



## **REPORT**

**To: Harbour Board**

**27 April 2011**

**From: Environmental Liaison Officer  
Planning  
Infrastructure Services Department**

### **PRESENTATION ON KIMO INTERNATIONAL AND MARITIME SAFETY**

#### **1 Introduction**

- 1.1 KIMO International is an association of around 150 Local Authorities, situated in 14 countries, in Northern Europe that work together on marine pollution issues. The Secretariat for the organisation is based within the SIC and is managed by the Environmental Liaison Officer.
- 1.2 One of KIMO's strategic work areas is maritime safety and in recent years we have been involved in lobbying on issues such as lost containers and compensation for containership accidents, shipments of nuclear materials, ship-to-ship transfers, ETV and coastguard provision and environmental awareness training for seafarers.
- 1.3 The presentation will highlight KIMO's background and cover its current work areas as well as suggesting ways for future collaboration.

#### **2 Links to Council Priorities**

- 2.1 The Council Corporate Plan identifies protecting our natural resources, improving health, developing suitable transport, managing waste effectively and reducing its impact on the environment.

#### **3 Risk Assessment**

- 3.1 There are no additional risks associated with this report as it is for information only.

#### **4 Financial Implications**

- 4.1 There are no financial implications arising from this report.

#### **5 Policy and Delegated Authority**

- 5.1 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, as described in Section 16 of the Council's Scheme of Delegations. However, this report is for information only and there are no Policy and Delegated Authority issues to be addressed.

## **6 Recommendation**

- 6.1 I recommend that the Harbour Board notes the contents of this report and discuss any issues raised by the presentation from the KIMO Secretariat.

Report Number : PL-12-11-F



## **REPORT**

**To: Harbour Board**

**From: Harbour Master**

**Report No: P&H-12-11-F**

**Subject: Ports Project Monitoring Report**

**27 April 2011**

### **1 Introduction**

- 1.1 The most up to date information on all projects is incorporated in this report.
- 1.2 Capital budget monitoring information is attached as Appendix A.

### **2 Links to Corporate Plan**

- 2.1 Projects in this report would make contributions to the Council's priorities of strengthening rural areas and supporting the local economy.

### **3 Risk Management**

- 3.1 The contents of this report are for noting only. Each project has been assessed prior to commencement. There are therefore no new risks raised in this report.

### **4 Reserve Fund Programme Areas**

#### **4.1 Dock Symbister – RCM 2309**

- 4.1.1 As previously agreed, no decision will be taken on this project until a decision is reached on the solution to the transport link to Whalsay and possible location of the new Whalsay ferry terminal.
- 4.1.2 Conservation Architects, Groves – Raines, have indicated that they are satisfied that there has not been significant deterioration of the Dock since their original inspection. However, they have requested more detailed underwater inspections of the Dock entrance walls, and this is being undertaken. Once this information has been provided, a final definitive report will be provided.
- 4.1.3 As part of Groves-Raines repair proposal, a temporary cofferdam has been suggested as suitable for dewatering the Dock. A representative

from a Company identified by Groves-Raines has been invited to attend a meeting on site, to confirm the suitability of this method.

- 4.1.4 The Chairman of the Harbour Board and the Engineering Manager – Ports have held initial discussions with Shetland Amenity Trust (SAT) about the future of the Dock. SAT will be invited to attend any meetings on site, and the results of Groves-Raines final report will be shared with them, to allow these preliminary discussions to continue.

#### 4.2 Tug Replacement Programme - RCM 2313

- 4.2.1 At the time of composing the report the crews are finalising their training and familiarisation period which has included instruction and advice from the Voith training Captain.
- 4.2.2 The new tugs have commenced towing tankers.
- 4.2.3 There remain some items of spare gear and contractor invoices to be paid, however there may be savings on this project that, once identified, will be reported in due course.

#### 4.3 Walls – RCM 2316

- 4.3.1 The Planning Board granted full planning permission for the Walls Pier on 7 July 2010 (Min. Ref. 37/10) (SIC Min. Ref. 131/10). All consents except building warrant are now in place.
- 4.3.2 Tenders were returned on 21 December 2010 and the contract has been awarded to Airport Civil Engineering Ltd who submitted the lowest tender. In line with the Council aspiration to reduce the capital programme by around £5.2million in 2011/12, and due to the favourable tender sum received a reduction of £575k was made to this projects budget.
- 4.3.3 A commencement date of 28 March 2011 has been agreed with the contractor and completion is expected to be at the end of February 2012.
- 4.3.4 The contractor is expected to begin work on site around week commencing 24 April 2011.
- 4.3.5 Land acquisition has been concluded and entry to the site has been agreed.

#### 4.4 Water Main Scalloway RCM 2315

Tulloch Developments completed this project on budget and on schedule before the end of March 2011. There are no issues outstanding and the project is now closed.

## **5 Harbour Account**

### **5.1 Plant, Vehicles and Equipment – PCM 2101**

5.1.1 The Budget for 2010/11 was fully utilised.

5.1.2 The budget for 2011/12 will be used to continue replacing Department vehicles where necessary, and the overhaul of one Pilot Launches engines. Quotations for this work are currently being sought from suitably qualified contractors.

### **5.2 Navigational Aids – PCM 2104**

5.2.1 Due to the availability of new LED light technology, which has the potential to replace the existing systems at Gluss, discussions between the Engineering Manager – Ports, Marine Officers and the Navigation Light suppliers continue. A survey of Gluss Island has been completed, and the results are encouraging. The Marine Officers are now considering the proposal from the Engineering Manager – Ports, to replace the existing Gluss leading lights with an LED system mounted at Ground level, thus removing the need to spend significant amounts of money refurbishing the existing towers. The Marine Officers will of course seek assurance that any change to the leading light system will offer the same degree of information that the current lights give them when bringing ships into the Harbour. This work will continue with a view to confirming options before summer 2011.

5.2.2 Other works will include the continued upgrade to LED technology for all navigation lights, which so far has proved to be a complete success. There has been a dramatic decrease in outages during the past winter.

5.2.3 Delivery of the equipment for the VTS lone worker alarm system has been delayed. It is hoped that the system will be installed within the next couple of months. Funding has been allocated within this year's budget.

## **6 Revenue Projects**

### **6.1 Sullom Voe Terminal Jetty Maintenance Contract**

6.1.1 Malakoff Limited currently holds the Jetty Maintenance Contract, and now enter the third and final year of the Contract.

6.1.2 The detailed programme of work for this year has been now created, having engaged with BP over its maintenance plans for the Jetties area this summer. The works for this year will include:

## **Jetty 1**

- Low-level cable tray replacement, and painting of support brackets, from scaffolding provided by the Terminal (from capping beam CB07 to the Jetty Head).
- Painting of inner tie beam (508mm dia) from capping beam CB03 to the Jetty Head, from scaffolding for 1.1 above.
- Painting of suspended walkways and hand railing.
- Painting of approach jetty piles.
- Fabrication and painting of cantilever brackets for switchgear cabinets on dolphins.

## **Jetty 2**

- Concrete repairs to Mooring Dolphin MD (0) S.
- Painting of 2 No suspended walkway lengths, to complete walkway painting.

## **Jetty 3**

- Painting of suspended walkways and hand railing – completion of walkways not painted last year.
- Concrete repairs to Mooring Dolphin MD1.

## **Jetty 4**

- Painting of suspended walkways and hand railing on the south side of the Jetty Head.

## **General**

- Concrete Condition Survey of 10 No dolphins – the dolphins in worst condition on all four jetties will be chosen for survey following boat inspection.
- Routine repairs to the cathodic protection on all four jetties.

## **7 Other Business**

### **7.1 Scalloway Dredging – RCM 2208**

- 7.1.1 This project was retendered following the decision of the Ports and Harbours Committee on 25 August 2010 (Min Ref 37/10).

- 7.1.2 Tenders were returned on 16 December 2010. The lowest tender is within budget and the contract has been awarded to Articon from Faroe. In line with the Council aspiration to reduce the capital programme by around £5.2million in 2011/12, and the favourable tender sum received a reduction of £100k has been made to this projects budget.
- 7.1.3 The contractor is now expected to be on site around 16 May 2011 with completion of the work in February 2012.
- 7.1.4 At the Council meeting on the 27 October 2010 (Min. Ref. 156/10) Members agreed to increase the grant to the North Atlantic Fisheries College to upgrade their seawater intake and filtration system to a maximum of £193.8k funded from the Scalloway dredging budget. The NAFC have now placed orders for the pumps, filters and electrical equipment and these are due at the end of April. The contractor, Ocean Kinetics has installed the base for the pump building and placed the guide channels for the intake in the sea. Manufacture of the pipe work is ongoing.
- 7.1.5 All required consents for the project are in place and discussions with the Crown Estate regarding their seabed interests are at an advanced stage.

## 7.2 Fetlar Breakwater GCY7214

- 7.2.1 All the pre commencement planning consent conditions have been met. Agreement has also been reached with the Planning Department to permit working between 10<sup>th</sup> April and 31<sup>st</sup> July through the bird-breeding season.
- 7.2.2 Work on the breakwater is on schedule. The breakwater is now over 180m metres out from the shore and is expected to be out to its full length around the middle of May. Materials for the pier are on order and the site work for the pier is expected to start during May. Completion is expected by the end of December 2011.
- 7.2.3 All land issues have been resolved and the boundary fence has been erected around the site.
- 7.2.4 At its meeting of 28 October 2009, the Council approved their contribution to the funding of this project (Min. Ref. 142/09). A fresh application for European Regional Development Fund (ERDF) contribution was made and a sum of £300k has been approved.
- 7.2.5 Currently the project lies within the Transport section. However, some level of involvement of Ports and Harbours staff is likely. The breakwater will support a limited berthing facility for small craft that is likely to fall under the remit of Ports and Harbours. Hamars Ness is a designated Harbour Area for which the Council has jurisdiction as harbour authority under the ZCC Act 1974.



*Recent picture of progress on building breakwater*

### 7.3 Ports & Harbours Projects

Project	2010/11	2011/12	2012/13	2013/14	2014/15	Total
Tug Replacement	3,336,303					3,336,303
<b>Tug Replacement</b>	<b>3,336,303</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,336,303</b>
Water Main, Scalloway	287,824					287,824
Fish Market Roof, Scalloway			150,000			150,000
Old Breakwater, Symbister			150,000			150,000
Skerries Pier				100,000		100,000
<b>Essential Maintenance</b>	<b>287,824</b>	<b>0</b>	<b>300,000</b>	<b>100,000</b>	<b>0</b>	<b>687,824</b>
Dredging Consents	211,548	2,673,185				2,884,733
Walls Pier	128,889	2,642,946	100,000			2,871,835
<b>Service Improvements</b>	<b>340,437</b>	<b>5,316,131</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>5,756,568</b>
Plant Vehicles & Equipment	143,402	70,000	70,000	70,000	70,000	423,402
Navigational Aids	122,891	70,000	70,000	70,000	70,000	402,891
Tug Jetty CP System		200,000				200,000
Tystie Re-engine	200,000					200,000
Dunter Re-engine	200,000					200,000
<b>Maintenance</b>	<b>666,293</b>	<b>340,000</b>	<b>140,000</b>	<b>140,000</b>	<b>140,000</b>	<b>1,426,293</b>
<b>Overall Total</b>	<b>4,630,857</b>	<b>5,656,131</b>	<b>540,000</b>	<b>240,000</b>	<b>140,000</b>	<b>11,206,988</b>



#### 7.4 Future Projects Not Currently on Approved Capital Programme.

- Peerie Dock, Symbister
- Administration Building, Sella Ness - Refurbishment of fire doors, lighting, suspended ceilings and flooring
- West Pier, Scalloway.
- Sella Ness Pier.

### **8 Revenue – Significant Maintenance in Other Areas**

8.1 No significant maintenance has yet commenced in this financial year.

### **9 Financial Implications**

9.1 This report is for information only. There are no financial implications arising from this report.

### **10 Policy and Delegated Authority**

10.1 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, as described in Section 16 of the Council's Scheme of Delegations. However, this report is for information only and there are no Policy and Delegated Authority issues to be addressed.

### **11 Recommendations**

I recommend that the Harbour Board note the areas of progress.



# PORTS & HARBOURS - CAPITAL PROGRAMME

## Appendix A

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 13th April 2011 £	Variance (Revised Budget Less Actual) £
Harbour Account	PCM2101	Plant, Vehicles & Equipment Equipment Vehicle Purchase Plant Purchase	70,000	143,402 0 0	5,851 98,478 37,655	137,552 (98,478) (37,655)
		<b>Project Total</b>	<b>70,000</b>	<b>143,402</b>	<b>141,984</b>	<b>1,419</b>

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 13th April 2011 £	Variance (Revised Budget Less Actual) £
Harbour Account	PCM2104	Navigational Aids, Sullom Voe Works Contract Other R&M Costs Equipment	70,000	35,000 0 87,891	0 22,002 91,767	35,000 (22,002) (3,876)
		<b>Project Total</b>	<b>70,000</b>	<b>122,891</b>	<b>113,770</b>	<b>9,121</b>

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 13th April 2011 £	Variance (Revised Budget Less Actual) £
Harbour Account	PCM2138	Tystie Re-engine Equipment		200,000	172,613	27,387
		<b>Project Total</b>	<b>0</b>	<b>200,000</b>	<b>172,613</b>	<b>27,387</b>

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 13th April 2011 £	Variance (Revised Budget Less Actual) £
Harbour Account	PCM2139	Dunter Re-engine Equipment		200,000	172,613	27,387
		<b>Project Total</b>	<b>0</b>	<b>200,000</b>	<b>172,613</b>	<b>27,387</b>

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 13th April 2011 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2208	Scalloway Dredging Consent Works Contract Building Warrants Advertising Postage Recharges	3,000,000	201,454 0 0 0 10,094	4,979 544 3,751 6 0	196,475 (544) (3,751) (6) 10,094
		<b>Project Total</b>	<b>3,000,000</b>	<b>211,548</b>	<b>9,280</b>	<b>202,268</b>

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 13th April 2011 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2313	Tugs for Sellaness Works Contract Hire/Rent of Property Other R&M Costs Equipment Purchase Miscellaneous Car Allowance Travel Costs Transport Hired/Contracted Services All Training Costs Subsistence External Consultants Legal Fees Recharges	361,500	3,276,425 0 0 0 0 0 0 0 0 0 0 0 59,878	1,633,256 15,003 263 241 410 1,207 60,497 115,902 23,421 42,876 112,872 838 0	1,643,169 (15,003) (263) (241) (410) (1,207) (60,497) (115,902) (23,421) (42,876) (112,872) (838) 59,878
		<b>Project Total</b>	<b>361,500</b>	<b>3,336,303</b>	<b>2,006,787</b>	<b>1,329,516</b>

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 13th April 2011 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2314	Uyeasound Harbour Works Contract		0	588	(588)
		Project Total	0	0	588	(588)

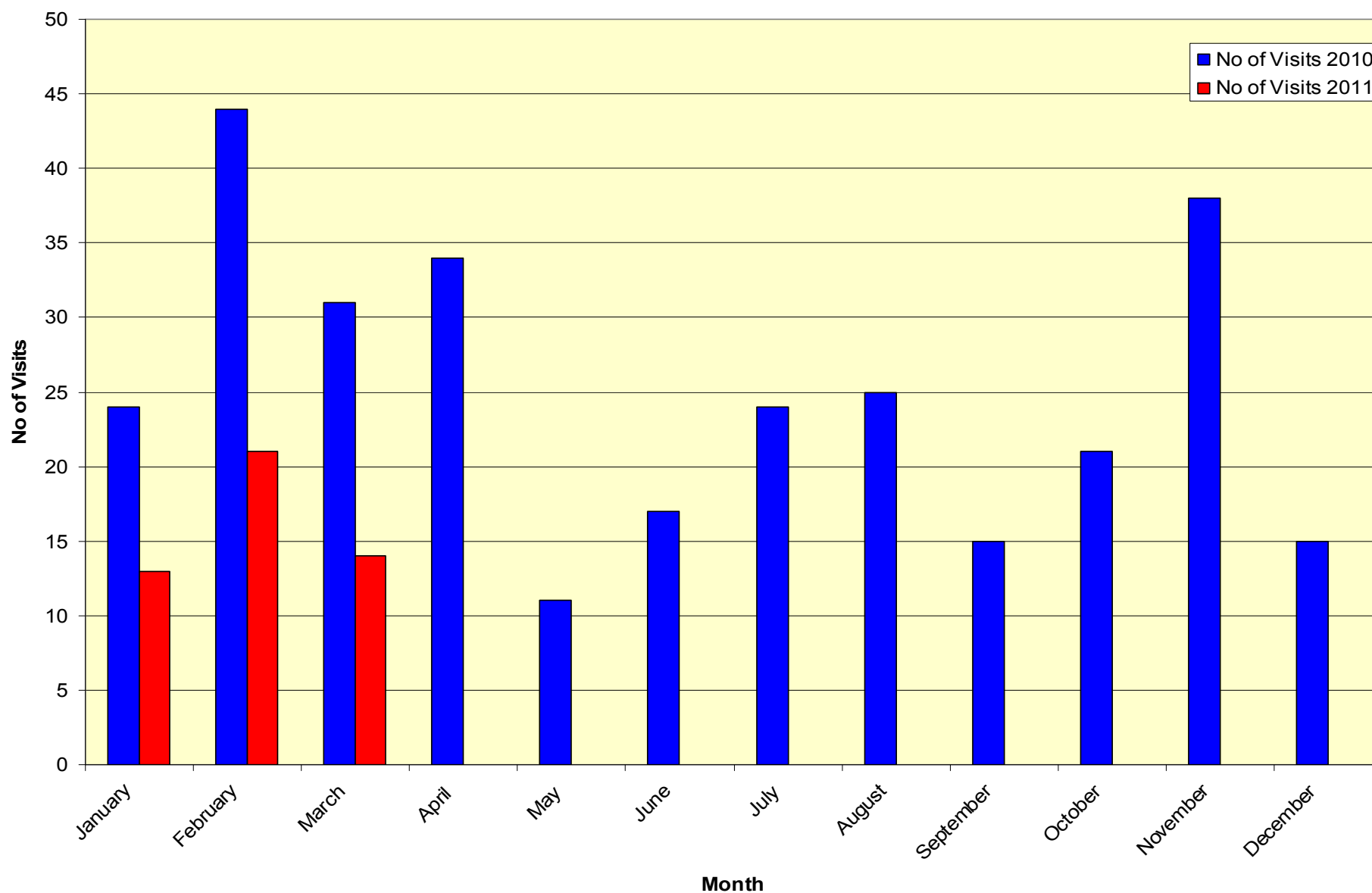
Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 13th April 2011 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2315	Scalloway Water Main Works Contract External Consultants	250,000	250,824 37,000	72,068 5,653	178,756 31,347
		Project Total	250,000	287,824	77,720	210,104

Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 13th April 2011 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2316	Walls Pier	1,400,000			
		Basic		0	31,560	(31,560)
		Pension Employers Cont.		0	5,531	(5,531)
		NI Employers Cont.		0	2,269	(2,269)
		Islands Allowance		0	1,761	(1,761)
		Land/Buildings Purchases		0	8,454	(8,454)
		Works Contract		77,435	1,045	76,390
		Building Warrants		0	700	(700)
		Advertising		0	318	(318)
		External Consultants		0	2,035	(2,035)
		Legal Fees		0	90	(90)
		Recharges		51,454	0	51,454
		<b>Project Total</b>	<b>1,400,000</b>	<b>128,889</b>	<b>53,764</b>	<b>75,125</b>

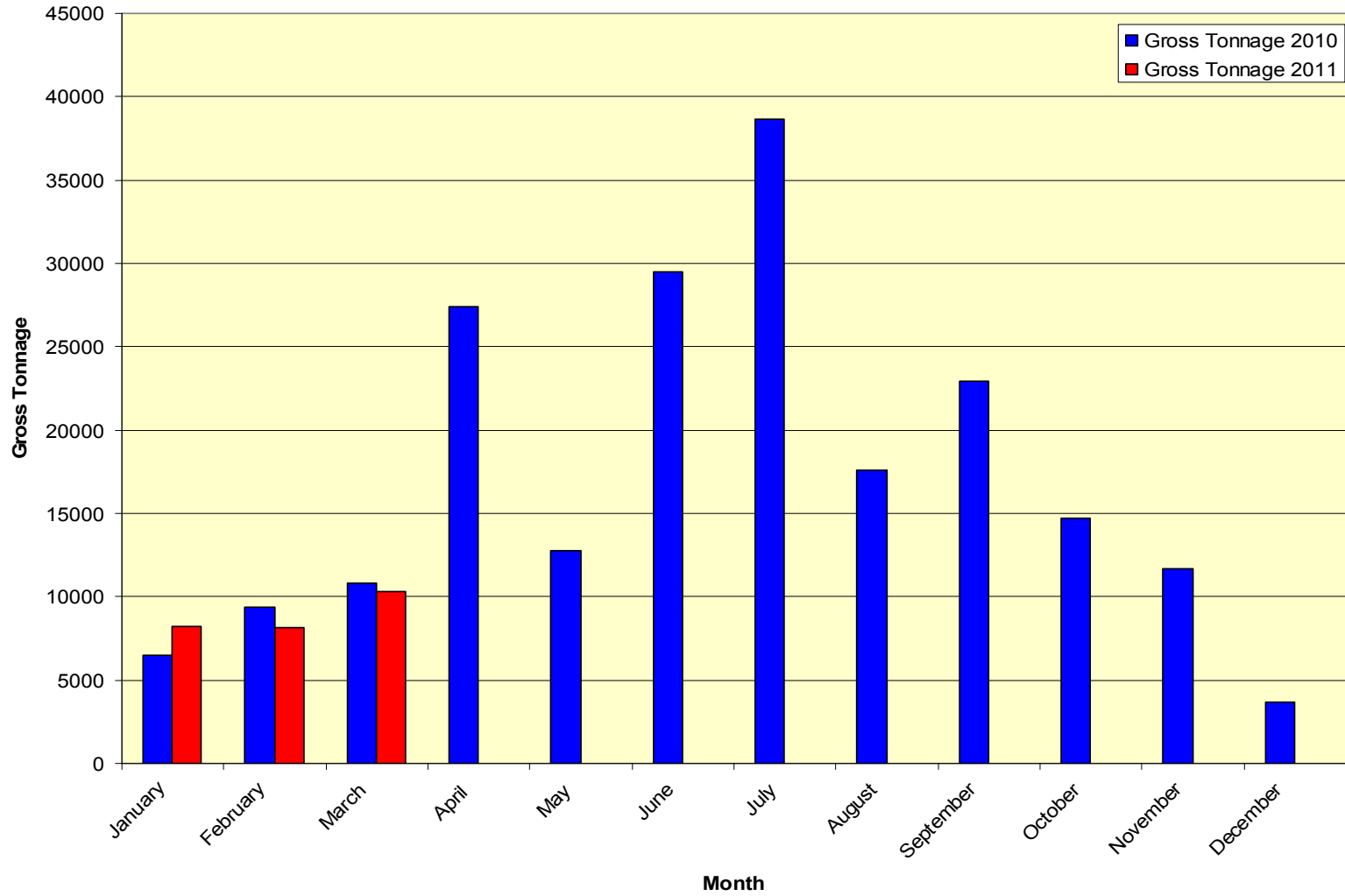
Funding Source	Code	Project	2010/11 Original Budget £	2010/11 Revised Budget £	Actual to 13th April 2011 £	Variance (Revised Budget Less Actual) £
Harbour Account	PCM2101	Plant, Vehicles & Equipment	70,000	143,402	141,984	1,419
Harbour Account	PCM2104	Navigational Aids, Sullom Voe	70,000	122,891	113,770	9,121
Harbour Account	PCM2138	Tystie, Re-engine	0	200,000	172,613	27,387
Harbour Account	PCM2139	Dunter, Re-engine	0	200,000	172,613	27,387
Reserve Fund	RCM2208	Scalloway Dredging Consent	3,000,000	211,548	9,280	202,268
Debt Charges on Harbour Account	RCM2313	Tugs for Sellaness	361,500	3,336,303	2,006,787	1,329,516
Reserve Fund	RCM2314	Uyeasound Harbour	0	0	588	(588)
Reserve Fund	RCM2315	Scalloway Water Main	250,000	287,824	77,720	210,104
Reserve Fund	RCM2316	Walls Pier	1,400,000	128,889	53,764	75,125
<b>SUMMARY</b>		<b>Projects Total</b>	<b>5,151,500</b>	<b>4,630,857</b>	<b>2,749,118</b>	<b>1,881,739</b>



**Scalloway Harbour - No of Vessels Visiting for 2010 and 2011 paying Harbour Dues**

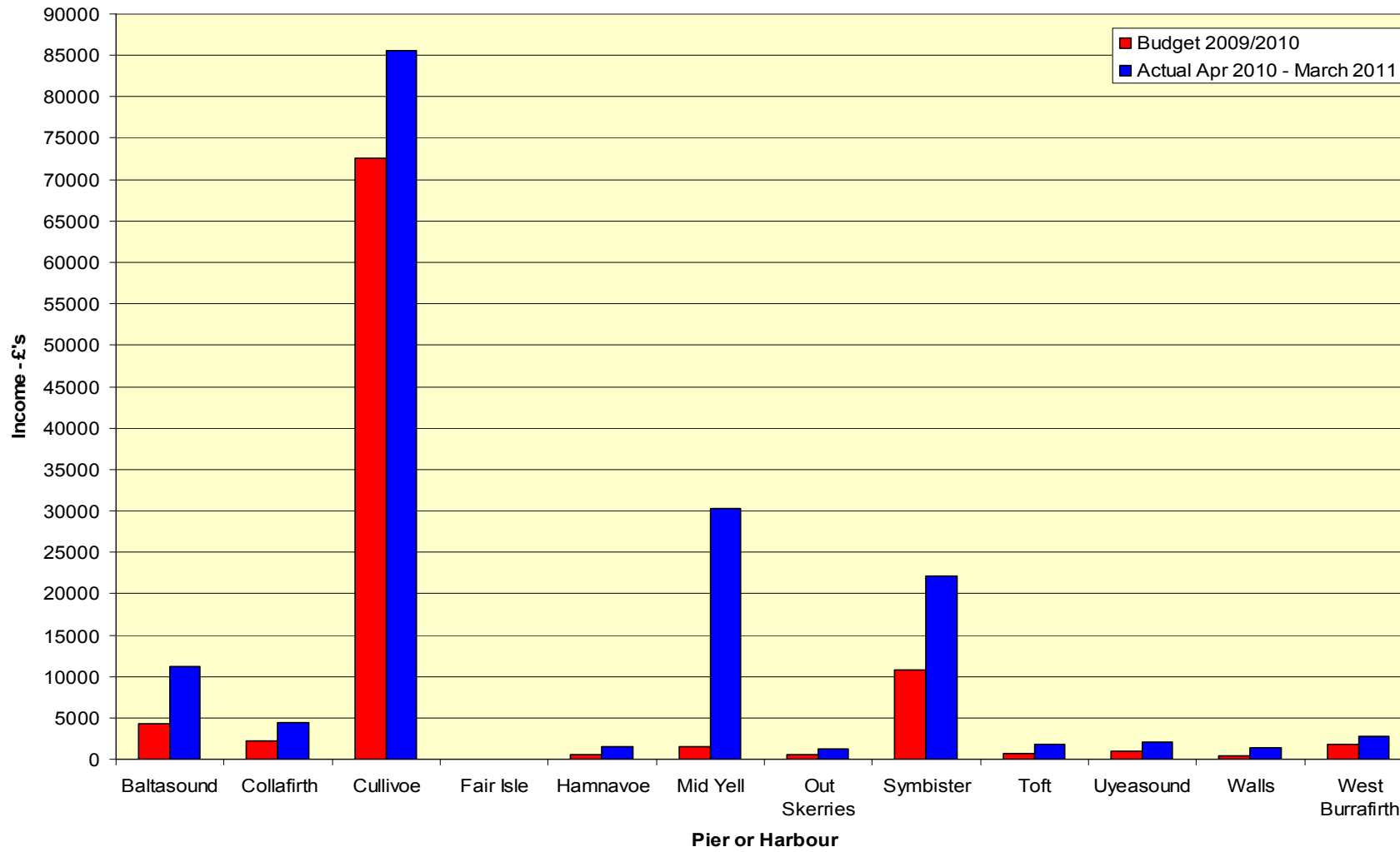


**Scalloway Harbour - Gross Tonnage of Vessels Visiting During 2010 versus 2011**

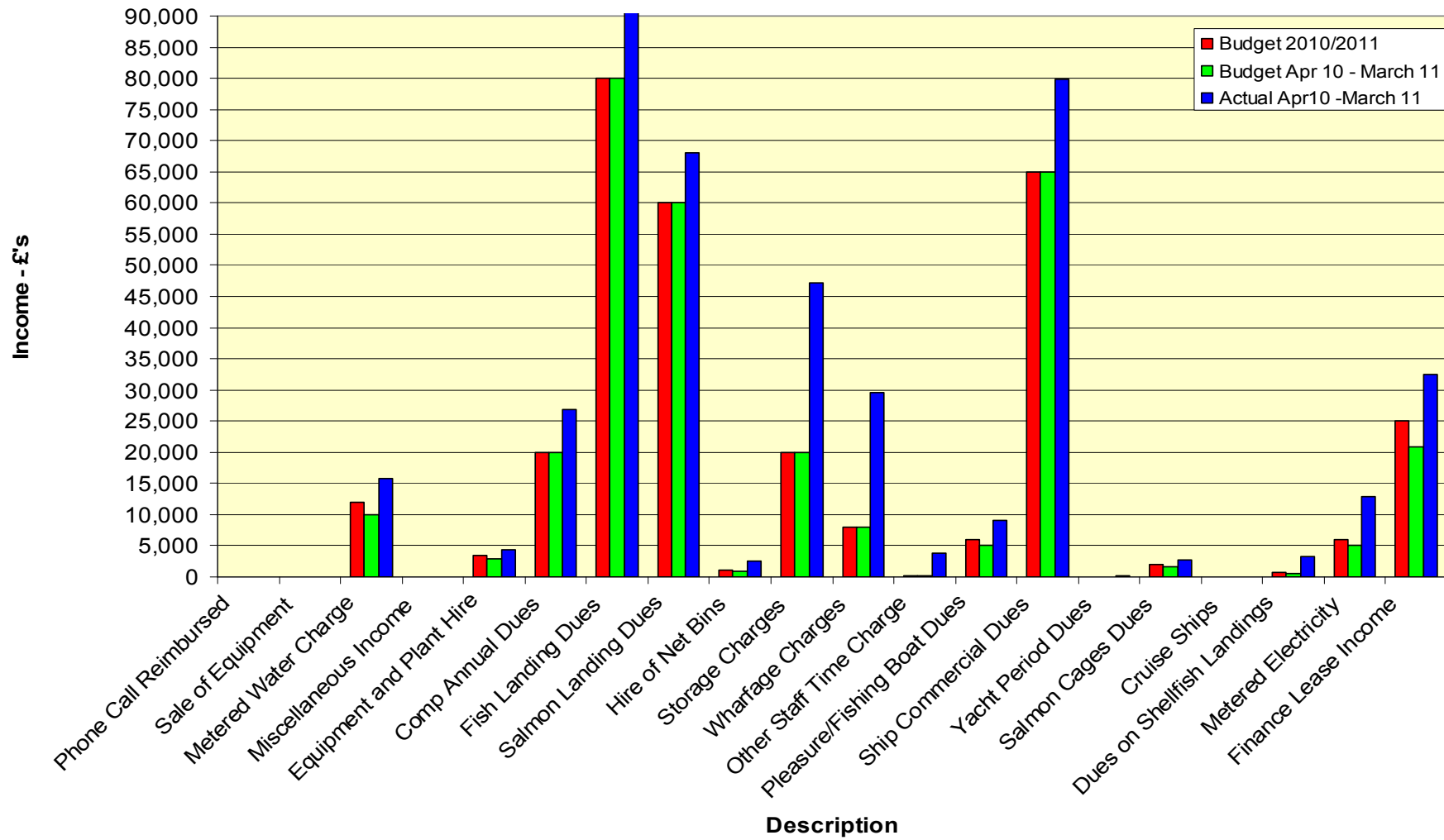




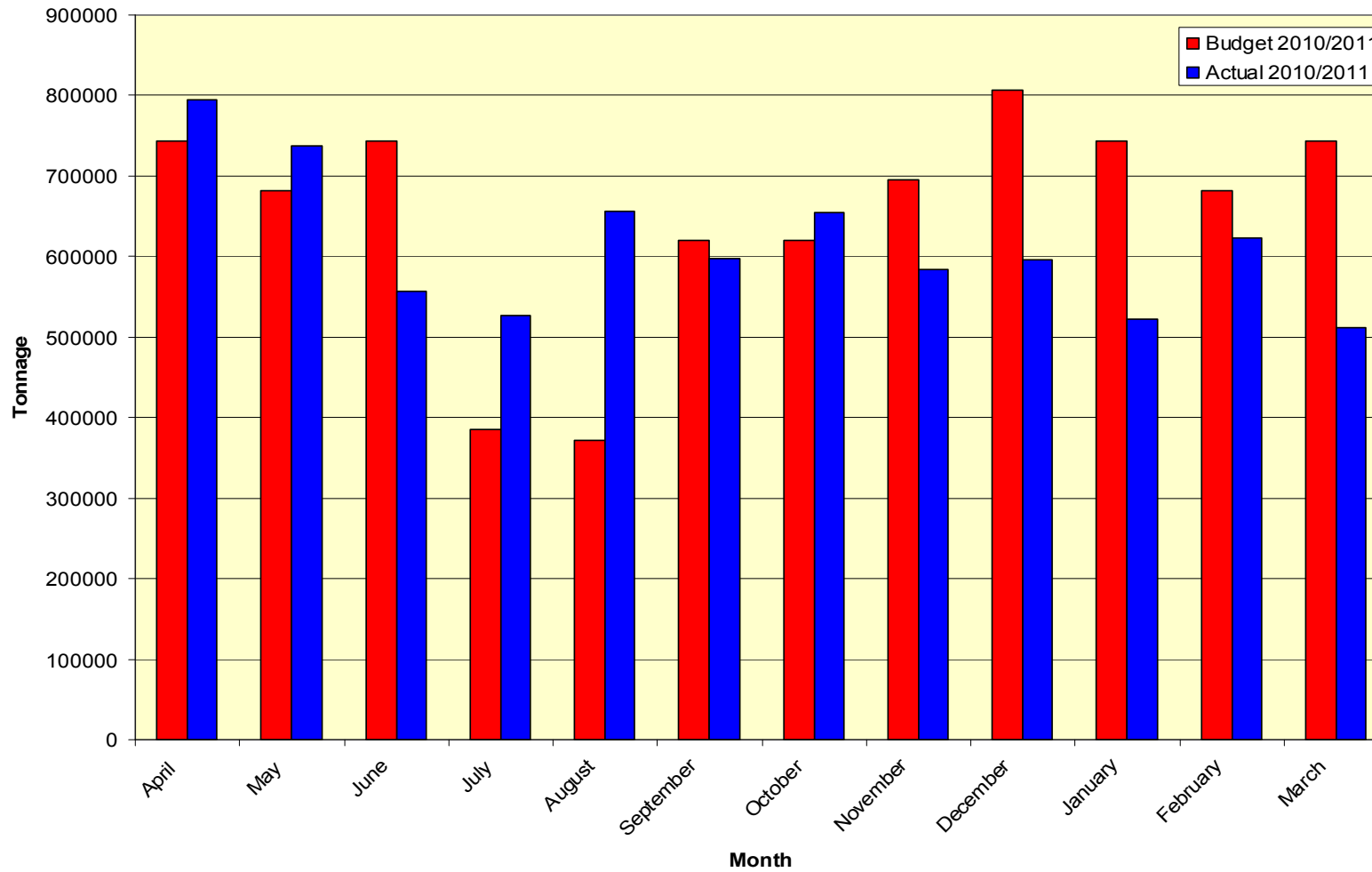
**Small Piers/Harbours Income - Budget versus Actual 2010/2011**



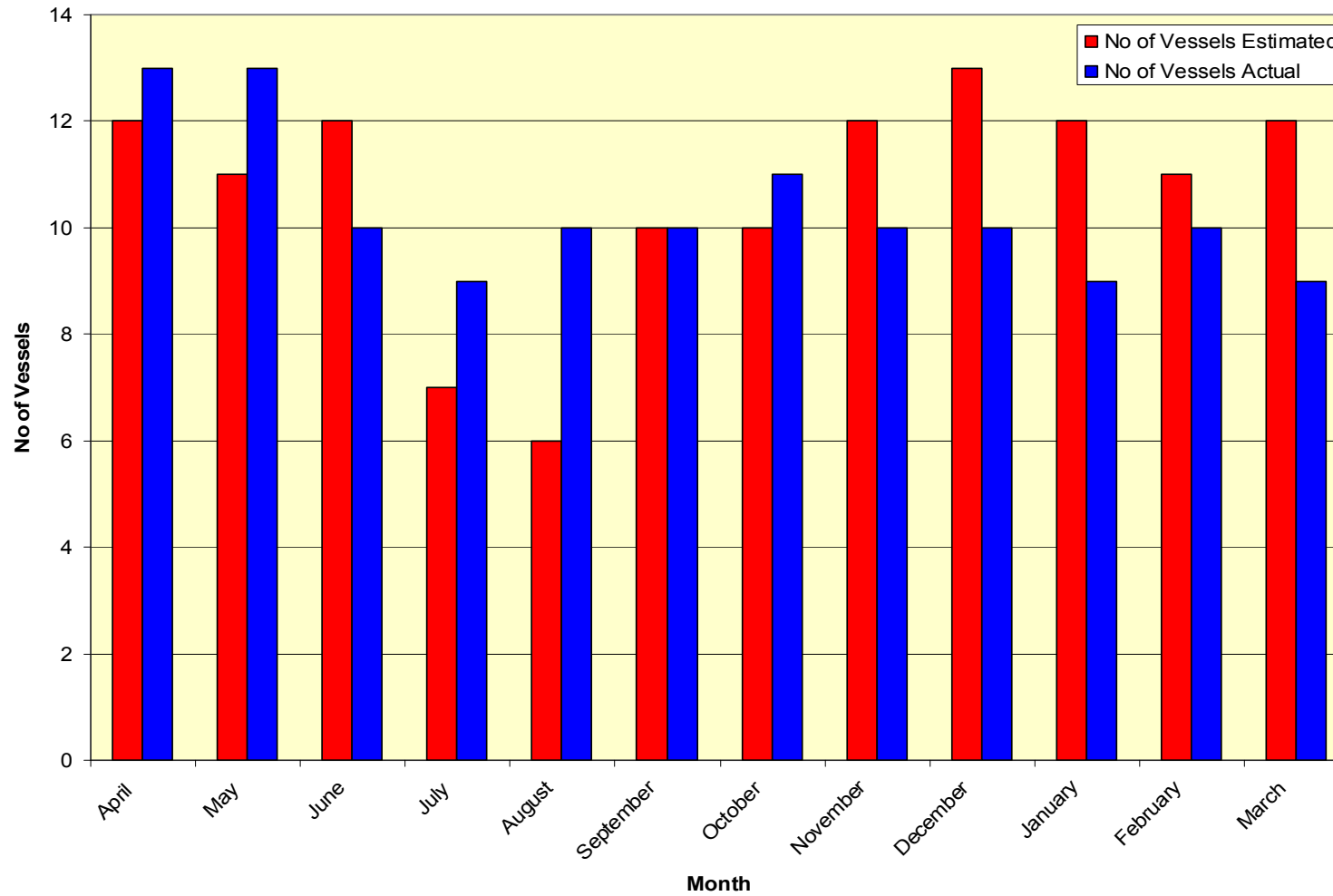
Scalloway Harbour Income - Budget Versus Actual 2010/2011



**Gross Tonnage of Vessels Visiting Sullom Voe (excl Schiehallion Imports and Ship to Ship Transfers)  
Estimated versus Actual 2010/2011**



**No of Vessels Visiting Sullom Voe (excl Schiehallion Imports and Ship to Ship Transfers) Estimated versus Actual 2010/2011**





## **REPORT**

**To: Harbour Board**

**27 April 2011**

**From: Head of Service**

**Report No: P&H-13-11-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 Risk Management**

- 2.1 This report is for information only and there are no new identified risks associated with this report.

### **3 Pilotage**

#### **3.1 Sullom Voe**

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

#### **3.2 Scalloway**

- 3.2.1 During mid March to mid April there were 10 acts of Pilotage.

- 3.2.1 There are six authorised pilots for Scalloway. These are the six pilots who are also authorised for Sullom Voe.

- 3.2.3 Details of ship visits to Scalloway are shown in Appendix A.

#### **3.3 Small Piers and Harbours**

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

### **4 Staffing – Port Operations**

- 4.1 Appendix C gives the staffing position as at 31 March 2011 showing a total of 138 staff.

## **5 Port Operations**

### **5.1 Sullom Voe**

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

Appendix E is an abstract of weather delays for March and the cumulative totals for 2011.

### **5.2 Scalloway**

5.2.1 Appendix F shows the fish landing statistics for Scalloway.

5.2.2 Appendix G shows the cargo statistics for Scalloway.

5.2.3 Appendix H shows the summary management accounts for Scalloway.

### **5.3 Small Piers and Harbours**

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

5.3.2 Appendix J shows the income / expenditure from 1 April 2010 to 31 March 2011.

## **6 Shipping Standards**

The following incidents have occurred since the last report:

### **6.1 Ship Incidents**

6.1.2 The support vessel Highland Navigator entered Sullom Voe harbour limits without advising VTS port control. The vessel was instructed by the Harbour Master to leave the port and official complaints were made to SBS, TOTAL, AllSeas and Gulf Oil. Apologies and assurances that such actions would not occur again were received from all concerned. The vessel is now allowed to enter the port with a pilot.

All concerned have been informed that vessels over 300gt entering the harbour for work within Yell Sound will require a pilot on their first visit.

### **6.2 Pollution Incidents**

6.2.1 Ham 601 was reported to be leaking hydraulic oil while alongside the Construction jetty. The vessel was visited by the duty Port Safety Officer and the surrounding area was inspected from the duty pilot boat. Light oil was found to be dissipating naturally. The Harbour Master contacted agents

and operators, the vessel carried out repairs and the matter was investigated by the vessel operators Van Ord.

6.2.2 The Master of pipe laying Vessel Audacia reported to VTS that light oil was leaking from the fishing Vessel 'Venture' in the area of Orka Voe. Immediate contact was made to the Venture by Audacia and photographs were e mailed to VTS. The staff on the duty pilot boat investigated the oil leak and oil was observed to be dissipating naturally. The Harbour Master contacted the agents and operators of the Venture and the source of the leak was rectified. Extra guard ship procedures have now been instigated by Total.

6.2.3 Ex workboat (converted to pleasure craft) "Challenge" was reported to Scalloway Harbour and the Coast Guard broken down in fog South of Scalloway and was towed back to port by the lifeboat.

## **7 Small Pier Operational Site visits**

7.1 Operational visits and safety inspections are regularly carried out at all the small piers and harbours under the remit of Ports & Harbours Operations. Appendix K lists the most recent visits but does not include maintenance visits.

## **8 Policy and Delegated Authority**

8.1 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 as described in Section 16 of the Council's Scheme of Delegation. The purpose of this report is to inform members on port operations which fall within the responsibility of the Service Head 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.

## **9 Financial Implications**

9.1 There are no financial implications arising from this report.

## **10 Recommendation**

10.1 This report is for noting.

Our Reference: RH//VR RO-PO P&H-13-11-F

Date: 15 April 2011





SCALLOWAY 2011  
Number of Vessels and GT Totals

APPENDIX A

<b>NO OF VISITS</b>															
	UK	FOREIGN	STANDBY/	COMMERCIAL	UK	FOREIGN	CRUISE	SALMON	UK	FOREIGN	SIC	LIFE	L/HOUSE		
	COMM	COMM	OIL RELATED	(DISC RATE)	FISHING	FISHING	SHIPS	CAGES	YACHT	YACHT	VESSEL	BOAT	TUG& MISC	TOTAL	
	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS	VISITS
JANUARY	0	1	2	0	10	0	0	0	0	0	0	0	0	0	13
FEBRUARY	0	3	0	0	17	1	0	0	0	0	1	0	0	0	22
MARCH	0	0	2	0	11	1	0	0	0	0	1	0	0	0	15
APRIL															0
MAY															0
JUNE															0
JULY															0
AUGUST															0
SEPTEMBER															0
OCTOBER															0
NOVEMBER															0
DECEMBER															0
Total no of Visits	0	4	4	0	38	2	0	0	0	0	2	0	0	0	50
<b>GT</b>															
	UK	FOREIGN	STANDBY/	COMMERCIAL	UK	FOREIGN	CRUISE	UK	FOREIGN						
	COMM	COMM	OIL RELATED	(DISC RATE)	FISHING	FISHING	SHIPS	YACHT	YACHT		TOTAL				
	GT	GT	GT	GT	GT	GT	GT	GT	GT		GT				
JANUARY	0	4074	2250	0	1907	0	0	0	0		8231				
FEBRUARY	3828	0	0	0	3117	1192	0	0	0		8137				
MARCH	0	0	7622	0	1487	1192	0	0	0		10301				
APRIL											0				
MAY											0				
JUNE											0				
JULY											0				
AUGUST											0				
SEPTEMBER											0				
OCTOBER											0				
NOVEMBER											0				
DECEMBER											0				
Total GT	3828	4074	9872	0	6511	2384	0	0	0		26669				



Small Piers/Harbours - Income Received  
April 2010 to March 2011

APPENDIX B

	Baltasound	Collafirth	Cullivoe	Fair Isle	Hamnavoe	Mid Yell	Out Skerries	Symbister	Toft	Uyeasound	Walls	West Burrafirth	Scalloway
Metered Water Charge	0	0	0	0	0	0	0	0	0	0	0	0	(15,758.62)
Equipment and Plant Hire	0	0	0	0	0	0	0	0	0	0	0	0	(4,344.32)
SalmonTender Dues	0	0	0	0	0	0	0	0	0	0	0	0	0
Comp Annual Dues	(1,528.70)	(2,566.62)	(4,163.97)	0	(1,132.26)	(1,222.20)	(1,222.20)	(15,762.54)	(1,161.09)	(1,118.67)	(1,220.07)	(1,513.81)	(26,787.54)
Fish Landing Dues	0	0	(45,331.31)	0	(18.04)	(106.63)	(5.25)	(254.79)	0	0	0	(740.75)	(123,724.87)
Salmon Landing Dues	(1,260.90)	0	(26,367.47)	0	0	(27,422.78)	0	0	0	0	0	0	(68,107.95)
Hire of Net Bins	0	0	0	0	0	0	0	(257.89)	0	0	0	0	(2,594.86)
Storage Charges	(329.95)	0	0	0	0	(111.84)	0	(3,736.54)	0	(774.12)	(211.70)	(199.38)	(47,179.65)
Net Storage on Pier	0	0	(7.56)	0	0	0	0	0	0	0	0	0	0
Wharfage Charges	0	(20.67)	(2,803.96)	0	(13.94)	0	0	(264.09)	(108.22)	0	(105.47)	(101.67)	(29,511.36)
Staff Time Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	(3,771.73)
Pleasure/Fishing Boat Dues	(1,098.31)	(501.10)	(1,961.95)	0	(14.34)	0	0	(72.24)	0	0	0	0	(9,073.98)
Ship Commercial Dues	(1,950.48)	(1,388.47)	(3,491.60)	0	0	(702.62)	0	(1,367.91)	(447.20)	(126.00)	0	0	(79,862.18)
Yacht Period Dues	0	0	0	0	0	0	0	(14.33)	0	0	0	(21.54)	(124.63)
Salmon Cages Dues	0	0	0	0	0	0	0	0	0	0	0	0	(2,701.53)
Cruise Ships	(4,628.70)	0	0	0	0	0	0	0	0	0	0	0	0
Dues on Shellfish Landings	(423.71)	0	0	0	(345.93)	(423.71)	0	(230.62)	(144.04)	0	131.80	(178.52)	(3,280.74)
Metered Electricity	0	0	(1,436.02)	0	0	0	0	0	0	0	0	0	(12,921.00)
<b>Income Harbour Activities</b>	<b>(11,220.75)</b>	<b>(4,476.86)</b>	<b>(85,563.84)</b>	<b>0</b>	<b>(1,524.51)</b>	<b>(29,989.78)</b>	<b>(1,227.45)</b>	<b>(21,960.95)</b>	<b>(1,860.55)</b>	<b>(2,018.79)</b>	<b>(1,405.44)</b>	<b>(2,755.67)</b>	<b>(429,744.96)</b>
Phone Call Reimbursed	0	0	0	0	0	0	0	0	0	0	0	0	(2.67)
Sale of Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
Finance Lease Income	0	0	(65.00)	0	0	(250.00)	0	(175.00)	0	0	0	0	(32,390.00)
Miscellaneous Income	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Income - Other</b>	<b>0</b>	<b>0</b>	<b>(65.00)</b>	<b>0</b>	<b>0</b>	<b>(250.00)</b>	<b>0</b>	<b>(175.00)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(32,392.67)</b>
<b>TOTAL INCOME</b>	<b>(11,220.75)</b>	<b>(4,476.86)</b>	<b>(85,628.84)</b>	<b>0</b>	<b>(1,524.51)</b>	<b>(30,239.78)</b>	<b>(1,227.45)</b>	<b>(22,135.95)</b>	<b>(1,860.55)</b>	<b>(2,018.79)</b>	<b>(1,405.44)</b>	<b>(2,755.67)</b>	<b>(462,137.63)</b>



## Harbour Board

## Appendix C

### Staffing Position – 31 March 2011

<u>Post</u>	<u>Established Posts</u>	<u>Actual</u>	<u>Comments</u>
Harbour Master	1	1	
Marine Officer/Pilots	6	6	
VTS Operators	5	5	
Port Operations Manager	1	1	
Port Safety Officers	1	1	
Launch Crew Skippers	7	7	
Launch Crew Deckhands	12	9	
Launch Crew Relief's		7	
Tug – Masters	12	12	
Tug - Chief Engineers	12	12	
Tug - 2 <sup>nd</sup> Engineers	8	6	
Tug - Mates	12	12	5 Temp contracts
Tug - GPRs'	5	6	5 Temp contracts
Tug - Relief's		7	
Assistant Pier Masters (Scalloway)	3	3	
Full Time Harbour Assistant	1	1	
Part Time Harbour Assistants	9	8	
Administration Manager	1	1	
Senior Clerical Assistant	1	1	
Finance Assistants	5	3	
Clerical Assistant	3	2	1 Temp
Cook	1	2	1 persons equating to 1 FTE
			1 Temp

Port Operations Manager	1	2	1 Temp.
Engineering Manager – Marine	1	1	
Engineering Manager – Ports	1	1	
Maintenance Planning Engineer	1	0	
Senior Marine Electronics Engineer	1	1	
Marine Electronics Engineer	1	1	
Engineering Supervisor	1	1	
Engineering Chargehand	1	1	
Electrical Engineer	3	2	
Marine Engineer	2	2	
Welder/Fabricator	2	2	
Maintenance Engineer	1	1	
Engineering Assistant	4	2	
Apprentice – Electrical	1	1	
Apprentice – Mechanical	1	1	
General Assistant	2	2	
Store Keeper	1	1	
Storeman	1	1	
Senior Stores Assistant	1	1	
Stores Assistant	1	1	
	<hr/>		
Total	134	138	

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>Brent Exports</b>													
No of Vessels	7	6	7										20
GT	398834	384101	397574										1180509
Cargo C/Wise	0	0	0										0
Cargo Foreign	577528	559605	567480										1704613
<b>Schiehallion Exports</b>													
No of Vessels	2	2	1										5
GT	123181	119620	57508										300309
Cargo C/Wise	0	0	0										0
Cargo Foreign	175153	62427	61168										298748
<b>Joint Exports</b>													
No of Vessels	0	0	0										0
GT	0	0	0										0
Brent C/Wise	0	0	0										0
Brent Foreign	0	0	0										0
Schiehallion C/Wise	0	0	0										0
Schiehallion Foreign	0	0	0										0
<b>Schiehallion Imports</b>													
No of Ships	4	1	2										7
GT	302104	75526	151052										528682
Schiehallion C/Wise	183393	19173	83155										285721
<b>Clair Exports</b>													
No of Ships	2	2	1										5
GT	123181	119328	56115										298624
Cargo Coastwise	0	0	0										0
Cargo Foreign	180545	181663	90569										452777
<b>Ship to Ship Imports</b>													
No of Ships	4	0	0										4
GT	167052	0	0										167052
STS Crude C/Wise	0	0	0										0
STS Crude Foreign	239710	0	0										239710
													0
<b>Ship to Ship Exports</b>													
No of Ships	4	0	0										4
GT	168530	0	0										168530
STS Crude C/Wise	0	0	0										0
STS Crude Foreign	239710	0	0										239710
													0
<b>Ship To Ship Joint Exp</b>													
No of Ships	0	0	0										0
GT	0	0	0										0
STS Crude C/Wise	0	0	0										0
STS Crude Foreign	0	0	0										0
Brent C/Wise	0	0	0										0
Brent Foreign	0	0	0										0
Schiehallion C/Wise	0	0	0										0
Schiehallion Foreign	0	0	0										0
<b>Propane Exports</b>													
No of Vessels	0	0	0										0
GT	0	0	0										0
Propane C/Wise	0	0	0										0
Propane Foreign	0	0	0										0
<b>Butane Exports</b>													
No of Vessels	0	0	0										0
GT	0	0	0										0
Butane C/Wise	0	0	0										0
Butane Foreign	0	0	0										0
<b>Joint Exports</b>													
No of Vessels	0	0	0										0
GT	0	0	0										0
Propane C/Wise	0	0	0										0
Propane Foreign	0	0	0										0
Butane C/Wise	0	0	0										0
Butane Foreign	0	0	0										0





## Ports &amp; Harbours Operations

**Abstract of Weather Caused Delays at 31 March 2011**

	Monthly Totals			Cumulative Totals		
	Days	Hours	Mins	Days	Hours	Mins
Berthing Suspension	06	03	45	18	16	15
Unberthing Suspension	00	00	00	00	00	00
Loading Suspension	00	00	00	00	00	00
Boatwork Suspension	00	12	30	01	02	30
Pilotage Suspension	00	00	00	00	00	00
Helicopter Usage	00	00	00	00	00	00
Tug/Pilot Standby	00	00	00	00	00	00
Total Disruption - all Causes	05	05	57	18	02	27
Actual Delays Due to Weather	01	16	12	02	04	12



**Fish Landing Statistics - Scalloway  
2010/2011**

**APPENDIX F**

		APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH		TOTAL
<b>FISH LANDINGS - SCALLOWAY</b>															
Fish Landed Through Market (Boxes)		4162	3790	3276	2461	4151	5299	2955	8673	2870	4984	2517	5939		<b>51077</b>
Fish Not Put Through Market (Boxes)		0	0	0	0	0	0	0	0	0	0	0	0		<b>0</b>
Mackerel Landings		0	0	0	16	525.25	564.75	0	0	0	0	0	0		<b>1106</b>
<b>TOTAL NO OF BOXES - (Boxes)</b>		<b>4162</b>	<b>3790</b>	<b>3276</b>	<b>2477</b>	<b>4676.25</b>	<b>5863.75</b>	<b>2955</b>	<b>8673</b>	<b>2870</b>	<b>4984</b>	<b>2517</b>	<b>5939</b>		<b>52183</b>

		APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH		TOTAL
<b>FISH LANDINGS - CULLIVOE</b>															
Fish Landed Through Market (Boxes)		1610	1517	2797	462	1385	451	975	1397	108	1111	2049	3886		<b>17748</b>
Fish Not Put Through Market (Boxes)		0	0	0	0	0	0	0	0	0	0	0	0		<b>0</b>
Mackerel Landings		0	0	0	0	0	0	0	0	0	0	0	0		<b>0</b>
<b>TOTAL NO OF BOXES - (Boxes)</b>		<b>1610</b>	<b>1517</b>	<b>2797</b>	<b>462</b>	<b>1385</b>	<b>451</b>	<b>975</b>	<b>1397</b>	<b>108</b>	<b>1111</b>	<b>2049</b>	<b>3886</b>		<b>17748</b>

<b>SCALLOWAY</b>															
<b>DUES PAID ON FISH LANDINGS</b>		<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>		
<b>(Rate = £0.025 per £1.00 Value)</b>		<b>00/01</b>	<b>00/02</b>	<b>00/03</b>	<b>00/04</b>	<b>00/05</b>	<b>00/06</b>	<b>00/07</b>	<b>00/08</b>	<b>00/09</b>	<b>00/10</b>	<b>00/11</b>	<b>00/12</b>		<b>TOTALS</b>
LHD Ltd		11611.66	10468.63	10251.98	5740.8	6372.21	11099.86	9004.06	15432.75	11541.33	9978.82	3570.82	17009.10		<b>122082.02</b>
Other (Consigned Fish)		554.75	0	0	576.94	0	0	0	0	0	0	0	0		<b>1131.69</b>
Mackerel Landings		0	0	0	0	0	0	511.16	0	0	0	0	0		<b>511.16</b>
<b>TOTAL FOR LEDGER PERIOD</b>		<b>12166.41</b>	<b>10468.63</b>	<b>10251.98</b>	<b>6317.74</b>	<b>6372.21</b>	<b>11099.86</b>	<b>9515.22</b>	<b>15432.75</b>	<b>11541.33</b>	<b>9978.82</b>	<b>3570.82</b>	<b>17009.10</b>		<b>123724.87</b>

<b>CULLIVOE</b>															
<b>DUES PAID ON FISH LANDINGS</b>		<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>		
<b>(Rate = £0.025 per £1.00 Value)</b>		<b>00/01</b>	<b>00/02</b>	<b>00/03</b>	<b>00/04</b>	<b>00/05</b>	<b>00/06</b>	<b>00/07</b>	<b>00/08</b>	<b>00/09</b>	<b>00/10</b>	<b>00/11</b>	<b>00/12</b>		<b>TOTALS</b>
LHD Ltd		5332.96	5744.57	6278.45	3524.92	4071.54	4066.09	2280.10	2771.02	1682.74	1234.99	1974.14	5725.55		<b>44687.07</b>
Other (Consigned Fish)		0	0	0	644.24	0	0	0	0	0	0	0	0		<b>644.24</b>
<b>TOTAL FOR LEDGER PERIOD</b>		<b>5332.96</b>	<b>5744.57</b>	<b>6278.45</b>	<b>4169.16</b>	<b>4071.54</b>	<b>4066.09</b>	<b>2280.10</b>	<b>2771.02</b>	<b>1682.74</b>	<b>1234.99</b>	<b>1974.14</b>	<b>5725.55</b>		<b>45331.31</b>



**Scalloway Harbour  
Wharfage Charges 2010/2011**

**APPENDIX G**

<b>WHARFAGE - Imports</b>		<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>		<b>TOTAL (tonnes)</b>
Inward - Tonnes (Misc)		1481.544	0.000	171.633	164.000	0.000	3980.622	0.000	0.000	0.000	702.850	0.000	46.000		6546.649
Salmon Nets - Tonnes (In)		0.000	10.000	35.000	10.000	0.000	0.000	0.000	115.000	30.000	75.000	5.000	110.000		390.000
Fish Feed - Tonnes (In)		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		0.000
<b>TOTAL CARGO</b>		<b>1481.544</b>	<b>10.000</b>	<b>206.633</b>	<b>174.000</b>	<b>0.000</b>	<b>3980.622</b>	<b>0.000</b>	<b>115.000</b>	<b>30.000</b>	<b>777.850</b>	<b>5.000</b>	<b>156.000</b>		<b>6936.649</b>

<b>WHARFAGE - Exports</b>		<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>		<b>TOTAL (tonnes)</b>
Tonnes (Misc)		0.000	0.000	0.000	160.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	46.000		206.000
Ice Loaded		141.100	123.650	77.150	0.000	0.000	398.500	72.600	208.600	64.450	144.950	50.350	168.650		1450.000
Gas Oil Bunkers		657.737	126.785	2322.042	625.260	430.665	2132.351	254.579	161.205	1126.217	0.000	0.000	556.725		8393.566
Fish Feed		24.000	0.000	659.000	861.000	420.000	1080.000	1319.000	1454.000	1153.000	602.000	424.000	430.000		8426.000
Salmon Nets		18.000	0.000	4.000	0.000	0.000	0.000	0.000	16.000	12.000	14.000	0.000	32.000		96.000
<b>TOTAL</b>		<b>840.837</b>	<b>250.435</b>	<b>3062.192</b>	<b>1646.260</b>	<b>850.665</b>	<b>3610.851</b>	<b>1646.179</b>	<b>1839.805</b>	<b>2355.667</b>	<b>760.950</b>	<b>474.350</b>	<b>1233.375</b>		<b>18571.566</b>



**Other Small Piers/Harbours  
(Part 2 - Harbours)  
Summary Management Accounts - Revenue  
April 2010 to March 2011**

**Appendix I**

	<b>Annual Budget 2010/2011</b>	<b>Actual April 2010 to March 2011</b>	<b>Variance (Adverse)/Favourable</b>
All Income	(96,290)	(164,494.59)	68,204.59
<b>Total Income</b>	<b>(96,290)</b>	<b>(164,494.59)</b>	<b>68,204.59</b>
Employee Costs	28,893	28,855.97	37.03
Agency Payments	-	-	-
Property And Fixed Plant	131,696	81,134.08	50,561.92
Supplies and Services	100,025	70,534.14	29,490.86
Transport and Mobile Plant	3,060	2,095.10	964.90
Administration	-	-	-
<b>Total Expenditure</b>	<b>263,674</b>	<b>182,619.29</b>	<b>81,054.71</b>
<b>Net Revenue Expenditure/(Income)</b>	<b>167,384</b>	<b>18,124.70</b>	<b>149,259.30</b>

NB Financing Costs and Recharges are not included in the above figures, as these are dealt with separately at the year end. The above is "controllable costs".

**SCALLOWAY HARBOUR**  
**Summary Management Accounts - Revenue**  
**April 2010 to March 2011**

Appendix H

	Annual Budget 2010/2011	Actual April 2010 - March 2011	Variance (Adverse)/Favourable
Fish Landing Dues	(80,000)	(123,724.87)	43,724.87
Other Dues/Charges	(250,950)	(382,871.80)	131,921.80
<b>Total Income</b>	<b>(330,950)</b>	<b>(506,596.67)</b>	<b>175,646.67</b>
Employee Costs	140,915	155,974.23	(15,059.23)
Administration	22,525	11,360.15	11,164.85
Agency Payments	2,000	-	2,000.00
Property and Fixed Plant	124,565	87,202.30	37,362.70
Supplies & Services	48,500	35,541.75	12,958.25
Transport and Mobile Plant	18,756	12,943.54	5,812.46
	-		
<b>Total Expenditure</b>	<b>357,261</b>	<b>303,021.97</b>	<b>54,239.03</b>
<b>Net Revenue</b>			
<b>Expenditure/(Income)</b>	<b>26,311</b>	<b>(203,574.70)</b>	<b>229,885.70</b>

NB Financing Costs and Recharges are not included in the above figures, as these are dealt with separately at the year end. The above are "controllable costs"



**Small Piers/Harbours - Income/Expenditure  
1st April 2010 to 31st March 2011**

**APPENDIX J**

	Baltasound	Billister	Collafirth	Cullivoe	Easterdale	Fair Isle	Hamnavoe	Melby	Mid Yell	Out Skerries	Symbister	Toogs	Toft	Uyeasound	Walls	West Burrafirth	Overall Total
Employee Costs	684	0	531	531	0	0	619	0	0	354	24,190	0	531	266	531	619	<b>28,856</b>
Property and Fixed Plant	24,411	10	13,786	10,271	148	24,578	239	148	1,091	3,204	6,959	0	559	3,822	136	979	<b>90,342</b>
Supplies and Services	24,267	5	1,038	1,645	0	154	5,816	0	16,887	1,129	17,723	1,176	29	42	0	1,272	<b>71,183</b>
Transport and Mobile Plant	(29)	0	0	0	0	0	0	0	0	166	0	0	0	1,959	0	0	<b>2,095</b>
<b>Sub-Total Expenditure</b>	<b>49,333</b>	<b>16</b>	<b>15,355</b>	<b>12,447</b>	<b>148</b>	<b>24,732</b>	<b>6,675</b>	<b>148</b>	<b>17,978</b>	<b>4,852</b>	<b>48,871</b>	<b>1,176</b>	<b>1,119</b>	<b>6,089</b>	<b>667</b>	<b>2,870</b>	<b>192,476</b>
<b>Total Income</b>	<b>(11,221)</b>	<b>0</b>	<b>(4,477)</b>	<b>(85,629)</b>	<b>0</b>	<b>0</b>	<b>(1,525)</b>	<b>0</b>	<b>(30,240)</b>	<b>(1,227)</b>	<b>(22,136)</b>	<b>0</b>	<b>(1,861)</b>	<b>(2,019)</b>	<b>(1,405)</b>	<b>(2,756)</b>	<b>(164,495)</b>
<b>Net Total (Income)/Expenditure</b>	<b>38,112</b>	<b>16</b>	<b>10,878</b>	<b>(73,181)</b>	<b>148</b>	<b>24,732</b>	<b>5,150</b>	<b>148</b>	<b>(12,262)</b>	<b>3,625</b>	<b>26,735</b>	<b>1,176</b>	<b>(742)</b>	<b>4,070</b>	<b>(738)</b>	<b>115</b>	<b>27,981</b>



**Ports & Harbours Operations**

**Operational and Safety Visits to Small Ports & Harbours December 2010 to 1st April 2011**

Port / Harbour	Date of Visit	Date of Visit	Date of Visit	Date of Visit	Date of Visit	Remarks
Baltasound		13/12/10	22/02/11	23/03/11		
Billister		18/01/11	01/02/11	03/03/11		
Collafirth	07/12/10	20/01/11	11/02/11	11/03/11		
Cullivoe	02/12/10	31/01/11	22/02/11	22/03/11		
Easterdale	15/12/10	24/01/11	08/02/11	04/03/11		
Fair Isle						
Hamnavoe	15/12/10	24/01/11	08/02/11	04/03/11		
Mid Yell	08/02/11	22/02/11	14/03/11	22/03/11		
Out Skerries						
Symbister						
Toft	17/01/11	08/02/11	04/03/11	22/03/11		
Toogs		24/01/11	08/02/11	04/03/11		
Uyeasound		31/01/11	22/02/11	23/03/11		
Walls			08/02/11	14/03/11		
West Burrafirth		17/01/11	08/02/11	14/03/11		





## **REPORT**

**To:** Harbour Board 27 April 2011

**From:** Harbour Master / Head of Service

**Report No:** P&H-10-11-F

**Subject:** Status Update Report

### **1. Introduction**

- 1.1 This report updates the Harbour Board on the status of a number of items which have been the subject of previous reports.

### **2. Links to Corporate Priorities**

- 2.1 This report is for noting however the items included in the report lead to promoting the ideals of Sustainable Economy in the Corporate Plan.

### **3. Risk Management**

- 3.1 The contents of this report are for noting only and there are no immediate risks identified in this report.

### **4. Ship to Ship**

- 4.1 The 2010 – 2011 financial year saw seven ship-to-ship transfers at the port of Sullom Voe
- 4.2 At the time of creating this report there have been no Ship-to-Ship transfers in this financial year, however one possible operation has been suggested for mid April.
- 4.3 The implementation of the new legislation has been postponed for a further six months pending last minute changes (reference: SI 2011/974). The letter from the Department for Transport is attached as Appendix A.
- 4.4 The port has commenced work on preparing an environmental statement for the application process. This may have a significant cost associated with the preparation.

### **5. Oil and Gas**

- 5.1 The marine works associated with the new TOTAL gas plant has now commenced and has brought a number of vessels into the port of Sullom Voe.

- 5.2 In the March budget the Government applied a surprise “windfall” tax on the petrochemical industry. It is uncertain how this will affect future development to the West of Shetland.
- 5.3 It is estimated by Department of Energy and Climate Change that the West of Shetland area represents about 17% of the UK’s remaining oil and gas resource base and could contribute up to 6% of the UK’s gas requirements by 2015.
- 5.4 To promote the port infrastructure, invitations have been made known to Brokers, Ship Owners and Charters to visit Shetland. Details will be made to the Members once replies have been received.
- 5.5 The national oil spill exercise is due to be held on 18 and 19 May and will involve participation by officers from Shetland Islands Council.

## **6. Staff**

- 6.1 As of 01 April 2011 the number of pilots at the port reduced from ten to six. There will be two pilots available on the rota. Illness will be covered by overtime. However if a pilot is ill during quiet times, the port will only keep one pilot on the rota.
- 6.2 The Vessel Traffic Service (VTS), previously known as Port Control, is now operated by five qualified Vessel Traffic Officers.
- 6.3 The number of staff currently employed in the Launch Crew service has also reduced from 21 to 15.

## **7. TOTAL Project**

- 7.1 The operation by AllSeas for laying the pipe from the new facility through Yell Sound has commenced. A number of ships are involved in this operation, most notably the Highland Fortress and the Audacia. Details of the vessels are attached as Appendix B.
- 7.2 Van Oord chartered vessels are also engaged in the preparation and covering of the pipeline. Most of these vessels are operating from the Construction Jetty.
- 7.3 Cargoes of pipe for the onshore sections have also arrived over the Construction Jetty.
- 7.4 The modules for the new accommodation units have commenced arriving at the port of Sullom Voe.
- 7.5 The laydown area by the Construction Jetty is currently generating income from the materials that are temporarily being stored there.

## **8. External Meetings**

- 8.1 **UK Harbour Masters – Scottish Branch.**

- 8.1.1 The Harbour Master attended a meeting of the Scottish Harbour Masters in Aberdeen. Also attending the meeting were Jane Lee (MCA) and Sue Todd (MCA – Coastguard). Items discussed included:
- 8.1.2 Coastguard closures. Sue Todd explained that the Coastguard believe that the command and control will be improved with the new structure which needed to be in place by March 2015. A number of now familiar points and questions were put to Sue Todd on this issue.
- 8.1.3 Consolidated European Reporting System (CERS). Jane Lee gave an update on CERS mark 2. The European Union (EU), through a variety of EU Directives, has placed a requirement on Member States to work with the European Commission and co-operate on data exchange by implementing a system to capture data on vessel movements, dangerous cargoes, vessel safety, security information and the disposal of waste within European waters.

The EU-wide system used to satisfy the above requirements is called SafeSeaNet which is managed by the European Maritime Safety Agency (EMSA). The Maritime & Coastguard Agency (MCA) system to SafeSeaNet and the European Commission is CERS/SVD.

The New Inspection Regime (NIR) of the Paris Memorandum of Understanding on port State control entered into force on 01 January 2011 for all 27 Member States. The NIR includes a targeting system assigning a risk profile to each ship visiting ports in the region. It will require certain information for any ship arriving and leaving ports or anchorages in the Paris MoU region to be made available to the new Port State Control information database (CERS). Consultation is ongoing between the MCA and UK ports. However it is likely that the new version of CERS and the increased reporting criteria will have an impact on our facilities.

Once UK legislation is in place a port authority will be required to notify via the CERS system a new Port Plus message.

The significant change is the requirement to provide notifications that follow a sequence of voyage events (namely a PortPlus message)

CERS2 is due to go live during 2012.

Problems were identified from some of the more remote smaller ports, including ours, which did not have the resources to fulfil these obligations. Jane Lee agreed to try and arrange for some of the decision makers to attend a meeting in Scotland, when these concerns could be raised.

- 8.1.4 Port Marine Safety Code and the Designated Person.

- 8.1.5 Marine Incident Statistics. A study and trial of 12 ports compiling incidents in a standardised format has now been completed. The Department of Transport are in the process of compiling a report on the findings.
- 8.1.6 Continual Professional Development (CPD) and Certificates of Competency for Harbour Masters.

## **8.2 UK Harbour Masters Spring Seminar**

8.2.1 The Harbour Master attended a meeting of the UK Harbour Masters Association in London on 06 April 2011. Items discussed included:

- National Occupational Standards for Harbour Master's
- Designated Person
- UK Hydrographic Office- UK Harbour Masters Association Joint code of practice
- Continual Professional Development
- UK Border Agency Cutter Section
- Police – Successful partnership to beat marine crime
- European Fisheries Fund

## **8.3 European Harbour Masters Seminar**

8.3.1 Following on from the UK Harbour Masters Association, the Harbour Master also attended the European Harbour Masters Seminar in London. The seminar covered the following topics:

- SafeSeaNet
- UK Certificates of Competency for Harbour Master's
- Bachelor and Masters degree for ex seafarers.
- European Seaports Organisations – PPRISM Project on port performance indicators.
- European Nautical Platform – attempt to work towards widely accepted safe working practices through a web based platform and European boatmen, pilots, captains and tug owners.
- Safe mooring
- International Harbour Masters Association Nautical Port Information Project.

## **8.4 MCA Emergency Towing Vessel (ETV) meeting**

8.4.1 The Harbour Master will be attending a MCA meeting on 19 April in Glasgow on the subject of the ETV provision. A verbal update will be provided to the Harbour Board.

## **9. Financial Implications**

9.1 This report is for noting only and there are no financial implications arising from this report.



**10. Policy and Delegated Authority**

- 10.1 The Harbour Authority has full delegated authority of the oversight and decision making in respect of the management and operation of the Council's harbour undertakings in accordance with overall Council policy, revenue budgets and the requirements of the Port Marine Safety Code, as described in section 16 of the Council's Scheme of Delegations.

**11. Recommendations**

- 11.1 I recommend that the Harbour Board note the contents of this report.

Our Reference: RM/VR RO-O P&H-10-11-F

Date: 13 April 2011





## Appendix A

# Department for Transport

Captain Roger Moore  
Head of Ports and Harbour  
Operations and Harbour Master  
Shetland Islands Council  
Port Administration Building  
Sella Ness  
Sullum Voe  
Shetland  
ZE2 9QR

Mrs Ruth Bootland  
Shipping Policy advisor  
Department for Transport  
2/34 Great Minster House  
76 Marsham Street  
London  
SW1P 4DR  
Direct Line: 020 7944 2639  
Fax: 020 7944 2188  
GTN No: 3533 2639  
E-mail: ruth.bootland@dft.gsi.gov.uk

Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

PORTS AND HARBOURS RECEIVED	
- 4 APR 2011	
File No 1900	Rec By ES
File Ref 00-SC	To RM

30 March 2011

Dear Captain Moore,

### THE MERCHANT SHIPPING (SHIP-TO-SHIP TRANSFERS) REGULATIONS 2010

I am writing to inform you of a further development concerning the Government's legislation to regulate ship-to-ship transfers of oil carried as cargo.

In July-September 2010, a review of the Merchant Shipping (Ship-to-Ship Transfers) Regulations 2010, SI 2010 No. 1228, was conducted in view of concerns expressed about those Regulations.

The Merchant Shipping (Ship-to-Ship Transfers) (Amendment) Regulations 2010, SI 2010 No. 1769, delayed the commencement provisions of SI 2010 No. 1228 for six months (ie so that the earliest date any of its provisions would come into force was 1 April 2011), to ensure the provisions of SI 2010 No. 1228 did not come into force before the completion of the review.

Amending Regulations have been drafted, and work is in train to ensure that these amending Regulations take account of representations made. However, it is important to recognise that consideration of the impact of these regulations on business will, in its turn, take time and is unlikely to be completed until May at the earliest.

Accordingly, the Shipping Minister has laid a Statutory Instrument which will delay the commencement provisions of SI 2010 No. 1228 for a further six months (until the next Common Commencement Date, which is 1 October 2011), to ensure that the provisions of SI 2010 No. 1228 do not come into force on 1 April in their unamended form.

Yours sincerely,



**Mrs Ruth Bootland**





[Live Map](#)[Vessels](#)[Ports](#)[MarineTraffic.com](#)[Gallery](#)[Currently in Range](#) | [Search All](#) | [Itineraries](#) | [Arrivals & Departures](#) | [Position History](#) 

# AUDACIA

[Edit this vessel](#) [Vessel for Sale?](#)

## Vessel's Details

Ship Type: Other

Year Built: 2005

Length x Breadth: 225 m X 32 m

DeadWeight: 73808 t

Speed recorded (Max / Average): 5.9 / 5.4 knots

Flag: Panama [PA] 

Call Sign: 3EEB4

IMO: 9305130, MMSI: 371754000

## Last Position Received

Area: North Sea

Latitude / Longitude: [60.48604° / -1.254573° \(Map\)](#)

Currently in Port:

Last Known Port: [ROTTERDAM](#)

Info Received: 0d 0h 1min 15s ago

[Current Vessel's Track](#)[Itineraries History](#)

## Voyage Related Info (Last Received)

Draught: 8.2 m

Destination: YELL SOUND

ETA: 2011-04-01 16:00

Info Received: 2011-04-19 13:41 (0d, 0h 2min 58s ago)

## Recent Port Calls:

No Records Found

## Ex Names History

No Records Found

[Deliveries to Russia](#) Stress Free Customs Clearance - Russian Freight Specialists [www.blackthornetransport.co.uk](http://www.blackthornetransport.co.uk)

[Fast Track Sailing Course](#) Flexible Modular Courses from Beginner to Professional Sailor [ondeck.co.uk](http://ondeck.co.uk)

Ads by Go



© Gary R Stevenson  
MarineTraffic.com

[Ship Photos: 19](#)  
[Upload a photo](#)

---

## Vessel's Wiki

### [History of changes](#)

---

Ship Type: Pipe Carrier/Pipelay  
Owner:  
Manager:  
Built (Year/Month): 2005  
Builder:  
Hull Number:  
Class:  
Service Status:  
Year scrapped/lost:

---

### Tonnage & Dimensions

GT (Gross Tonnage):  
NT (Net Tonnage):

DWT (Deadweight): 73808  
Displacement:  
LOA (Length Overall): 225  
Beam: 32  
Draft (max): 8.2  
Depth:  
Height:

---

## Ship's Communication numbers

Sat Telex:  
Sat Phone:  
Sat Fax:  
Mobile:

---

## Capacity

Holds/Tanks:  
Hatches:  
Gear:  
Bale:  
Grain:  
TEU:  
PAX:  
Cars:  
Trucks:  
RoRo Lanes Length:  
Liquid Capacity:  
Liquid Gas Capacity:  
Oil Capacity:  
Number of Pumps:  
Pumps Capacity:

---

## Engines

Number of Main Engine(s):  
Main Engine builder:  
Main Model:  
Main RPM:  
Main power: /  
Main Fuel:  
Main Consumption:

Number of Auxiliary Engine(s):  
Aux Engine builder:  
Aux Model:  
Aux RPM:  
Aux power: /  
Aux Fuel:  
Aux Consumption:

Bowthruster:  
Propeller(s):

---

[Live Map](#)[Vessels](#)[Ports](#)[MarineTraffic.com](#)[Gallery](#)[Currently in Range](#)[Search All](#)[Itineraries](#)[Arrivals & Departures](#)[Position History](#)[Search](#)

# HAM 601

[Edit this vessel](#) [Vessel for Sale?](#)

## Vessel's Details

Ship Type: Dredger

Year Built: 1983

Length x Breadth: 60 m X 16 m

DeadWeight: 830 t

Speed recorded (Max / Average): 13.7 / 9.1 knots

Flag: Netherlands [NL] 

Call Sign: PENA

IMO: 8215948, MMSI: 244972000

## Last Position Received

Area: North Sea

Latitude / Longitude: [60.45658°](#) / [-1.281583°](#) (Map)Currently in Port: [SULLOM VOE](#)Last Known Port: [SULLOM VOE](#)

Info Received: 0d 0h 0min 54s ago

[Current Vessel's Track](#)[Itineraries History](#)

## Voyage Related Info (Last Received)

Draught: 2.8 m

Destination: SULLOM VOE

ETA: 2011-04-18 12:00

Info Received: 2011-04-19 13:23 (0d, 0h 17min 23s ago)

## Recent Port Calls:

Port	Arrival (LT)	Departure (LT)
ROTTERDAM	2011-04-15 21:05	2011-04-15 22:23

[More...](#)

## Ex Names History

No Records Found



[Deliveries to Russia](#) Stress Free Customs Clearance - Russian Freight Specialists [www.blackthornetransport.co.uk](http://www.blackthornetransport.co.uk)

[Queen Mary Cruise Ship](#) Cunard Cruises sale now on. Save up to £1000per person [adorecruises.co.uk/Cunard\\_Cruises](http://adorecruises.co.uk/Cunard_Cruises)

Ads by Go



[Ship Photos: 21](#)  
[Upload a photo](#)

## Vessel's Wiki

### [History of changes](#)

Ship Type: Dredger  
Owner:  
Manager:  
Built (Year/Month): 1983/  
Builder:  
Hull Number:  
Class:  
Service Status:  
Year scrapped/lost:

### Tonnage & Dimensions

GT (Gross Tonnage):  
NT (Net Tonnage):  
DWT (Deadweight): 830  
Displacement:  
LOA (Length Overall): 60  
Beam: 16  
Draft (max): 2.8

Depth:  
Height:

---

## Ship's Communication numbers

Sat Telex:  
Sat Phone:  
Sat Fax:  
Mobile:

---

## Capacity

Holds/Tanks:  
Hatches:  
Gear:  
Bale:  
Grain:  
TEU:  
PAX:  
Cars:  
Trucks:  
RoRo Lanes Length:  
Liquid Capacity:  
Liquid Gas Capacity:  
Oil Capacity:  
Number of Pumps:  
Pumps Capacity:

---

## Engines

Number of Main Engine(s):  
Main Engine builder:  
Main Model:  
Main RPM:  
Main power: /  
Main Fuel:  
Main Consumption:

Number of Auxiliary Engine(s):  
Aux Engine builder:  
Aux Model:  
Aux RPM:  
Aux power: /  
Aux Fuel:  
Aux Consumption:

Bowthruster:  
Propeller(s):

---

[Live Map](#)[Vessels](#)[Ports](#)[MarineTraffic.com](#)[Gallery](#)[Currently in Range](#)[Search All](#)[Itineraries](#)[Arrivals & Departures](#)[Position History](#)[Search](#)

# HIGHLAND\_FORTRESS

[Edit this vessel](#) [Vessel for Sale?](#)

## Vessel's Details

Ship Type: Cargo

Year Built: 2001

Length x Breadth: 72 m X 16 m

DeadWeight: 3200 t

Speed recorded (Max / Average): 11.2 / 8.9 knots

Flag: United Kingdom [UK] 

Call Sign: ZNIT2

IMO: 9239343, MMSI: 235225000

## Last Position Received

Area: North Sea

Latitude / Longitude: [60.48767°](#) / [-1.261385°](#) (Map)

Currently in Port:

Last Known Port: [LERWICK](#)

Info Received: 0d 0h 1min 20s ago

[Current Vessel's Track](#)[Itineraries History](#)

## Voyage Related Info (Last Received)

Draught: 5.1 m

Destination: YELLSOUND

ETA: 2011-04-18 06:00

Info Received: 2011-04-19 13:21 (0d, 0h 18min 32s ago)

## Recent Port Calls:

No Records Found

## Ex Names History

No Records Found

[Deliveries to Russia](#) Stress Free Customs Clearance - Russian Freight Specialists [www.blackthornetransport.co.uk](http://www.blackthornetransport.co.uk)

[P&O 2010/11 Cruise Deals](#) Unbeatable Offers All With Onboard Credit From The UK's Leading Agent! [www.GillsCruise.com/P](http://www.GillsCruise.com/P)

Ads by Go



[Ship Photos: 10](#)  
[Upload a photo](#)

---

## Vessel's Wiki

### [History of changes](#)

Ship Type: DRY CARGO  
Owner:  
Manager:  
Built (Year/Month): 2001  
Builder:  
Hull Number:  
Class:  
Service Status:  
Year scrapped/lost:

---

### Tonnage & Dimensions

GT (Gross Tonnage): 2244  
NT (Net Tonnage):  
DWT (Deadweight): 3200  
Displacement:  
LOA (Length Overall): 72  
Beam: 16  
Draft (max): 5.1  
Depth:  
Height:

---

### Ship's Communication numbers

Sat Telex:  
Sat Phone:

Sat Fax:  
Mobile:

---

## Capacity

Holds/Tanks:  
Hatches:  
Gear:  
Bale:  
Grain:  
TEU:  
PAX:  
Cars:  
Trucks:  
RoRo Lanes Length:  
Liquid Capacity:  
Liquid Gas Capacity:  
Oil Capacity:  
Number of Pumps:  
Pumps Capacity:

---

## Engines

Number of Main Engine(s):  
Main Engine builder:  
Main Model:  
Main RPM:  
Main power: /  
Main Fuel:  
Main Consumption:

Number of Auxiliary Engine(s):  
Aux Engine builder:  
Aux Model:  
Aux RPM:  
Aux power: /  
Aux Fuel:  
Aux Consumption:

Bowthruster:  
Propeller(s):

---

[Live Map](#)[Vessels](#)[MarineTraffic.com](#)[Ports](#)[Gallery](#)[World Map](#)[Cover your Area](#)[Frequently Asked Questions](#)[Services](#)  [English](#) [Search](#)

# HIGHLAND NAVIGATOR

[Edit this vessel](#) [Vessel for Sale?](#)

## Vessel's Details


Ship Type: Other

Year Built: 2002

Length x Breadth: 84 m X 18 m

DeadWeight: 4510 t

Speed recorded (Max / Average): 11.3 / 9.1 knots

Flag: Panama [PA] 

Call Sign: 3EMW4

IMO: 9239769, MMSI: 354250000

## Last Position Received

Area: North Sea

Latitude / Longitude: [60.48323° / -1.256472° \(Map\)](#)

Currently in Port:

Last Known Port: [SULLOM VOE](#)

Info Received: 0d 0h 0min 13s ago

[Current Vessel's Track](#)[Itineraries History](#)

## Voyage Related Info (Last Received)

Draught: 5.3 m

Destination: AUDACIA

ETA: 2011-04-19 11:00

Info Received: 2011-04-19 12:45 (0d, 0h 51min 9s ago)

## Recent Port Calls:

No Records Found

## Ex Names History

No Records Found



**Deliveries to Russia** Stress Free Customs Clearance - Russian Freight Specialists [www.blackthornetransport.co.uk](http://www.blackthornetransport.co.uk)

**Need a Road Safety Audit?** Competitive UK wide RSA,AIP,TM work All Road Safety Audits to HD 19/03 [www.c](http://www.c)



[Ship Photos: 19](#)

[Upload a photo](#)

---

## Vessel's Wiki

[History of changes](#)

---

Ship Type: OTHER

Owner:

Manager:

Built (Year/Month): 2002/

Builder:

Hull Number:

Class:

Service Status:  
Year scrapped/lost:

---

## Tonnage & Dimensions

GT (Gross Tonnage):  
NT (Net Tonnage):  
DWT (Deadweight): 4510  
Displacement:  
LOA (Length Overall): 84  
Beam: 18  
Draft (max): 5.3  
Depth:  
Height:

---

## Ship's Communication numbers

Sat Telex:  
Sat Phone:  
Sat Fax:  
Mobile:

---

## Capacity

Holds/Tanks:  
Hatches:  
Gear:  
Bale:  
Grain:  
TEU:  
PAX:  
Cars:  
Trucks:  
RoRo Lanes Length:  
Liquid Capacity:  
Liquid Gas Capacity:  
Oil Capacity:  
Number of Pumps:  
Pumps Capacity:

---

## Engines

Number of Main Engine(s):  
Main Engine builder:  
Main Model:  
Main RPM:  
Main power: /  
Main Fuel:  
Main Consumption:

Number of Auxiliary Engine(s):  
Aux Engine builder:  
Aux Model:  
Aux RPM:  
Aux power: /  
Aux Fuel:  
Aux Consumption:

Bowthruster:  
Propeller(s):

---





## **REPORT**

**To: Harbour Board 27 April 2011**

**From: Harbour Master / Head of Service**

**Report No: P&H-11-11-F**

**Subject: Examination Panel and Technical Working Group**

### **1. Introduction**

- 1.1 This report seeks the approval of the Port Marine Safety Code Duty Holder to update the current remit and makeup of both the Examination Panel and Technical Working Group.

### **2. Links to Corporate Priorities**

- 2.1 The items included in the report lead to promoting the ideals of Sustainable Economy and Organising Ourselves Better as stated in the Corporate Plan.

### **3. Risk Management**

- 3.1 The updates proposed in this report take account of both the recent change of structure and roles within the department as well as the latest information and guidelines on the Port Marine Safety Code. Not accepting the proposed changes may leave the port open to non-conformances from the regulatory body and reduce the Council's level of defence in the event of an accident enquiry.

### **4. Working Groups**

- 4.1 The Technical Working Group and the Examination Panel are officer working groups. Both groups are answerable to the Duty Holder. The remit for each working group is stated in the Safety Management System.
- 4.2 It has been several years since the remit and membership of each group has been reviewed. In light of the change in personnel and associated responsibilities within the department some minor changes to the groups are required.
- 4.3 The proposed amended procedures and remit for each group are attached as Appendix A and Appendix B. The changes are shown in italics.

## **5 Financial Implications**

- 5.1 There are no financial implications arising from this report.

## **6 Policy and Delegated Authority**

- 6.1 The Harbour Authority has full delegated authority of the oversight and decision making in respect of the management and operation of the Council's harbour undertakings in accordance with overall Council policy, revenue budgets and the requirements of the Port Marine Safety Code, as described in section 16 of the Council's Share of Delegations. The membership and remit of the groups is a matter requiring the decision of the Harbour Board.

## **7 Recommendations**

- 7.1 I recommend that the Harbour Board approve the changes to the remit and membership of the Technical Working Group and Examination Panel, as described in Appendix A and Appendix B.

Our Reference: RM/VR RO-O P&H-11-11-F

Date: 12 April 2011

## **Technical Working Group**

### **1 Procedure Description**

- 1.1 This procedure describes the duties and functions of the Technical Working Group.

### **2 Appointment of the Technical Working Group**

- 2.1 The *Duty Holder* shall appoint a Technical Working Group comprised of:
- 2.1.1 The Head of Service (Chairman).
  - 2.1.2 The Designated Person.
  - 2.1.3 Operations Manager – Ports
  - 2.1.4 Engineering Manager - Ports
  - 2.1.5 Two Pilots elected annually by the Authorised Pilots for the Sullom Voe Harbour Area.
  - 2.1.6 A Tug Master
  - 2.1.7 A VTSO
  - 2.1.8 A member of the Launch Crew
  - 2.1.9 A representative of Sullom Voe Terminal.
  - 2.1.10 A representative of Port Users, authorised by the Chairman, and not being the same person appointed under 2.1.5.
  - 2.1.11 Additional third party members (e.g. Shipping Agents) as required.

### **3 Quorum**

- 3.1 The quorum for the Technical Working Group shall be three, one of whom must be the Head of Service.

### **4 Purpose of Group**

- 4.1 Consider, *and provide advice and recommendations to the Chairman, on any matters (which may include risk assessment) relating to the technical aspects of pilotage, vessel traffic services and navigation within, or in the approaches to, the Sullom Voe Harbour Area, and any matters that may be referred to it by the Duty Holder.*
- 4.2 *Review reports on accidents and incidents in other ports and similar operations throughout industry and, where appropriate, provide recommendations to the Chair on any recommended possible actions within the service.*
- 4.3 *Review any reports and recommendations from the Examination Panel.*
- 4.4 Meet as required by the Head of Service to consider any matters appropriate to its function.
- 4.5 Develop byelaws, directions, procedures and competence standards for port operations as required by the Port Marine Safety Code in consultation with port users.
- 4.6 Review and report on controls every two years on the SMS ability to comply with the PMSC.

## **Technical Working Group**

4.7 Regulate its proceedings.

4.8 The Head of Service will report to the Harbour Board on the findings of the Technical Working Group *and any major changes in the Safety Management System.*

### **5 Agenda and Meeting Minutes**

5.1 The agenda will be set by the Chairman.

5.2 All meetings shall be minuted and distributed to group members.

5.3 *Minutes will be approved and finalised at the following meeting.*

5.2 The chairman shall approve any distribution of minutes outwith the group.

## **Examination Panel**

### **1 Procedure Description**

- 1.1 This procedure describes the duties and functions of the Examination Panel.

### **2 Appointment of The Examination Panel**

- 2.1 The *Duty Holder* shall appoint an Examination Panel comprised of:
- 2.1.1 The Head of Service (Chairman).
  - 2.1.2 Two Pilots elected annually by the Authorised Pilots for the Sullom Voe Harbour Area.
  - 2.1.3 A representative of Sullom Voe Terminal.
  - 2.1.4 A representative of Port Users not being the same person appointed under 2.1.3.
  - 2.1.5 *Additional third party members as required by the Chair.*

### **3 Quorum**

- 3.1 The quorum for the Examination Panel shall be three, one of whom must be the Head of Service.

### **4 Purpose of Group**

- 4.1 The Examination Panel shall:
- 4.1.1 Conduct the examination of all candidates for authorisation and revalidation of *pilotage* authorisation.
  - 4.1.2 Conduct investigation into any incident involving vessels within the Sullom Voe Harbour Area or the approaches.
  - 4.1.3 *When requested by the Harbour Master or Duty Holder, investigate any incident involving vessels within, or in the approaches to, any of the ports, harbours, piers under the remit of Ports and Harbours Operations.*
  - 4.1.4 Meet as required by the Head of Service to consider any matters appropriate to its function.
  - 4.1.5 Regulate its proceedings.

### **5 Agenda and Meeting Minutes**

- 5.1 *The agenda will be set by the Chairman.*
- 5.2 All meetings shall be minuted and distributed to group members.
- 5.3 The chairman shall approve any distribution of minutes outwith the group.