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Date 6 June 2017

Dear Sir/Madam

You are invited to the following meeting:

Harbour Board
Auditorium, Museum and Archives, Hay's Dock, Lerwick
Wednesday 14 June 2017 at 2pm

Apologies for absence should be notified to Leisel Malcolmson at the above number.

Yours faithfully

Executive Manager – Governance and Law

Chair: Ms A Manson
Vice-Chair: Mr D Simpson

AGENDA

- (a) Hold circular calling the meeting as read.
- (b) Apologies for absence, if any.
- (c) Declarations of Interest - Members are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.
- (d) Confirm minutes of Harbour Board meeting held on 6 March 2017 (enclosed).

Item

1. Ports and Harbours Year End Performance 2016/17.
PH-06
2. Management Accounts for Harbour Board: 2016/17 - Draft Outturn at Quarter 4.
F-043
3. 2016/17 Pilotage Accounts – Draft Outturn.
F-042
4. 2017/18 Capital and Revenue Projects Report.
PH-07
5. Harbourmaster's Report.
PH-05



Meeting(s):	Harbour Board	14 June 2017
Report Title:	Ports & Harbours End of Year Performance Report 2016/17	
Reference Number:	PH-06-17F	
Author / Job Title:	John Smith / Acting Executive Manager Ports & Harbours	

1.0 Decisions / Action required:

- 1.1 The Harbour Board should discuss the contents of this report and make any relevant comments on the achievements of the service during 2016/17, progress against the priorities set out in the Ports & Harbours service plan, and contribute to the planning process for future years.

2.0 High Level Summary:

- 2.1 This report summarises the activity and performance of the Ports & Harbours service for 2016/17, enabling members to analyse its performance against service objectives and the Corporate Plan outcomes.

3.0 Corporate Priorities and Joint Working:

- 3.1 Effective Planning and Performance Management are key aspects of Best Value and features of “Our Plan”, the Council’s Corporate Plan 2016-2020.
- Our performance as an organisation will be managed effectively, with high standards being applied to the performance of staff and services. Poor performance will be dealt with, and good service performance will be highlighted and shared.

4.0 Key Issues:

- 4.1 Ports & Harbours share the outcomes the Infrastructure Directorate aims to deliver;
- reliably and safely deliver our day to day services that meet the needs of our customers;
 - meet our statutory requirements and deliver compliant services;
 - deliver our objectives to ensure the Corporate Plan commitments are met;
 - maintain our existing assets;
 - protect the environment and reduce the environmental impact of our activities;
 - address inequality- supporting those most in need and not making inequalities worse;
 - provide best value for the public funds invested in our services and infrastructure;

4.2 Corporate Plan Outcomes – “Our Plan”

“Our Plan” recognises that Shetland’s future prosperity is dependent on maintaining a sustainable economy. Whilst Shetland is currently in a strong position in terms of employment, earnings, output and growing population, this is likely to be affected in future as the energy industry boom passes and the public sector continues to contract.

Shetland is a group of islands and “Our Plan” identifies transport links to and from, and within, the islands as our life blood. Shetland’s ports and harbours are the conduit for much of that activity. People, products, goods and supplies go in and out of Shetland and move around the islands by sea. If we do not have the right Ports & Harbours infrastructure and services in place that cannot happen and new associated business opportunities and wealth creation cannot take place.

Economy & Housing

If we are to enjoy a strong economy with well-paid jobs we have to make sure that we have the Port infrastructure and services required to support key business sectors, especially those depending on the utilisation of local resources, meet individual and business needs and deliver economic growth.

Economy and Housing objectives detailed in “Our Plan” include:

- “We will have clarified the council’s future role in the port of Sullom Voe, and, after having taken a robust business model approach, we will be seeing the best possible returns from our investments.”
- “We have an economy that promotes enterprise and is based on making full use of local resources, skills and a desire to investigate new commercial ideas.”
- “We will be investing development funds wisely to produce the maximum benefit for Shetland’s economy.”

Community Strength

When it comes to individual communities, very often complicated socio-economic conditions exist which cannot be controlled by any one agency. As this plan is about making better use of the resources we have available, we can no longer provide money in the hope that it will fix things. Instead, we feel that a better approach would be to actively support communities to understand the reasons for the challenges they face and help build capacity to take positive steps to address them.

Community Strength objectives detailed in “Our Plan” include:

- “Communities will be making use of the provisions contained in the Community Empowerment Act, taking ownership of best use.”

Connection and access

The transport services we provide are the lifeblood of these islands. They enable us all to go about our daily business and take part in community life. Young people highlight transport as one of their top priorities, along with housing and jobs. Similarly, businesses also raise transport as a key requirement, essential to maintaining their current activity and achieving future growth.

Connection and access objectives detailed in “Our Plan” include:

- “We will have a clearer understanding of the options and the investment required to create a sustainable internal transport system over the next 50 years.”

4.3 Medium & Long Term Financial Plans – Harbour Account and Reserve Fund

The Council has powers to operate ports and harbours and this makes a significant contribution to the availability of funding to deliver Council Services. Income is generated from the fees and charges raised on users of those ports and harbour areas and accounted for in the Harbour Account.

In 1974 the UK Parliament passed the Zetland County Council Act. As well as providing powers to charge for services and facilities and for compulsory acquisition of land, the Act conferred powers on the Council of improvement, conservancy and development of the coastal area of the county and provided for the exercise of harbour jurisdiction over marine facilities. The Act also provides the Council with certain financial powers to borrow, invest and participate in business.

Under the Act the Council now operates a number of harbours around Shetland, the primary operation taking place at Sellaness (the Port of Sullom Voe).

All the harbour operations are accumulated and accounted for through the Harbour Account. All surpluses generated on the Harbour Account are transferred to the Reserve Fund – a specific Fund held within the Council’s Usable Reserves.

The Reserve Fund provided for under the Act may be applied:

- In making good to the Harbour Account any deficiency in the income of the Council from the harbour undertaking;
- In meeting any extraordinary claim or demand against the Council in respect of the harbour undertaking;
- For defraying any expenditure in connection with the harbour undertaking for which capital is properly applicable;
- For defraying expenditure to be incurred in repairing, maintaining, replacing and renewing any buildings, works, plant, vessel, equipment or article forming part of the harbour undertaking; and
- For for any other purpose which in the opinion of the Council is solely in the interests of the county or its inhabitants.

For many years the Council has drawn funds from the Reserve Fund to support the delivery of other Council Services, through a contribution equivalent to the annual surplus on the Harbour Account.

As a trading operation the Harbour Account is set up to make a return on the assets that are invested therein and to generate a surplus.

Financial modelling continues to be reviewed in light of volatile market conditions; however it remains important that certain principles are retained in terms of operating the Port of Sullom Voe for the benefit of the oil industry.

These include:

- The oil industry will never be subsidised by Shetland Council Tax payers;
- The pricing policy adopted will be full cost recovery plus a surplus, that reflects a suitable rate of return on investments;
- The surpluses generated by the Port of Sullom Voe over the period to 2050 will be at least equal to the average investment return that would be generated had the capital instead been invested with the Council's Fund Managers;
- The cost of capital investment, associated lifecycle replacement and maintenance and decommissioning will be built into the full cost of operations.
- Where tanker numbers are such that additional surpluses are generated then these should be set aside to address the future costs and in preparation for the decommissioning of the operation and income to the Council being fundamentally reduced.

The Council's Medium Term Financial Plan (MTFP) maintains a prudent approach to the surplus that can be used for supporting Service costs and that a constant surplus of approximately £6 million will be generated annually.

This will provide a continuing level of income to the General Fund Revenue Budget to support Services and provide time for a greater level of information and knowledge to be obtained to inform future financial modelling and pricing policy.

4.4 Summary of Ports & Harbours Achievements in 2016/17

Item	Actions
Overall - Management Review	<ul style="list-style-type: none"> • Management review completed and recommendations implemented, new harbourmaster in post 22nd May 2017, other appointments made, induction programme implementing.
Overall - Harbour Dues	<ul style="list-style-type: none"> • Caught shellfish landing dues reworked and payments now being received.
Port of Sullom Voe - Overall	<ul style="list-style-type: none"> • Financial targets met despite low traffic volumes • Strategic Outline Programme and Strategic Outlines Cases for Port Developments prepared. • Ongoing dialog with SVT around Harbour Operating specification. • Jetty 3 berthing dolphin "life extension" repairs agreed. • Jetty 2 "soft fender" life extension agreed.
Port of Sullom Voe – Business Development	<ul style="list-style-type: none"> • Shuttle Tanker review undertaken with Wood Mackenzie and reported to members.
Port of Sullom Voe - Future Tug Fleet requirements	<ul style="list-style-type: none"> • Multiratug 29 in service, Tirrick sold. Tug crews engaged throughout the procurement and commissioning process and enthusiastic about their new vessel which is performing well.
Port of Sullom Voe - STCW Qualifications	<ul style="list-style-type: none"> • All Tug crews and other relevant staff successfully trained to new required standard.
Scalloway Harbour – Overall and Business Development	<ul style="list-style-type: none"> • 50% increase in white fish landings, fish market now in UK top 5 • Featured and advertised in relevant publications, Skipper Expo attended, nominated for the Fishing News Awards as UK Fishing Port of the Year • Strategic Outline Case for further development prepared
Scalloway Harbour - Scalloway Fishmarket	<ul style="list-style-type: none"> • Outline Business Case approved by Council, professional advisors appointed, • Full Business Case for demolition and rebuild / extend being prepared
Small Ports - Overall	<ul style="list-style-type: none"> • Maintenance works undertaken and programme of engagement with small ports users carried out • Strategic Outline Case, including Toft Pier rebuild/demolish and

	small pier development / disposal review prepared
Small Ports - Toft Pier	<ul style="list-style-type: none"> Pier closed, interim berthing arrangements implemented, Outline Business Case in preparation.
Ferry Terminals - Overall	<ul style="list-style-type: none"> Maintenance works undertaken

4.5 Summary of Ports & Harbours Plans for 2017/18

Item	Actions	Target
BP handover at Sullom Voe Terminal to Enquest	Support handover of SVT operator by BP to Enquest	30/03/2018
Port of Sullom Voe Marketing and Business Development	Sustain and grow business in partnership with Council colleagues, BP & Enquest including Offshore Europe	30/03/2018
Port of Sullom Voe Contract Operations	Consider options for contracting out services at the Port of Sullom Voe identified during strategic review	30/03/2018
Port of Sullom Voe / Yell Sound Operating Restrictions	Review of the traffic and activity within Yell Sound, with particular examination of aquaculture exclusion policy	30/03/2018
2017/18 Port of Sullom Voe Maintenance Works	Maintain port operation and plan for medium / long term infrastructure requirements	30/03/2018
Tanker Jetty 3 "Life Extension" - Berthing Dolphin Works	Renovate concrete on Jetty 3 berthing dolphins	31/10/2017
Tanker Jetty 2 "Life Extension" - Soft Fenders	Procure replacement Jetty 2 berthing fenders	30/03/2018
MultraTug 29 In Service	Bring MultraTug 29 into service and establish that she fully meets our performance requirements.	30/05/2017
MultraTug 29 Purchase Option	Consider MT29 purchase options and recommend preferred option to Council.	30/08/2017
Procurement of 2 nd Tug Progressed.	Consider 2 nd replacement Tug options / sale of Tug Shalder and report appraisal to Council.	30/08/2017
Sale of Tug Tirrick.	Complete sale of Tug Tirrick	30/05/2017
Vessel Traffic Services Radar and Comms Upgraded	New system installed and operational	31/12/2017
Gluss Leading Lights Replaced	New equipment installed and operational	31/10/2017
Review and update of Harbour Dues	Annual update, particular focus on future Oil export volumes, Aquaculture charges and small boat users.	30/03/2018
2017/18 Small Pier and Terminal Maintenance Works, (including Scalloway routine maintenance)	Maintain small port operation and structures and plan for medium / long term infrastructure requirements	30/03/2018
Medium Term Small Port Development / Rationalisation	Consider general and individual for life extension / redevelopment / rationalisation options for small harbours and piers.	30/03/2018
Medium Term Ferry Terminal Development / Maintenance	Consider general and individual options for life extension / redevelopment / extended maintenance of terminals.	30/03/2018
Scalloway Fishmarket	Agree option for redevelopment and progress project	30/4/2019

Redevelopment		
Scalloway and Small Ports Marketing and Business Development	Sustain and grow business at Scalloway and the other small piers and harbours owned and operated by the Council.	30/03/2018
Scalloway Harbour Development Opportunities	Investigate and report on user needs and development opportunities at Scalloway Harbour.	30/03/2018

4.6 Risk and Service Challenges

Performance monitoring and performance reporting must also consider the areas of risk arising from our operations, the challenges the service faces, actions and projects which have not progressed as planned and where we don't meet Performance Indicator Benchmarks:

- Although 2016/17 saw a significant rise in income and contribution to reserves, 2017/18 will be very challenging to match as east of Shetland production declines. Clair Ridge and associated tanker movements will not come on stream until 2018/19; **Corrective Action:** Monitor costs and consider carry forward contingency;
- While the updated management structure and arrangements have been implemented, they will require significant time to bed in and become fully resilient **Corrective Action** Careful induction and familiarisation programme and continued availability of support arrangements;
- The handover of SVT operation from BP to Enquest will mean change from an arrangement which has been in place for some 40 years with associated risk as well as opportunity. **Corrective Action-** Close communications to be established with Enquest and active involvement in relevant handover work streams.

4.7 The Service Risk Register in Appendix B sets out the main risks which might prevent Ports & Harbours from achieving its objectives in 4.1. The Harbour Board should consider whether additional control measures could be applied to reduce the risk of circumstances giving rise to a negative impact on service performance.

5.0 Exempt and/or confidential information:

5.1 None

6.0 Implications : <i>Identify any issues or aspects of the report that have implications under the following headings</i>	
6.1 Service Users, Patients and Communities:	Effective performance management and continuous improvement are important duties for all statutory and voluntary sector partners in maintaining appropriate services for the public. The service uses a range of customer engagement forums, customer feedback and complaint analysis to drive service change and service improvement.
6.2 Human Resources and Organisational Development:	There are a number of actions in this service plan with staffing implications. Care is taken to ensure that staff are involved and informed about changes that might affect them, that Human Resources are closely involved and that relevant Council policies are followed. Ensuring staff feel valued and supported especially through periods of challenge and change is a key consideration for the Ports & Harbours management team.
6.3 Equality, Diversity and Human Rights:	The service uses Equalities Impact assessment to ensure its services are supporting those most in need and not making inequalities worse;
6.4 Legal:	Ports & Harbours delivers statutory services, monitoring performance provides assurance that statutory requirements are met and the Council complies with its duties. Legal advice and assistance is mainly provided in-house but specialist external marine legal assistance is procured when required.
6.5 Finance:	The actions, measures and risk management described in this report for 2016/17 have been delivered within approved budgets.
6.6 Assets and Property:	Professional Ports & Harbours staff manage a range of high value assets used to provide service, including the Tug Fleet and Tanker Jetties at the Port of Sullom Voe. A number of the actions in the Ports & Harbours service plan relate to maintenance and replacement of these assets for the delivery of commercial services. Capital Programme staff are closely involved in that capital planning and procurement.
6.7 ICT and new technologies:	No corporate ICT issues at this time, however the new Vessel Traffic Services Port Information system utilises a complex mix of Radar, AIS, radio and other communications technology.
6.8 Environmental:	The Infrastructure Directorate leads the delivery of the Council's Carbon Management Plan and delivers a programme of works to reduce energy usage across the Council's assets including those managed by Ports & Harbours.
6.9 Risk Management:	Embedding a culture of continuous improvement and customer focus are key aspects of the Council's improvement activity. Effective performance management is an important component of that which requires the production and consideration of these reports. Failure to deliver and embed this increases the risk of

	<p>the Council working inefficiently, failing to focus on customer needs and being subject to negative external scrutiny.</p> <p>Risk management is a key component of the performance cycle and Ports & Harbours service actions seek to strike a balance between the pursuit of priorities and management of service risks.</p>	
6.10 Policy and Delegated Authority:	<p>Harbour Board</p> <p>Strategic oversight and direction in all aspects of the operation of the Council's harbour undertaking in accordance with overall Council policy and the requirements of the Port Marine Safety Code.</p> <p>Act as Duty Holder required by the Port Marine Safety Code and ensure that the necessary management and operational mechanisms are in place to fulfil that function.</p> <p>Consider all development proposals and changes of service level within the harbour undertaking; including dues and charges, and make appropriate recommendations to the Council</p>	
6.11 Previously considered by:	None	

Contact Details:

John Smith, Acting Executive Manager Ports & Harbours,
jrsmith@shetland.gov.uk
9th May 2017

Appendices:

Appendix A –Performance Indicators
Appendix B– Risk Register

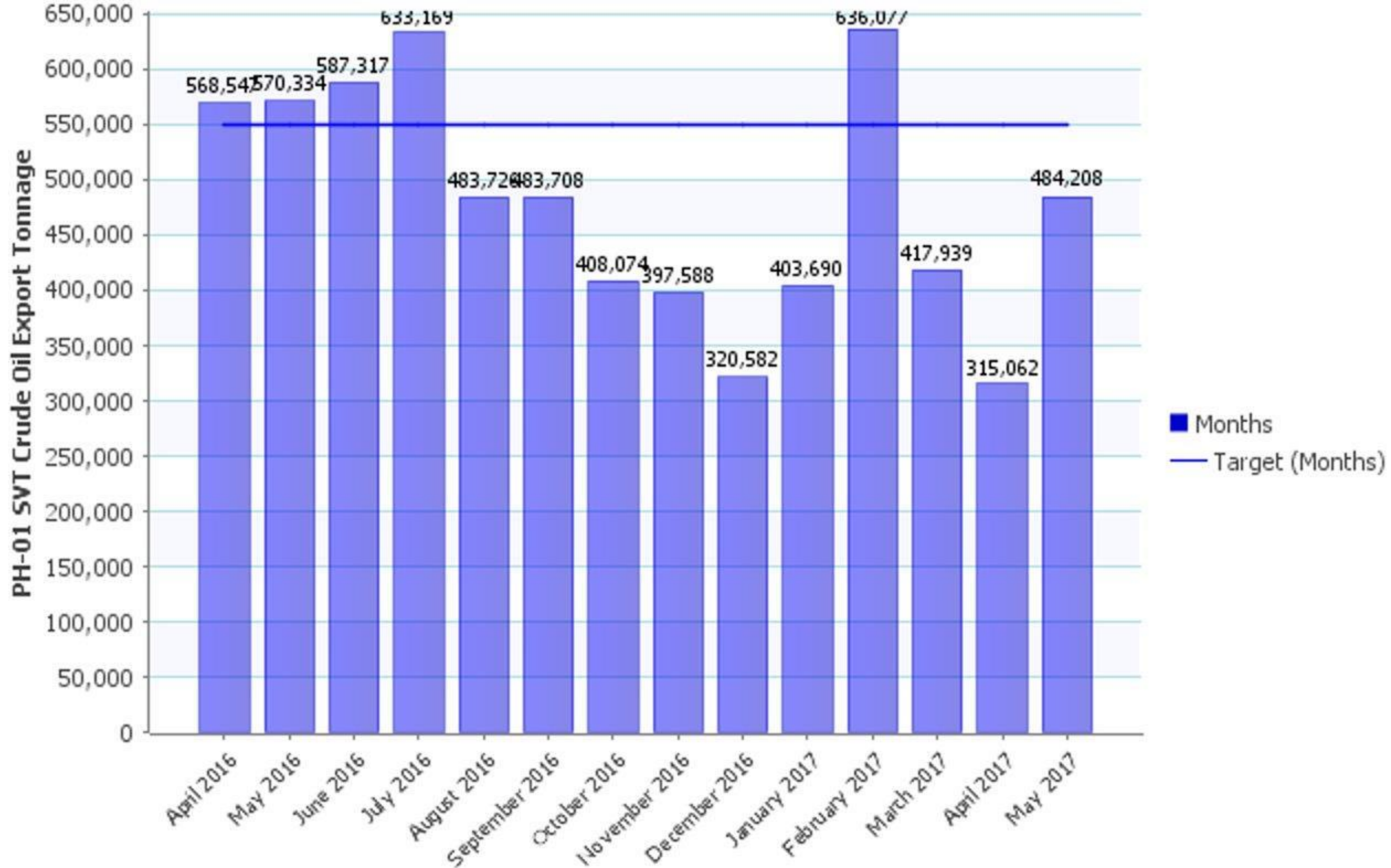
Background Documents:

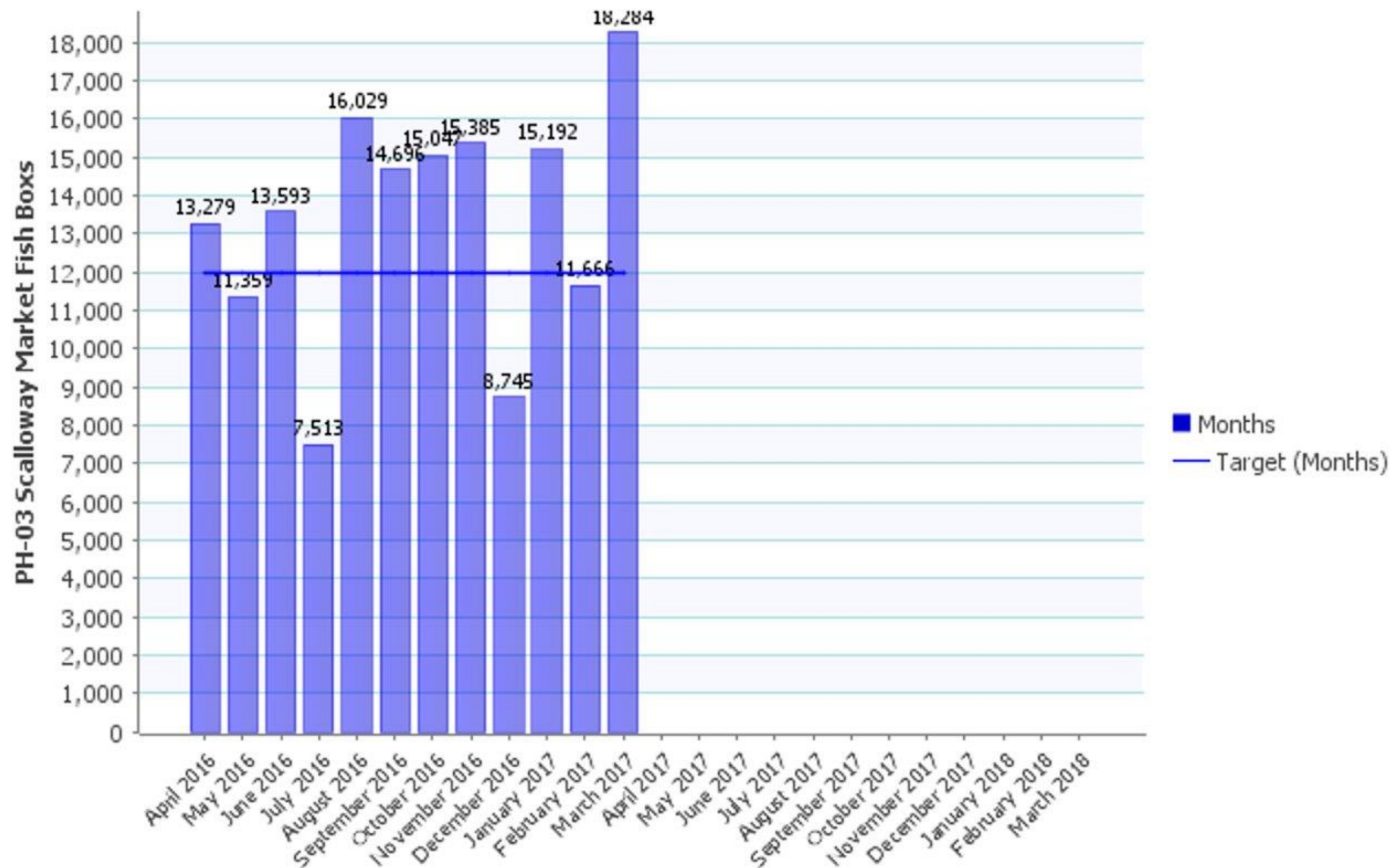
Our Plan 2016-2020

Medium Term Financial Strategy

[Infrastructure Services Directorate Plan 2016/17](#)

Ports & Harbours Service Plans 2016/17 and 2017/18





Risk Assessment

Category

Corporate Plan

Operational

C6. Economy and Housing - Sullom Voe Future

Risk & Details	Current			Current and Planned Control Measures	Controlled			Responsible Officer
	Likelihood	Impact	Risk Profile		Likelihood	Impact	Risk Profile	
P0050 - Policies - effect of Failure to plan for the future investment required in infrastructure replacement, repairs or maintenance	Possible 3	Major 4	High 12	<ul style="list-style-type: none"> SIC Borrowing policy and strategy agreed in December 2013, fleet review ongoing, Infrastructure asset replacement... strategy in place and climate change planning being undertaken. <i>In Progress</i> (0% complete) 	Unlikely 2	Significant 3	Medium 6	John Smith
P0052 - Economic - Other Engagement and contribution to the transfer of SVT operations from BP to Enquest	Possible 3	Significant 3	Medium 9	<ul style="list-style-type: none"> Appropriate engagement in handover workstreams <i>In Progress</i> (0% complete) 	Unlikely 2	Minor 2	Low 4	John Smith

Risk Assessment

Category

Corporate Plan

Operational

F13. Our "20 By '20" - Workforce Planning

Risk & Details	Current			Current and Planned Control Measures	Controlled			Responsible Officer
	Likelihood	Impact	Risk Profile		Likelihood	Impact	Risk Profile	
P0032 - Industrial action Current terms and conditions being reviewed and negotiated for launch crew Tugs still not in Single Status - kept under review but not likely to be tenable in the longer term	Unlikely 2	Significant 3	Medium 6	<ul style="list-style-type: none"> Council HR Management arrangements in place, effective workforce development <i>In Progress</i> (12% complete) 	Rare 1	Minor 2	Low 2	John Smith

Risk Assessment

Category

Corporate Plan

Operational

F5. Our "20 by '20" - Standards of Governance

Risk & Details	Current			Current and Planned Control Measures	Controlled			Responsible Officer
	Likelihood	Impact	Risk Profile		Likelihood	Impact	Risk Profile	
P0001 - Escape of pollutant Pollution incident from shore or operations, collision, grounding, uncontrolled release from vessels.	Rare 1	Major 4	Medium 4	<ul style="list-style-type: none"> Safety Management System, Vessel Traffic Service, Compulsory pilotage, Qualified and competent staff.... robust emergency response plan <i>Audited - Effective (0% complete)</i> 	Rare 1	Significant 3	Low 3	Brian Dalziel
P0005 - Staff number/skills shortage Service relies on a range of specialist staff with different skills, experience and qualifications	Likely 4	Significant 3	High 12	<ul style="list-style-type: none"> Workforce planning project, restructure being implemented. <i>In Progress (0% complete)</i> 	Unlikely 2	Minor 2	Low 4	John Smith
P0009 - Storm, Flood, other weather related, burst pipes etc Severe weather stops staff getting to/from place of work	Rare 1	Significant 3	Low 3	<ul style="list-style-type: none"> Adverse weather policy, Business continuity plans in place <i>In Progress (0% complete)</i> 	Rare 1	Minor 2	Low 2	John Smith
P0022 - Loss of IT facilities ICT link is between Sellaness and Lerwick, and had been known to fail for up to two days. Service relies on ICT link for email, forecasts, etc to deliver service to customers safely, communicate with customers etc Link is now fibre optic with an ADSL back-up - likely more robust than previous infrastructure. Servers are in Lerwick with local expertise for breakdowns etc.	Possible 3	Significant 3	Medium 9	<ul style="list-style-type: none"> Adverse weather policy, Business Continuity Plans in Place <i>In Progress (0% complete)</i> 	Unlikely 2	Minor 2	Low 4	John Smith
P0026 - Fire, lightning, aircraft, explosion Loss of facilities due to fire or other	Rare 1	Major 4	Medium 4		Rare 1	Significant 3	Low 3	John Smith

Risk Assessment

Category

Corporate Plan

Operational

F5. Our "20 by '20" - Standards of Governance

Risk & Details	Current			Current and Planned Control Measures	Controlled			Responsible Officer
	Likelihood	Impact	Risk Profile		Likelihood	Impact	Risk Profile	
incident				<ul style="list-style-type: none"> SMS, Business Continuity Planning, Fire Risk Assessment <i>In Progress</i> (0% complete) 				
P0028 - Terrorism/Activists Port services cover a large geographic, dispersed area which cannot have 24 hour security. Ships are often unmanned	Rare 1	Major 4	Medium 4	<ul style="list-style-type: none"> SMS, ISPS, BP's security plan, SIC business continuity plan and approved security plan <i>In Progress</i> (0% complete) 	Rare 1	Major 4	Medium 4	Andrew Inkster
P0030 - Professional Errors and Omissions Professional error of judgement anywhere in ports and harbours.	Rare 1	Major 4	Medium 4	<ul style="list-style-type: none"> Training, Workforce Development, Audit <i>In Progress</i> (0% complete) 	Rare 1	Minor 2	Low 2	John Smith
P0048 - Breach of Legislation - Data Protection, Human Rights, Employment Practice, Health and Safety etc Failure to deliver a statutory duty or comply with legislation including EU procurments legislation, Carbon reduction	Possible 3	Significant 3	Medium 9	<ul style="list-style-type: none"> Awareness raising, training and monitoring in place, staff have a better understanding of requirements, more pre-planning for... large expenditure Development of Carbon management plan and climate change planning. Comply with procedures. <i>In Progress</i> (0% complete) 			0	John Smith
P0051 - Accidents /Injuries - Staff/Pupils/ Clients/Others Safe Operations - Ports and Harbours delivers a range of heavy engineering and transport services.	Likely 4	Major 4	High 16		Unlikely 2	Significant 3	Medium 6	John Smith

Risk Assessment

Category

Corporate Plan

Operational

F5. Our "20 by '20" - Standards of Governance

Risk & Details	Current			Current and Planned Control Measures	Controlled			Responsible Officer
	Likelihood	Impact	Risk Profile		Likelihood	Impact	Risk Profile	
				<ul style="list-style-type: none"> Health and Safety systems, safe systems of work in place, restructure being implemented which will ensure permanent staff are... appointed to significant posts which impact on management of health and safety. Risk Assessments and Hazard Identification systems are in place. <i>In Progress (0% complete)</i> 				

Risk Assessment

Category

Corporate Plan

Operational

F7. Our "20 By '20" - Procurement

Risk & Details	Current			Current and Planned Control Measures	Controlled			Responsible Officer
	Likelihood	Impact	Risk Profile		Likelihood	Impact	Risk Profile	
P0035 - Failure of Key supplier Port operations rely on various suppliers and services including fuel, key components, sub-contractors	Possible 3	Major 4	High 12	<ul style="list-style-type: none"> Financial Controls, existing council procedures in place <i>In Progress</i> (0% complete) 	Unlikely 2	Minor 2	Low 4	John Smith

Risk Assessment

Category

Corporate Plan

Strategic

C6. Economy and Housing - Sullom Voe Future

Risk & Details	Current			Current and Planned Control Measures	Controlled			Responsible Officer
	Likelihood	Impact	Risk Profile		Likelihood	Impact	Risk Profile	
P0016 - Loss of revenue/income Loss of income from downturn in business	Possible 3	Major 4	<div>High</div> 12	<ul style="list-style-type: none"> Budget controls, monthly monitoring, ongoing attention to markets, working with customers to maintain demand. <i>In Progress (0% complete)</i>	Possible 3	Significant 3	<div>Medium</div> 9	John Smith



Meeting(s):	Harbour Board	14 June 2017
Report Title:	Management Accounts for Harbour Board: 2016/17 - Draft Outturn at Quarter 4	
Reference Number:	F-043-F	
Author / Job Title:	Jonathan Belford, Executive Manager - Finance	

1.0 Decisions / Action required:

1.1 The Harbour Board RESOLVES to

- NOTE the Management Accounts showing the draft outturn position at Quarter 4; and
- NOTE the proposed capital budget carry-forwards which will be included in the overall Draft Outturn report to be presented for approval at Policy & Resources Committee on 19 June 2017.

2.0 High Level Summary:

- 2.1 The purpose of this report is to enable the Harbour Board to monitor the financial performance of services within its remit. This report details the draft outturn position for 2016/17 for revenue and capital, and will be subject to the final accounting and audit adjustments as part of the year end accounts process.
- 2.2 The draft revenue outturn position for Ports & Harbours Operations is an increase in surplus of £841k (8%), which means that the budgeted surplus to reserves has been achieved.
- 2.3 The draft capital outturn position for Ports & Harbours Operations is an underspend of £2.105m, with a requirement for budget carry-forward for slippage of £1.726m to 2017/18 resulting in a final underspend position of £380k (13%).
- 2.4 The draft outturn position for the throughput income from Shetland Gas Plant is an increase in income of £252k (36%) above budget.
- 2.5 See appendices 1 and 2 attached for detailed information on the revenue and capital draft outturn position.

3.0 Corporate Priorities and Joint Working:

- 3.1 There is a specific objective in the Corporate Plan that the Council will have excellent financial management arrangements to ensure that it continues to keep a balanced and sustainable budget, and is living within its means; and that the Council continues to pursue a range of measures which will enable effective and

successful management of its finances over the medium to long term. This involves correct alignment of the Council's resources with its priorities and expected outcomes, and maintaining a strong and resilient balance sheet.	
4.0 Key Issues:	
4.1	On 10 February 2016 (SIC Min Ref: 2/16) the Council approved the 2016/17 revenue and capital budgets for the Council (including the General Fund, Harbour Account, Housing Revenue Account and Spend to Save) requiring a draw from reserves of £8.106m.
4.2	This report forms a part of the financial governance and stewardship framework which ensures that the financial position of the Council is acknowledged, understood and quantified on a regular basis. It provides assurance to the Corporate Management Team and the Board that resources are being managed effectively and allows corrective action to be taken where necessary.
5.0 Exempt and/or confidential information:	
5.1	None
6.0 Implications : <i>Identify any issues or aspects of the report that have implications under the following headings</i>	
6.1 Service Users, Patients and Communities:	Any impacts on service users and communities in relation to the actions and service provision in this report will be included in the Ports & Harbours Performance Management report also presented at this meeting.
6.2 Human Resources and Organisational Development:	Any HR and organisational development implications in relation to the actions and service provision in this report will be included in the Ports & Harbours Performance Management report also presented at this meeting.
6.3 Equality, Diversity and Human Rights:	Any implications in relation to the actions and service provision in this report will be included in the Ports & Harbours Performance Management report also presented at this meeting.
6.4 Legal:	The Council's Financial Regulations state that the Executive Manager – Finance has a responsibility to ensure that detailed monitoring by Directors and Executive Managers is carried out and that the Council will determine the reporting content, timescale, frequency and receiving committee(s) required for monitoring statements and the Executive Manager – Finance will be responsible for ensuring compliance with this.
6.5 Finance:	<p>The 2016/17 Council budget does not require a draw on reserves in excess of the returns that the fund managers can make on average in a year, and therefore demonstrates that the Council is living within its means. To achieve this, a one-off underspend from the 2015/16 budget has been used to balance the General Fund.</p> <p>For every £1m of reserves spent in excess of a sustainable level</p>

	<p>will mean that the Council will have to make additional savings of £73k each year in the future as a result of not being able to invest that £1m with fund managers to make a return.</p> <p>It is therefore vital that the Council delivers its 2016/17 budget, and this report demonstrates that Ports & Harbours Operations have achieved this.</p>
6.6 Assets and Property:	Any implications in relation to the actions and service provision in this report will be included in the Ports & Harbours Performance Management report also presented at this meeting.
6.7 ICT and new technologies:	Any implications in relation to the actions and service provision in this report will be included in the Ports & Harbours Performance Management report also presented at this meeting.
6.8 Environmental:	Any implications in relation to the actions and service provision in this report will be included in the Ports & Harbours Performance Management report also presented at this meeting.
6.9 Risk Management:	<p>There are numerous risks involved in the delivery of services and the awareness of these risks is critical to successful financial management.</p> <p>From a financial perspective, risks are an integral part of planning for the future, as assumptions are required to be made. These assumptions can be affected by many internal and external factors, such as supply and demand, which may have a detrimental financial impact.</p> <p>The main financial risks for services under the Board's remit are:</p> <ul style="list-style-type: none"> • any reduction in tanker traffic at Sullom Voe; • reliance on oil and gas prices for the throughput element of the rental agreement for both Sullom Voe Terminal and the Shetland Gas Plant; and • increasing maintenance requirements on ageing tugs and other port infrastructure. <p>This report is part of the framework that provides assurance, or recognition of any deviation from the budget that may place the Council in a financially challenging position and requires remedial action.</p> <p>A strong balance sheet and the availability of usable reserves ensures that the Council is prepared for significant unforeseen events.</p> <p>Any draw on reserves beyond the Council's sustainable level would have an adverse impact on the level of returns from the Council's long-term investments. This situation would require to be addressed quickly to ensure no long term erosion of the investments.</p> <p>The figures presented in this report are subject to final</p>

	accounting and audit adjustments as part of the year end accounts process and as such there is a risk that the outturn position will be amended following this process.	
6.10 Policy and Delegated Authority:	Section 2.1.2(3) of the Council's Scheme of Administration and Delegations states that the Board may exercise and perform all powers and duties of the Council in relation to any function, matter, service or undertaking delegated to it by the Council. The Council approved both revenue and capital budgets for the 2016/17 financial year. This report provides information to enable the Board to ensure that the services within its remit are operating within the approved budgets.	
6.11 Previously considered by:	n/a	n/a

Contact Details:

Brenda Robb, Management Accountant, brenda.robbs@shetland.gov.uk, 31 May 2017

Appendices:

Appendix 1 - Harbour Board Draft Revenue Outturn Position for 2016/17

Appendix 2 - Harbour Board Draft Capital Outturn Position for 2016/17

Background Documents:

SIC Budget Book 2016-17, SIC 10 February 2016

<http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=18870>

Harbour Board

1. Draft Revenue Outturn Position 2016/17

Projected Outturn Variance at Quarter 3 (Adv)/Pos £000	Service Area	Revised Annual Budget at Quarter 4 £000	Draft Outturn at Quarter 4 £000	Budget v Draft Outturn Variance at Quarter 4 (Adv)/Pos £000
(739)	Sullom Voe	(9,350)	(8,959)	(391)
(102)	Scalloway	145	(48)	193
146	Other Piers	823	240	583
378	Terminals	(1,951)	(2,407)	456
(317)	Ports & Harbours Operations	(10,332)	(11,173)	841
59	Shetland Gas Plant	(693)	(945)	252
(258)	Overall Total	(11,025)	(12,118)	1,092

The projected outturn variance figures at quarter 3 are included above for reference.

The main reasons for the changes from the quarter 3 projected outturn variance to the quarter 4 draft outturn position are tendering delays on engineering capital projects.

An explanation for the main variances by service is set out below:

1.1 Sullom Voe – adverse variance (£391k) (4%)

This main reasons for the variance are:

- reduced tanker income due to a Clair platform pollution incident, offshore maintenance and adverse weather impacting on the number of tankers (£1m);
- extended drydocks required on Tugs due to unanticipated extensive additional works which were only identified once the vessels went into drydock (£847k);
- additional overtime for Towage crews due to extended drydocks and training required for the new chartered tug vessel (£196k);
- strong competition and depressed prices have resulted in no ship to ship business (£120k);
- additional consultants' costs for shuttle tanker study which is part of approved Port Strategic Review project (Min Ref: 65/15) (£86k);

- additional overtime costs for Marine Officers for current operation until negotiations on future shipping needs and terminal operating hours have been established (£64k); offset by
- reduction in funding requirement from revenue for the capital VTS radar replacement project which is delayed until 2017/18 due to delay in tendering process £1m; and
- additional income specifically budgeted to meet prior year losses £967k;

1.2 Scalloway – positive variance £193k (133%)

The main reasons for this variance are:

- reduction in funding requirement from revenue for the Old Fishmarket Quay West pile repairs project which has slipped due to tendering delays £166k;
- additional dues on fish, salmon and shellfish landings due to general increase in fishing industry activity during the year £162k;
- slippage on Scalloway Fishmarket rebuild for professional fees which will be required in 2017/18 £93k; offset by
- reduced harbour dues for loss of accommodation vessel earlier than anticipated; and reduction in oil related vessels visiting the port in current climate (£218k).

1.3 Other Piers - positive variance £583k (71%)

This variance is due to:

- slippage on the Baltasound Old Pier pile repairs due to tendering delays £242k;
- saving on the Cullivoe Original Finger Pier repairs due to lower tender price than anticipated £136k;
- additional dues on fish and salmon landings at Cullivoe in line with general increase in fisheries industry activity £170k.

1.4 Terminals – positive variance £456k (23%)

This variance is comprised of:

- reduction in funding requirement from revenue for the capital terminal painting works for Toft, Ulsta, Hamarsness which are being postponed to future years as they are in better condition than originally anticipated £410k;
- repair and maintenance works at Ulsta ferry terminal delayed due to contractor availability and adverse weather £82k; offset by
- additional repairs to the Gutcher ferry terminal following damage caused to the fenders when the ferry vessel struck the quay in high winds (£61k).

1.5 Shetland Gas Plant – positive variance £252k (36%)

This variance is due to increased throughput income related to the recent increase in the gas price.

Harbour Board

2. Draft Capital Outturn Position 2016/17

Overall Projected Outturn Variance Quarter 3 (Adv)/ Pos £000	Service	Revised Annual Budget at Quarter 4 £000	Draft Outturn at Quarter 4 £000	Budget v Draft Outturn Variance Quarter 4 (Adv)/ Pos £000	Slippage required in 2017/18 £000	Overall Draft Outturn Variance Quarter 4 (Adv)/ Pos £000
461	Ports & Harbours Operations	3,008	903	2,105	1,726	380
461	Total Controllable Costs	3,008	903	2,105	1,726	380

The projected outturn variance figure at quarter 3 is included above for reference.

2.1 Ports & Harbours Operations – projected outturn variance £380k (13%)

An explanation for the significant variances are detailed below:

- Terminal life extension and refurbishment works rescheduled to future years as required, on completion of detailed condition surveys £263k; and
- Cullivoe original finger pier tender price less than budgeted £90k.

Slippage

A total of £1.726m will be slippage into 2017/18 as follows:

- Tendering delays on purchase of the VTS radar replacement, contract to be issued by June 2017 £1m;
- Baltasound Old Pier pile repairs slippage due to pressure of other work £242k;
- Scalloway Quay West pile repairs due to delay in the tendering process £166k;
- Gluss lights project re-aligned with the VTS contract in 2017/18 whilst specialist resources are on site £120k;
- design of Scalloway Fishmarket will continue into 2017/18 £132k;
- ferry terminal disabled access and security works will be continued in 2017/18 due to lack of resources in the current year and to align with other planned refurbishment works £42k;
- outstanding plant still to be purchased £19k; and
- final outstanding costs of Cullivoe Original Finger Pier project £5k.



Meeting(s):	Harbour Board	14 June 2017
Report Title:	2016/17 Pilotage Accounts – Draft Outturn	
Reference Number:	F-042-F	
Author / Job Title:	Jonathan Belford, Executive Manager - Finance	

1.0 Decisions / Action required:

- 1.1 The Harbour Board RESOLVES to NOTE the Pilotage Accounts showing the draft outturn position at Quarter 4.

2.0 High Level Summary:

- 2.1 The purpose of this report is to enable the Harbour Board to monitor the financial performance of the pilotage services provided by the Council.
- 2.2 This report presents the draft outturn position for 2016/17 as at the end of the fourth quarter.
- 2.3 The draft outturn position is a reduction in net surplus of £79k (6%) against net income budget of £1.330m which results in a net surplus of £1.251m.
- 2.4 The draft outturn Pilotage Accounts for 2016/17 are attached as Appendix 1 to this report.

3.0 Corporate Priorities and Joint Working:

- 3.1 It is a corporate priority to ensure that the Council has excellent financial management arrangements.

4.0 Key Issues:

- 4.1 There is a requirement to prepare accounts relating to pilotage under Section 14 of the Pilotage Act 1987. The details of what must be included in these accounts are set out in regulations (The Statutory Harbour Undertakings (Pilotage Accounts) (Regulations) 1988, SI 1988/2216).
- 4.2 The accounts must show the details of revenue from pilotage charges and the use of pilotage exemption certificates; and total expenditure incurred in providing the service of a pilot, providing, maintaining and operating any pilot boats and administrative or other associated costs.

5.0 Exempt and/or confidential information:

- 5.1 None

6.0 Implications :	
6.1 Service Users, Patients and Communities:	None
6.2 Human Resources and Organisational Development:	None
6.3 Equality, Diversity and Human Rights:	None
6.4 Legal:	The Council has statutory obligations to keep separate accounts in respect of the harbour undertaking and also separate pilotage accounts. Section 3(1) of the ZCC Act states that the harbour undertaking means "the harbour undertaking for the time being of the Council authorised by this Act". This means that the harbour undertaking must be considered only in terms of what the Council is authorised or duty bound to do under the ZCC Act. Pilotage is part of the harbour undertaking and income and expenditure is accounted for accordingly.
6.5 Finance:	<p>The draft outturn position is a reduction in net surplus of £79k against annual budget.</p> <p>The main reason for the variance is reduced income for boarding & landing and pilotage dues at Sullom Voe due to a reduction in tanker numbers relating to a Clair Platform pollution incident, offshore maintenance shutdowns and adverse weather.</p>
6.6 Assets and Property:	None
6.7 ICT and new technologies:	None
6.8 Environmental:	None
6.9 Risk Management:	<p>Failure to keep Pilotage Accounts would place the Council in breach of its legal duties.</p> <p>The figures presented in this report are subject to final accounting and audit adjustments as part of the year end accounts process and as such there is a risk that the outturn position will be amended following this process.</p>
6.10 Policy and Delegated	Section 2.1.2(3) of the Council's Scheme of Administration and Delegations states that the Board may exercise and perform all

Authority:	powers and duties of the Council in relation to any function, matter, service or undertaking delegated to it by the Council; more specifically referred to in paragraph 2.7.	
6.11 Previously considered by:	n/a	n/a

Contact Details:

Brenda Robb, Management Accountant, 744690, brenda.robbs@shetland.gov.uk, 31 May 2017

Appendices:

Appendix 1 – 2016/17 Pilotage Accounts Draft Outturn

Background Documents:

None

2016/17 Pilotage Accounts - Draft Outturn at Quarter 4

F-042 - Appendix 1

	Sullom Voe			Scalloway			Overall		
	Annual Budget	Actual Outturn	Variance (Adv)/Fav	Annual Budget	Actual Outturn	Variance (Adv)/Fav	Annual Budget	Actual Outturn	Variance (Adv)/Fav
Charges in respect of :	£	£	£	£	£	£	£	£	£
Boarding & Landing	-723,184	-676,649	(46,535)	-11,192	-11,453	261	-734,376	-688,102	(46,274)
Pilotage Services provided as authorised by section 10(1) of the Use of PEC issued as authorised by section 10(3) of the Pilotage Act 1987	-1,815,639	-1,761,956	(53,683)	-35,000	-21,356	(13,644)	-1,850,639	-1,783,312	(67,327)
	0	0	0	0	0	0	0	0	0
TOTAL INCOME	-2,538,823	-2,438,605	(100,218)	-46,192	-32,809	(13,383)	-2,585,015	-2,471,414	(113,601)
Boarding & Landing	404,663	410,771	(6,108)	3,157	3,141	16	407,820	413,912	(6,092)
Pilotage	641,228	643,155	(1,927)	28,927	19,763	9,164	670,155	662,918	7,237
Sub-Total Employee Costs	1,045,891	1,053,926	(8,035)	32,084	22,904	9,180	1,077,975	1,076,830	1,145
Boarding & Landing	12,481	9,117	3,364	1,510	1,397	113	13,991	10,514	3,477
Pilotage	4,596	2,335	2,261	94	0	94	4,690	2,335	2,355
Sub-Total Supplies & Services	17,077	11,452	5,625	1,604	1,397	207	18,681	12,849	5,832
Boarding & Landing	52,074	56,515	(4,441)	5,899	12,553	(6,654)	57,973	69,068	(11,095)
Pilotage	4,139	1,867	2,272	22	0	22	4,161	1,867	2,294
Sub-Total Transport & Mobile Plant	56,213	58,382	(2,169)	5,921	12,553	(6,632)	62,134	70,935	(8,801)
Boarding & Landing	22,005	17,754	4,251	2,384	523	1,861	24,389	18,277	6,112
Pilotage	196	0	196	4	0	4	200	0	200
Sub-Total Property & Fixed Plant	22,201	17,754	4,447	2,388	523	1,865	24,589	18,277	6,312
Meeting Liabilities under Part III of the Act	0	0	0	0	0	0	0	0	0
Boarding & Landing	13,299	12,308	991	79	5,350	(5,271)	13,378	17,658	(4,280)
Pilotage	53,577	23,515	30,062	4,300	365	3,935	57,877	23,880	33,997
Sub-Total Admin and Other Costs	66,876	35,823	31,053	4,379	5,715	(1,336)	71,255	41,538	29,717
TOTAL EXPENDITURE	1,208,258	1,177,337	30,921	46,376	43,092	3,284	1,254,634	1,220,429	34,205
NET TOTAL	-1,330,565	-1,261,268	(69,297)	184	10,283	(10,099)	-1,330,381	-1,250,985	(79,396)



Meeting(s):	Harbour Board	14 June 2016
Report Title:	2017/18 Capital and Revenue Projects Report	
Reference Number:	PH-07-17F	
Author / Job Title:	Andrew Inkster Team Leader – Port Engineering	

1.0 Decisions / Action required:

- 1.1 That the Harbour Board discuss and highlight any areas of concern and note the content of the report and areas of progress made.

2.0 High Level Summary:

- 2.1 This report updates the Board on the significant engineering projects for Ports & Harbours Operations during the financial year 2017/18.

3.0 Corporate Priorities and Joint Working:

- 3.1 Prioritised spending on maintaining our existing assets is a key part of the Corporate Plan and Medium Term Financial Plan.

By ensuring that our facilities are safe, well managed and fit for purpose, we can ensure that service users experience excellent standards of customer care.

4.0 Key Issues:

- 4.1 In addition to its routine annual maintenance plans and regimes, Ports and Harbours has an interest in the following significant projects for the 2017/18 financial year:

4.1.1 Scalloway Fish Market

The existing Market is still operational, but there are a number of systems and building elements which are giving significant cause for concern. Of prime concern is the chilling system.

Should this system fail, significant disruption to service users will be experienced, whilst alternative facilities are identified and made available.

Proposals for a new market are being considered, and these proposals are covered in a separate report to the Board.

4.1.2 Sullom Voe VTS Radar Replacement Contract.

This contract will see the replacement of the radar scanner stations at Sella Ness, Brough and Vats Houllands, along with necessary upgrades to

communications and monitoring software and equipment in the Sella Ness VTS centre.

In line with EU procurement regulations, standstill letters have been issued to all Tenderers, advising them that the Council intends to conclude a contract with Xanatos Marine for the supply and installation of the new system.

It is anticipated that the equipment will be installed and commissioned in late 2017.

4.1.3 Tug Jetty Cathodic Protection Renewal

Funding was allocated in 2017/18 for the installation of a replacement cathodic protection system on the Tug Jetty .However, due to the unusual design of this Jetty, in comparison to most other SIC small Ports, further detailed examination of the structure and system design has become necessary.

Further underwater inspection has been carried out to inform this design process, and work continues to ascertain which type of CP system will best protect the structure in future years.

Whilst this design work will continue, it is likely that some or all of the installation work will slip into next financial year, depending on the final design criteria.

4.1.4 Sheet Pile Repairs, Scalloway Harbour

A section of steel sheet piled quay wall on the West side of Scalloway harbour will be refaced using reinforced concrete panels and steel columns. The work is being carried out by Ocean Kinetics Ltd, and is due for completion during Summer 2017.

4.1.5 Cathodic Protection, Scalloway Harbour East

The installation of sacrificial cathodic protection anodes will take place on the East Finger Pier and Fish Market quay areas of Scalloway Harbour. It is anticipated that this work will be completed before the end of this financial year.

4.1.6 Baltasound Sheet Pile Repairs

There are two sections of badly deteriorated steel sheet piled quay wall on the original Baltasound Pier, and the first of these sections on the NE side of the pier will be repaired this year.

The repair method is identical to that being utilised in Scalloway Harbour, and the works have been awarded to Tulloch Developments Ltd. Works will commence in August 2017, with an anticipated duration of 3 weeks.

4.1.7 Navigation Aids

Ports and Harbours is responsible for the provision and maintenance of 133

individual aids to navigation across the whole of Shetland. These aids comprise mainly of fixed shore based leading lights, port entry lights, beacons, floating buoys and channel markers.

An annual programme of navigation aid upgrades is in place, and in recent years, the installation of L.E.D technology has resulted in significant increases in reliability and reduced maintenance.

These annual upgrades will continue with a particular emphasis on replacing the Skerries NE entrance Port Entry Light, and the upgrade of the Sullom Voe Harbour Gluss leading lights.

4.1.8 Plant Vehicles and Equipment

An annual programme of plant and equipment replacement is also in place, and this budget will be used this year to replace a number of Ports vehicles and some smaller items of plant such as trailers and small craft engines.

4.1.9 SVT Jetty Maintenance Project

The annual programme of routine fabric maintenance continues across all four Jetties during the 2017 works period, which generally extends from April to September each year. Malakoff Limited are the current maintenance contractor, having successfully won the Contract in 2016.

This maintenance covers all aspects of the four jetties, concentrating on structural steelwork, support piles, walkways, handrails and other associated deck furniture.

Due to the intensive repairs detailed in 4.3.2 below, our maintenance efforts during this Summer will be directed towards the topsides, as floating plant for pile painting is fully utilised elsewhere.

4.1.10 SVT Jetty Three Berthing Dolphin Concrete Repairs

The reinforced concrete elements of the SVT Jetties are showing advanced signs of decay, mainly due to the ingress of chlorides from their constant exposure to seawater and spray.

This is not unusual for structures of this type in such aggressive environments, considering their original design life was in the region of twenty-twenty five years, and we are now approaching twice this period.

With the announcement that operations at Sullom Voe will continue for an extended period, essential repairs to these structural elements became a priority if shipping was to remain unaffected in the years to come.

A programme of repairs has been established, and the Berthing Dolphins on Jetty Three are being repaired this year. The repair entails the removal of concrete from the undersides (soffits) of the berthing dolphins using ultra high pressure water jetting equipment. This exposes the reinforcing steel, which can be supplemented where necessary, before fresh chloride free concrete is sprayed back onto the soffit.

As the repairs entail the removal of the Jetty from Service for some 8-9 months, a cathodic protection system will also be installed, removing the need to carry out these repairs again for twenty five years.

The works are due to be completed by October 2017, and at that time, full marine operational capability will be restored to Jetty Three.

4.1.11 Scalloway Harbour South Quay Fender Repairs

The fendering on the South Quay in Scalloway Harbour is currently being replaced where necessary by Ocean Kinetics, and this work should be complete by the end of June 2017.

4.1.12 Symbister Old Breakwater Fender Repairs

The fendering on the inner side of the Old Breakwater where the Ferry “Filla” berths will be replaced by Tulloch Developments. Works are due for completion by the end of Summer 2017.

4.1.13 Toft Pier

Following the closure of the pier, a temporary pontoon has been installed as a short term measure, pending a decision on this assets future.

The project is covered in detail in separate reports to the Board.

4.1.14 Gutcher Ferry Terminal Fender Repairs

Malakoff Limited has recently completed fender repairs to Gutcher Ferry Terminal.

4.1.15 Foula Harbour / Ferry Terminal

Foula Harbour and Ferry Terminal has recently been added to the Ports asset list, and Initial inspections have revealed two areas of concern:

- The electrical system on the pier requires urgent upgrade, and these works will be completed as soon as possible during the Summer of 2017.
- The harbour water depth has reduced due to silting, and surveys are being carried out to confirm quantities and volumes in advance of a dredging operation to return the Harbour to its design depth.

4.1.16 Fair Isle Ferry Slipway

The vessel cradle rails on the Fair Isle slipway require replacement in some areas. A recent underwater inspection confirmed that the lower half of the slipway rails which were replaced in 2001 are still in very good condition, but the above water section now requires replacement. This work will be carried out before September 2017.

4.1.17 Small Port Major Fender Repairs

In addition to ad-hoc fender repairs during this financial year, large scale fender repair and replacement projects are planned to occur in:

- Mid Yell
- Collafirth
- Out Skerries

4.1.18 Sullom Spindrift – Generator replacement

The generators onboard Pilot Vessel “Sullom Spindrift” will be replaced by L&M Engineering. This will allow the heating system onboard the vessel to be replaced before the onset of Winter.

5.0 Exempt and/or confidential information:

5.1 None.

6.0 Implications : *Identify any issues or aspects of the report that have implications under the following headings*

6.1 Service Users, Patients and Communities:	<p>Effective maintenance and repair strategies for all Ports assets will ensure that its facilities are fit for purpose and free from health and safety or environmental issues. Service users are encouraged to report defects whenever possible.</p> <p>As detailed in 4.2.1 of this report, the existing Scalloway Fish Market presents a risk to service users. Should the existing Market fail, an alternative would not be easily provided without significant disruption to service users.</p> <p>The temporary pontoon at Toft Pier is another area where any reduction in availability would create significant disruption.</p>
6.2 Human Resources and Organisational Development:	<p>The majority of projects detailed within this report will be completed by external Contractors. Health, Safety and Environmental considerations are all reviewed when such appointments are made.</p>
6.3 Equality, Diversity and Human Rights:	<p>The service uses Equalities Impact assessment to ensure its services are supporting those most in need and not making inequalities worse;</p>
6.4 Legal:	<p>Legal Services input is sought for all projects requiring formal Tendering procedures.</p>
6.5 Finance:	<p>All projects contained within this report will be completed within agreed Capital and Revenue budgets for 2017/18.</p>
6.6 Assets and Property:	<p>The proposed Scalloway Fish Market Replacement and Toft Pier Projects are the subject of current business case studies which are being progressed in line with Council procedures.</p>

	Capital Programme staff are closely involved in aspects of planning, design, procurement and supervision on all of the projects detailed within this report.	
6.7 ICT and new technologies:	No corporate ICT issues at this time, however the new Vessel Traffic Services Port Information system utilises a complex mix of radar, AIS, radio and other communications technology.	
6.8 Environmental:	Where applicable, environmental impact studies will be carried out as part of the planning process for major works. Contractors carrying out works on behalf of Ports and Harbours are expected to ensure the highest standards of environmental protection.	
6.9 Risk Management:	Routine maintenance and repair of assets will ensure that assets are safe for service users, meet current legislation and are free from environmental hazards. These measures contribute to Ports risk management strategies.	
6.10 Policy and Delegated Authority:	<p>Harbour Board</p> <p>Strategic oversight and direction in all aspects of the operation of the Council's harbour undertaking in accordance with overall Council policy and the requirements of the Port Marine Safety Code.</p> <p>Act as Duty Holder required by the Port Marine Safety Code and ensure that the necessary management and operational mechanisms are in place to fulfil that function.</p> <p>Consider all development proposals and changes of service level within the harbour undertaking; including dues and charges, and make appropriate recommendations to the Council</p>	
6.11 Previously considered by:	None	

Contact Details:

Andrew Inkster
Team Leader – Port Engineering

andrew.inkster@shetland.gov.uk

23 May 2017

Appendices:

None.

Background Documents: None.

END



Meeting(s):	Harbour Board	14th June 2017
Report Title:	Harbourmaster's Report	
Reference Number:	PH-05-17F	
Author / Job Title:	Brian Dalziel – Interim Harbourmaster	

1.0 Decisions / Action required:

- 1.1 That the Harbour Board resolve to consider the content of this report in its role as duty holder, and note that the necessary management and operational mechanisms are in place to fulfil that function.

2.0 High Level Summary:

- 2.1 Captain Trevor Auld is appointed as the designated person (HB Min. ref 29/12) provides independent assurance to the Duty Holder that the marine SMS for which the Duty Holder is responsible, is working effectively. Captain Auld's report is attached as Appendix 1.
- 2.1.1 Mr Greg Maitland has taken up the post of Harbourmaster from 22-05-2017.
- 2.2 Four incidents have been reported at Sullom Voe.
- 2.2.1 On 5-02-17 Tanker Four Winds was twice reported inside the Area to be Avoided to the north of Shetland. Letters of protest were sent to the owner/operator, the results of their investigations were disseminated to SIC and SVT, a third party audit was requested of bridge procedures on the vessel which was completed satisfactorily. Closed.
- 2.2.2 On 5-2-17 the tanker Primorsky Prospect was involved in a close quarters situation with the local fishing boat Defiant, on departing Sullom Voe. VTS was unable to contact the Defiant on VHF, Shetland MCA then was able to raise the Defiant and made them aware of the situation.
The incident was reported to the MCA Compliance Officer, who arranged a visit to the Defiant in Symbister to interview the crew. Closed.
- 2.2.3 On 18-4-17 The pilot on the HS Tosca, inbound to Sullom Voe, reported the pilot ladder to be in poor condition, apparently repaired many times, causing the ladder to be difficult to grasp. At the berth the Loading Supervisor checked the ladder and took photographs. The incident was reported to the MCA and the vessel operator/owner. The ladder has since been replaced and photographic evidence sent to Sullom Voe. Closed.
- 2.2.4 On 22-4-17 the tanker Sigma Integrity was observed inside the Area to be Avoided north of Unst, whilst on her approach to the pilot station. VTS advised the vessel to leave the area which it did before returning briefly.

On arrival alongside the Master was asked to explain why he had been in the area, he replied the weather was very poor and he altered course for the safety of his vessel. The crew seemed unaware of the Area to be Avoided and it initially did not show on the vessels ECDIS equipment.

The MCA were informed and a note of protest sent to the owner/operator. They supplied a copy of their own investigations which were felt to be incomplete, the operator has been advised to conduct a third party bridge audit prior to being allowed to return to Sullom Voe. Open.

2.2.5 A small hydraulic oil spill was reported in Scalloway. The incident was investigated, sorbent booms deployed and vessels in the vicinity were checked to establish the source. The oil dispersed naturally. Closed.

2.2.6 Reports were received of “tar balls” on west coast of Unst and on a beach in Ronas Voe. These were investigated and samples taken, the pollution at Ronas Voe was quite minor, Martin Heubeck had samples taken here. At Lund beach in Unst the “tar balls” were removed by staff from roads service with logistical assistance from BP. Results of the sampling suggested the pollution was caused by pumping of a ships bilge at some point. Closed.

2.3 The DPA for towage, Mr Kevin Main, has prepared a report on the towage fleet, attached as Appendix 2.

3.0 Corporate Priorities and Joint Working:

3.1 Effective Planning and Performance Management are key aspects of Best Value and features of “Our Plan”, the Council’s Corporate Plan 2016-2020.

- Our performance as an organisation will be managed effectively, with high standards being applied to the performance of staff and services. Poor performance will be dealt with, and good service performance will be highlighted and shared.

4.0 Key Issues:

4.1 BP have commenced pollution training with tug and launch crews at Sullom Voe, this will continue until all shifts have received training.

4.2 Internal Audit of SIC Safety Management System to be completed before June 2017.

4.3 The bridging Document identified in the DP report is likely to be delayed due to Enquest taking on the management of the terminal from BP.

4.4 The replacement of the radar system has reached the point where an approved supplier has been appointed and is now proceeding towards implementation.

4.5 Legal Service are currently working with officers from Ports and Harbours on changes required to the Sullom Voe Directions and Pilotage Directions. Final drafts are expected to be placed before the Board for approval at the next cycle.

5.0 Exempt and/or confidential information:
None

6.0 Implications : <i>Identify any issues or aspects of the report that have implications under the following headings</i>	
6.1 Service Users, Patients and Communities:	<p>That the SIC continues to provide a competent service to port users in line with the Service Plan.</p> <p>The Harbourmaster and Executive Manager attended the Scottish Ports meeting in Aberdeen. The issue of Brexit was covered in some detail.</p> <p>The Harbourmaster and SPO attended the MCA safety meeting in Lerwick and met with the new MCA surveyor. The MCA have stopped surveying small vessels, the SIC will require to appoint a new surveyor to carry out regulatory survey work.</p> <p>The Harbourmaster contacted SFA and SSMO to request that they remind their members to keep fishing equipment clear of the south east entrance channel to Sullom Voe.</p>
6.2 Human Resources and Organisational Development:	None
6.3 Equality, Diversity and Human Rights:	None
6.4 Legal:	Changes to the Sullom Voe Directions and Pilotage Directions are still with legal, these changes are required to address the change in service at the port.
6.5 Finance:	None
6.6 Assets and Property:	None
6.7 ICT and new technologies:	None
6.8 Environmental:	None
6.9 Risk Management:	<p>Failure to comply with the requirements of the Port Marine Safety Code could lead to regulatory action.</p> <p>Since the publication of the new Port Marine Safety Code and the Guide to the Port Marine Safety code, the Safety Management System (SMS) for ports and harbours is being reviewed and updated.</p>

6.10 Policy and Delegated Authority:	The scheme of Administration and Delegations states that the role of the Harbour Board is: 6.11 Strategic oversight and direction in all aspects of the operation of the Council's harbour undertaking in accordance with overall Council policy and the requirements of the Port Marine Safety Code. 6.12 Act as Duty Holder required by the Port Marine Safety Code and ensure that the necessary management and operational mechanisms are in place to fulfil that function 6.13 To consider all development proposals and changes of service level within the harbour undertaking, including dues and charges, and make appropriate recommendations to the Council.	
6.11 Previously considered by:		

Contact Details:

Brian Dalziel, Interim Harbourmaster, 01595 744209, brain.dalziel@shetland.gov.uk

Appendices:

Appendix 1 – DP report to Harbour Board

Appendix 2 – Towage DPA report to the Harbour Board

Background Documents:

END

Designated Person Report: 14 June 2017

This Designated Person (DP) report is provided as an independent view on Shetland Islands Council's (SIC) performance against the requirements and standards under the latest edition of the Port Marine Safety Code (PMSC). The report is submitted to the SIC Harbour Board, and copied to the Harbour Master for information.

Introduction

Since my report to the Harbour Board meeting of 6 March 2017, I have maintained a regular dialogue on marine matters with SIC's Interim Harbour Master through telephone calls and an exchange of emails. I have also monitored both SIC's website <http://www.shetland.gov.uk> and SIC's port specific website <http://www.shetland.gov.uk/ports> for items relating to the reported actions, involvement and decisions taken by the Harbour Board and SIC's appointed officers. Prior to writing this report I had a telephone conversation with SIC's Interim Harbour Master, in which we discussed the monitoring measures and effectiveness of the current Marine Safety Management System.

The following report sections describe each monitoring measure in turn.

Monitoring Measures

Technical Working Group: A meeting of the Technical Working Group was held on 18 May 2017. A copy of the draft minutes was not available at the time of compiling this report.

Examination and Technical Group: The minutes of the Examination and Technical Group (E&TG) meeting held on 13 March 2017 record that:

- Two recent marine incidents were reviewed and formally closed (and MarNIS updated);
- Concerns about vessels arriving at Sullom Voe with a berthing deadweight of less than the stipulated 35% of Summer deadweight were discussed and agreement reached that such vessels should be judged on a case-by-case basis;
- The new Azimuth Stern Drive (ASD) tug has been used in push-pull mode to enable tug crews and pilots to familiarise themselves with its operation performance. Subject to this assessment it is intended that the tug will eventually be made fast to the stern of vessels;
- A crew training programme for the new ASD tug was in development;
- Requirements for pilot training using the ship simulator in Rotterdam were reviewed; and
- A risk assessment was produced to take account of the Vats Houllands radar being out of service.

The issues discussed in the E&TG meeting demonstrate good practice fully in accordance with the principles of the Port Marine Safety Code.

A review of the current marine pilot training programme against Paragraph 4.14 of the Port Marine Safety Code has been deferred until a later E&TG meeting.

Safety Sub-Committee: Ports: The 74th meeting of the Safety Sub-Committee - Ports was held on 4 May 2017. The draft minutes of the meetings continue to demonstrate the active involvement of marine personnel in all aspects of port safety. The attendance of a representative of the pilot launch crews was noted.

In matters arising, the draft minutes record that on occasions fishing vessels in Yell Sound are still not monitoring Sullom Voe VTS on VHF Channel 14. It was agreed that formal representation should be made to Shetland Fishermen's Association about the situation. Consideration would also be given to issuing a Notice to Mariners.

It is noted that reports of vessels, particularly fishing vessels, failing to monitor VHF Channel 14 in Yell Sound has been a recurrent issue of concern in the minutes of Safety Sub-Committee – Ports meetings. In this regard the Harbour Board (as Duty Holder) should be mindful of the following key measure to secure marine safety described in the contents section of the Port Marine Safety Code, namely:

'Harbour Authorities and, where appropriate, other organisations, should periodically review their existing powers to ensure that they remain fit for purpose. This may include the need to seek additional powers if a risk assessment determines that these are required. Harbour authorities should check their local Acts and Orders if there is doubt as to whether they have all of the common duties and powers described in this Code.'

It is recommended that any such review of the Harbour Authority's powers should include due consideration of the implications to marine safety of Section 63 of the Zetland County Council Act 1974 which states.

'This Act shall not extend to confer jurisdiction on the Council or the Harbourmaster in respect of vessels which merely pass through the limits of a harbour area without making use of any facilities provided by the Council or by a licensee unless such vessels shall obstruct the approaches to any works, or to subject any person to liability for charges in respect of any such vessel'.

Small Ports: The table entitled 'Operational and Safety Visits to Small Ports & Harbours 2017', as posted on the website www.shetland.gov.uk, records that visits to Walls, West Burrafirth, Sandness, Billister Mid Yell, Cullivoe, Uyeasound, Baltasound, Easterdale, Toogs, Hamnavoe and Collafirth took place in March 2017.

In my reports to the Harbour Board meetings of 29 August 2016 and the 06 March 2017, it was noted that further consideration should be given to the inclusion in the published record of 'Operational and Safety Visits to Small Ports & Harbours' of reports on the status of all the ferry piers and terminals inside and outside the Statutory Harbour Authority's area of jurisdiction (as listed in Section 2,2,14 of SIC's Small Ports Marine Safety Management System (2015). In the continued absence of such a documented positive reporting system, the Harbour Board (as Duty Holder) should be mindful of Paragraph 3.3 of the Code, which states:

"For the purposes of the Code, the duty holder should ensure that the organisation discharges its responsibilities in respect of the following areas:

Safe and efficient port marine operations

- *Take reasonable care, so long as the harbour/facility is open for public use, that all who may choose to navigate in it may do so without danger to their lives or property.*
- *Conserve and promote the safe use of the harbour/facility and prevent loss or injury through the organisation's negligence."*

Towage: A Tug masters' and chief engineers' meeting were held on 12 May 2017. A copy of the draft minutes was not available at the time of compiling this report.

It was noted that a copy of the Towage Operations Designated Person's report to the last Harbour Board meeting, dated February 2017, was posted on the website www.shetland.gov.uk as an appendix to the Harbour Master's report.

Incidents and Accidents: The following incident reports were recorded in the MarNIS database in the period 01 February 2017 to 17 May 2017 inclusive.

Date	Vessel	Incident
5 February 2017	Tanker 'Four Wind'	Twice reported inside the Area to be avoided.
5 February 2017	Tanker 'Primorsky Prospect'	On departure from Sullom Voe, vessel experienced a close quarter situation with the fishing boat Defiant
11 April 2017	Unidentified source	Tar balls and Patties reported on various north facing beaches on the North and West of Shetland.
18 April 2017	Tanker 'HS Tosca'	Poor state of pilot ladder.
22 April 2017	Tanker 'Sigma Integrity'	Twice reported inside the Area to be avoided
23 April 2017	Unidentified source	Small hydraulic/bilge pumping spill in area of South Side of East jetty and SE Commercial Quay, Scalloway.

Incidents involving the tankers 'Four Wind' and 'Sigma Integrity' have been reported to the Marine Accident Investigation Branch (MAIB). All incidents have been investigated.

Audits

Internal audits: At the time of compiling this report no internal audits of existing SIC Marine Safety Management System procedures have been undertaken since June 2016. To ensure compliance with paragraph 3.8.2 of the 'Shetland Islands Council Marine Safety Management System' (2015), it is understood that a programme of internal audits has been scheduled for completion before June 2017.

External audits: The following recommendations from the external audit of the MSMS undertaken in October 2015 remain open:

- **Recommendation 2:** A bridging document between the Port and the Terminal (*at Sullom Voe*) has still to be discussed. It is acknowledged that this recommendation was made with regard to BP and the situation may change when EnQuest's position is established.
- **Recommendations 8:** Running the pilot launch with blacked out windows has been deemed an unacceptable risk and an alternative training programme to simulate operating the launch in reduced visibility has yet to be developed. A discussion on the matter planned for the 74th meeting of the Safety Sub-Committee – Ports has been deferred until a later meeting.
- **Recommendation 9:** A safety drill matrix for pilot boat crews has still to be produced.

Consultation: Proposals to update the Sullom Voe General/Pilotage Directions 2001 are still under review by SIC's legal services.

It is noted that consultation is ongoing with stakeholders following closure of Old Toft Pier on grounds of safety (SIC Notice to Mariners 8/2016).

Harbour Board Meetings: The public agenda for the Harbour Board meetings of 06 March 2017 and the accompanying decision note was posted on the website www.shetland.gov.uk in a timely manner.

Training: The three training matrices continue to be reviewed regularly and updated as staff change, training courses are completed and qualifications are obtained or revalidated.

Copies of current training matrices were not available for review at the time of compiling this report.

Marine Circulars and Notices to Mariners: Stakeholder information regarding marine and operational safety has been posted in a timely manner through the issue of marine circulars and Notices to Mariners. The latter have been posted and maintained on SIC's ports specific website: <http://www.shetland.gov.uk/ports/notices.asp>.

- Latest Notice to Mariners
 - No 1/2017 Notices remaining in force
 - No 2/2017 Obstructions in SE entrance to Sullom Voe
 - 2017 Trial passive acoustic survey by Unmanned Surface Vessel. West of Shetland
- Latest Marine Circulars
 - No 1/2017 New Lundqvist Tankers – adequate arrival deadweight

Assessing Measures

Key Performance Indicators (KPI):

1. Open Incident KPI Reports (from the MarNIS database) for Sullom Voe, Scalloway and the Small Ports: Open Incident status on the 17 May 2017

Location	Open NS Reports	Open PE Reports	Open EP Reports	Open CM Reports	Open PS Reports
Sullom Voe	3	0	0	0	0
Scalloway	0	0	0	0	0
Small Ports	0	0	0	0	0
'Open' Reports which have yet to be closed formally by the Examination and Technical Group. NS Nautical Safety PE Port Efficiency EP Environmental Protection CM Crisis Management PS Personnel and Public Safety					

2. Risk assessments KPIs (from the MarNIS database) for Sullom Voe, Scalloway and the Small Ports for the period ending 17 May 2017

Location	Nautical Safety Assessments	Port Efficiency Assessments	Environmental Protection Assessments	Crisis Management Assessments	Mean Assessment Score*
Sullom Voe	26	6	7	0	3.80
Scalloway	19	6	5	0	3.90
Small Ports	16	3	4	0	3.90
Totals	61	15	16	0	
* A mean assessment score between 3 and 5.99 means that the risks are as low as reasonably practicable (ALARP).					

3. Overdue risk assessments KPIs (from the MarNIS database) for Shetland (including Sullom Voe, Scalloway and the Small Ports) for the period ending 17 May 2017

Overdue Risk Assessment KPIs	Total Shetland
Overdue Nautical Safety Assessments	1
Overdue Port Efficiency Assessments	1
Overdue Environmental Protection Assessments	0
Overdue Crisis Management Assessments	0

4. Number of port marine employees with in-date qualifications required for their job role, expressed as a percentage of the total number of employees undertaking port marine activities and requiring job specific qualifications

Employee Group	Group Number	Number Holding Essential In Date Qualifications	KPI (%)
Marine Pilots	5	Information not available	
Vessel Traffic Service Officers (including relief VTSO and Interim Harbour Master)	8	Information not available	
Small Ports Officers (including relief SPOs)	6	Information not available	
Launch Crews	15	Information not available	
Total Overall	34		

- 5.. Availability of Aids to Navigation (in three classification bands) expressed as a percentage of total availability over the three year period 16 May 2014 to 16 May 2017.

IALA Category	No of Aids	No of Failures	Availability (%)	Target Availability (%)
Category 1*	50	2	99.96	99.80
Category 2**	69	2	99.70	99.00
Category 3***	14	2	98.38	97.00
<p>Note: The availability of all aids to navigation exceeds the target set by the Northern Lighthouse Board (NLB).</p> <p>* Category 1. An aid to navigation that is considered by the NLB to be of primary navigation significance. It includes the lighted aids to navigation and racons that are considered essential for marking landfalls and primary routes.</p> <p>** Category 2. An aid to navigation that is considered by the NLB to be of navigational significance. It includes lighted aids to navigation and racons that mark secondary routes and those used to supplement the marking of primary routes.</p> <p>*** Category 3. An aid to navigation that is considered by the NLB to be of less navigational significance than Cat 1 and 2.</p>				

Effectiveness of the Marine Safety Management Systems

The existing SIC Marine Safety Management System is currently being rewritten to ensure it complies and cross references with the current version of the Port Marine Safety Code (published November 2016) and Guide to Good Practice on Port Marine Operations (published February 2017). Until such time as this task is complete, the effectiveness of the Marine Safety Management System in ensuring compliance with the Code relates to compliance with the Port Marine Safety Code published in March 2015.

It should be noted from the above key performance indicators that reviews of two Sullom Voe risk assessments (one nautical safety and one port efficiency) are shown as overdue. The existing SIC Marine Safety Management System requires (in Section 6.2.1) each hazard to be revisited when a review becomes due and a new record created in the MarNIS database. An overdue review of a risk assessment is therefore, a non-conformity with the MSMS (but not necessarily with the Code). This point was discussed with the Interim Harbour Master and received an assurance that an immediate review of the two risk assessments has been scheduled.

In conclusion, the monitoring and assessing measures described in this report continue to provide assurance that the Marine Safety Management System for Sullom Voe, Scalloway and the Small Ports of West Burra (Hamna Voe); West Burrafirth; Housa Voe, Papa Stour; Mid Yell, Yell; Cullivoe, Baltasound; Unst; Uyeasound, Unst; Hamars Ness, Fetlar; Symbister, Whalsay Out Skerries (two separate areas: West Voe and South North-East Mouth); and North Haven (Fair Isle) are working effectively and in compliance with the Port Marine Safety Code published in March 2015.

Captain Trevor Auld
Designated Person (PMSC)

Shetland Islands Council
Towage Operations Designated Persons' Report



SIC Harbour Board May 2017

Under the ISM (International Safety Management) Code the responsibilities and the minimum authority of the Designated Person Ashore (DPA) is: To ensure the safe operation of each ship and to provide a link between the Company and those on board, every Company, as appropriate, should designate a person or persons ashore having direct access to the highest level of management. The responsibility and authority of the designated person or persons should include monitoring the safety and pollution prevention aspects of the operation of each ship and ensuring that adequate resources and shore-based support are applied, as required. Ref: ISM Code

Review of Sea Staff Training needs

Bare boat charter arrangements and UK certificate of Registry are now in place, allowing 'Multratug 29' deployment as a functioning escort tug in the Port of Sullom Voe. 'Multratug 29' comes with an Azimuth Stern Drive propulsion system, which is different from the more familiar Voith Tractor Tug system on current vessels. In preparation of key staff for this significant operational change, a substantial training exercise has been undertaken and delivered primarily by 'Multraship' Tug Masters to ensure all staff collectively and individually gain the relevant skills and knowledge required to safely operate the new vessel. Fulfilling the familiarisation needs of Masters and all Crew has been a priority to the vessel entering operation. Appendix I and II contains examples of all training elements covered. This systematic approach satisfies ISM Code section 6.1 by ensuring Masters are given the necessary support and required level of training to command this type of vessel.

Representations To / From Designated Person

No contact has been made to the Towage DPA since the previous Report.
The role of Towage DPA currently sits with Kevin Main, Team Leader Marine Ports & Harbour.

External DOC Audit

An external (MCA) audit of the Towage Safety Management System and accompanying documentation is scheduled for early August 2017.

Internal ISM Audits

Annual ISM internal audits of all current Tug fleet are complete.

Masters Review

In fulfilling their responsibility for the SMS (Safety Management System), Masters are required to periodically review the SMS and report any deficiencies to management. This process is currently underway and engagement with Masters has been proactive towards seeking greater compliance with regulatory requirements on Tugs.

External SMC Renewals

Renewals of all Safety Management Certificates of all current Tug fleet are due by early 2018.

Accidents/Incidents

No reportable occurrences have been made to the DPA since the previous Harbour Board meeting.

SMS Review

The SMS is currently under review with particular focus on new vessel functions.

Risk Assessments

A comprehensive review of all adopted generic Risk Assessments in Towage Operations has been completed. In addition, Task Specific Risk Assessments i.e. *Passing and recovery of towing gear*, have been included within the current system as additional safety control measures.

Appendix I

Shetland Islands Council
Towage Operations Designated Persons' Report
SIC Harbour Board May 2017



Practical / Knowledge familiarisation	
Trainee.....	Tick
Knowledge of Muster list and duties in an emergency	
Start-up and Shut-down including ER transfer of main machinery from wheelhouse	
Start-up and Shut-down of emergency generator remotely	
Knowledge of fire detection & firefighting systems	
Operation of climate control (HVAC) systems	
Operation of wheelhouse electrical systems	
Knowledge of safety equipment and it's deployment	
Start-up and shut-down auxiliary ship systems	
Knowledge of Tug's documentation (certification, training manual)	
Operation of wheelhouse electrical Nav equipment (RADAR, NAVTEX, ARPA)	
Knowledge of anchoring and mooring operations	
Knowledge of machinery alarms	
Operation of internal communication systems	
Operation of watertight door	
Operation of Rescue boat and Davit	
Knowledge of Oil Spill Equipment	
Knowledge of Bilge / Ballast systems	
Knowledge of fuel oil system	
Trainer.....	Date.....

Shetland Islands Council
Towage Operations Designated Persons' Report
SIC Harbour Board May 2017



Appendix II

Ship Handling Familiarisation - Free Sailing	
Trainee	Tick
Station Keeping	
Sailing Ahead	
Sailing Astern	
Stopping	
Emergency Crash Stop	
Turning:	
Slow to Starboard	
Slow to Starboard Stern First	
Slow to Port	
Slow to Port Stern First	
Turning on the spot:	
To Port	
To Starboard	
Slow Side Stepping:	
To Port	
To Starboard	
Fast Side Stepping:	
To Port	
To Starboard	
Trainer	Date