He said that either himself or John Mouat, the Save the North Sea Co-ordinator would be attending a meeting of the North Sea Commission in Denmark in March at which they had been invited to speak and that they would be promoting the Resolution.

3/05

Ports Project Monitoring Report

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

Referring to section 3.2.1 of the report, the General Manager advised that the harbour pilot unit was equipment taken on board by the pilot

and was totally independent of the ships sensors. Pilots would be trained how to use the pilot unit following its commission. The reason for acquiring the pilot unit was to assist the Pilot handling an unusual vessel or operation, e.g. berthing vessels for ship-to-ship cargo transfer.

Members noted a typo in section 5.1, whereby the words "Papa Stour" should read "Foula."

Members otherwise noted the report.

4/05

Port Operations Report

The Board noted a report by the General Manager (Appendix 4).

The General Manager provided Members with an update on section 5 of the report and Members noted the information provided.

On the motion of Mr J G Simpson, seconded by Mr W A Ratter, the Committee resolved, in terms of the relevant legislation, to exclude the public during consideration of the following item of business.

(The representative of the media left the meeting).

5/05

Project Feasibility – Scatsta Ness Pier

The Board considered a report by the Head of Development Resources.

The Head of Development Resources introduced the report and said it provided details of the feasibility of the project, should Members agreed that it should proceed. If the project went ahead, it would be the first major operation since Sullom Voe Harbour had been designated a Marine SAC.

Mr W A Ratter said that he had been very closely involved in this project. He complimented the Head of Development Resources for preparing such a good report which, he said, addressed all the key points.

Mr Ratter said that congratulations was due to Ms Sheila Keith, the Project Manager, for doing such an excellent job.

Mr Ratter moved the Board approve the recommendations in the report. Mr J C Irvine seconded.

CHAIRPERSON



Shetland Islands Council

MINUTE

‘A’ & ‘B’

Special Harbour Board
Council Chamber, Town Hall, Lerwick
Tuesday 1 February 2005 at 9.30 a.m.

Present:

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

Apologies:

J C Irvine

In Attendance (Officers):

J T Dickson, General Manager, Ports & Harbours Operations
D Haswell, Committee Officer

Chairperson:

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

Circular:

The circular calling the meeting was held as read.

6/05

Estimates – 2005/06

The Board considered a report by the Head of Finance (Appendix 1) and, after hearing the General Manager take Members through the report, approved the recommendations contained therein, on the motion of Mr W Tait, seconded by Mrs I J Hawkins.

(Mr E J Knight attended the meeting).

7/05

Table of Dues 2005/06

The Board considered a report by the Head of Finance (Appendix 2).

The General Manager took Members through the report and said that it was proposed that charges would be increased by 2.5% to reflect inflation. However, as indicated in section 2.6 of the report, 2 charges would be held at the 2004/05 rate for commercial reasons.

The General Manager continued to say that the Harbour Users Panel “B” had no comments on the proposals. However, at the Harbour Users

Panel "A", the General Manager of Sullom Voe Terminal, Mr N McCracken, had expressed concern about the 2.5% increase. Mr McCracken had been advised that his concerns would be relayed to the meeting today. The General Manager read out the minute of the Harbour Users Panel "A" and Members noted the information provided. A copy of the minute is attached as Appendix 2a.

In response to a question from a Member, the General Manager advised that it was his understanding that there was still enough in the Equalisation Account for a minimum of 5 - 7 years.

The Board approved the recommendations in the report, on the motion of Mr W A Ratter, seconded by Mr E J Knight.

CHAIRPERSON



REPORT

To: **Harbour Board**

24 February 2005

From: **General Manager**

Report No: **P&H-04-05-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:

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

2.2 Scalloway

- 2.2.1 During December/January there were 5 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 January 2005 showing a total of 91 staff.

3.2 Capt. Paul Bryant, Deputy Port Operations Manager, has resigned to take up a post in Portsmouth. The person specification calls for a Master Mariner with large ship experience. The main reason for this being that the post holder is a duty Harbour Master for Sullom Voe sharing an on-call rota with the General Manager and the other Deputy Port Operations Manager, Mr Barry Edwards.

This post also includes supervision of Council ports (other than Sullom Voe), launch crew, pier assistants and in the near future, tug operations/crew should the Council acquire Shetland Towage.

Local recruitment has now commenced with a view to fill the post as soon as reasonably practicable.

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 December/January and the cumulative totals for 2004 and 2005.

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.

4.2.4 The Scalloway Harbour Oil Spill Plan has been approved by the MCA for a further five year period from 25th January 2005.

4.3 Small Piers and Harbours

Harbour Board - Thursday 24 February 2005

Agenda Item No. 01 - Public Report

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 There were no ship incidents during this period.

5.2 Pollution Incidents

5.2.1 On 2nd February 2005 the British registered offshore supply vessel, Grampian Clansman, spilled approximately 5 litres of diesel when disconnecting the hose after discharging oily slops ashore at Scalloway harbour. Oily sheens were dispersed naturally by wave action.

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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- 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:

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

2.2 Scalloway

- 2.2.1 During December/January there were 5 acts of Pilotage.

- 2.2.2 There are three authorised pilots for Scalloway.

- 2.2.4 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

3.3 Appendix C gives the staffing position as at 31 January 2005 showing a total of 91 staff.

3.4 Capt. Paul Bryant, Deputy Port Operations Manager, has resigned to take up a post in Portsmouth. The person specification calls for a Master Mariner with large ship experience. The main reason for this being that the post holder is a duty Harbour Master for Sullom Voe sharing an on-call rota with the General Manager and the other Deputy Port Operations Manager, Mr Barry Edwards.

This post also includes supervision of Council ports (other than Sullom Voe), launch crew, pier assistants and in the near future, tug operations/crew should the Council acquire Shetland Towage.

Local recruitment has now commenced with a view to fill the post as soon as reasonably practicable.

4 Port Operations

4.1 Sullom Voe

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

4.1.3 Appendix E is an abstract of weather delays for December/January and the cumulative totals for 2004 and 2005.

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4.2.5 Appendix H shows the summary management accounts for Scalloway.

4.2.6 The Scalloway Harbour Oil Spill Plan has been approved by the MCA for a further five year period from 25th January 2005.

4.3 Small Piers and Harbours

Harbour Board - Thursday 24 February 2005

Agenda Item No. 02 - Public Report

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

5.1.2 There were no ship incidents during this period.

5.3 Pollution Incidents

5.3.1 On 2nd February 2005 the British registered offshore supply vessel, Grampian Clansman, spilled approximately 5 litres of diesel when disconnecting the hose after discharging oily slops ashore at Scalloway harbour. Oily sheens were dispersed naturally by wave action.

6 Financial Implications

6.1 There are no financial implications arising from this report.

7 Policy and Delegated Authority

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8 Recommendation

8.1 This report is for noting.

Harbour Board - Thursday 24 February 2005
 Agenda Item No. 02 - Public Appendix
Harbour Board

Staffing Position – 31 January 2005

| <u>Post</u> | <u>Established Posts</u> | <u>Actual</u> | <u>Comments</u> |
|------------------------------------|---------------------------------|----------------------|------------------------|
| 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 | |
| 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 December 2004

| | Monthly Totals | | | Cumulative |
|-------------------------------|-----------------------|-------|------|-------------------|
| | Days | Hours | Mins | Day |
| Berthing Suspension | 06 | 08 | | 36 |
| Unberthing Suspension | 00 | 00 | | 00 |
| Loading Suspension | 00 | 18 | | 00 |
| Boatwork Suspension | 01 | 00 | | 30 |
| Pilotage Suspension | 00 | 00 | | 00 |
| Helicopter Usage | 00 | 00 | | 00 |
| Tug/Pilot Standby | 00 | 00 | | 00 |
| Total Disruption - all Causes | 07 | 00 | | 06 |
| Actual Delays Due to Weather | 02 | 08 | | 48 |

Ports & Harbours Operations

Abstract of Weather Caused Delays at 31 January 2005

| | Monthly Totals | | | Cumulative |
|-------------------------------|-----------------------|-------|------|-------------------|
| | Days | Hours | Mins | Day |
| Berthing Suspension | 11 | 19 | | 48 |
| Unberthing Suspension | 00 | 00 | | 00 |
| Loading Suspension | 00 | 00 | | 00 |
| Boatwork Suspension | 02 | 20 | | 06 |
| Pilotage Suspension | 00 | 00 | | 00 |
| Helicopter Usage | 00 | 00 | | 00 |
| Tug/Pilot Standby | 00 | 00 | | 48 |
| Total Disruption - all Causes | 12 | 20 | | 48 |
| Actual Delays Due to Weather | 06 | 00 | | 42 |



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