



Argyll and Bute Council
Comhairle Earra-Ghàidheal Agus Bhòid

Customer Services
Executive Director: Douglas Hendry

Kilmory, Lochgilphead, PA31 8RT
Tel: 01546 602127 Fax: 01546 604435
DX 599700 LOCHGILPHEAD
12 January 2017

NOTICE OF MEETING

A meeting of the **ARGYLL AND BUTE HARBOUR BOARD** will be held in the **COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD** on **THURSDAY, 19 JANUARY 2017** at **10:30 AM**, which you are requested to attend.

Douglas Hendry
Executive Director of Customer Services

BUSINESS

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES** (Pages 1 - 4)
Minutes of the Argyll and Bute Harbour Board held on Thursday 10 November 2016
- 4. PORT MARINE SAFETY CODE UPDATE** (Pages 5 - 20)
Report by Executive Director – Development and Infrastructure Services
- 5. HARBOUR BOARD WORKPLAN** (Pages 21 - 22)

Argyll and Bute Harbour Board

Councillor Ellen Morton (Chair)
Councillor John Armour
Councillor John McAlpine
Councillor Alex McNaughton
Councillor Len Scoullar

Councillor Robert Graham MacIntyre (Vice-Chair)
Councillor Alistair MacDougall
Councillor Julie McKenzie
Councillor Elaine Robertson
Councillor Isobel Strong

Contact: Adele Price-Williams Tel: 01546 604480

This page is intentionally left blank

MINUTES of MEETING of ARGYLL AND BUTE HARBOUR BOARD held in the COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD on THURSDAY, 10 NOVEMBER 2016

Present: Councillor Ellen Morton (Chair)

Councillor Robert G MacIntyre	Councillor Elaine Robertson
Councillor John Armour	Councillor Len Scoullar
Councillor Alex McNaughton	Councillor Isobel Strong

Attending: Pippa Milne, Executive Director – Development and Infrastructure Services
 Jim Smith, Head of Roads and Amenity Services
 Patricia O'Neill, Central Governance Manager
 Stewart Clark, Marine Operations Manager

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Councillor John McAlpine, Councillor Julie McKenzie and Councillor Alistair MacDougall.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest intimated.

3. MINUTES

The Minutes of the Argyll and Bute Harbour Board held on Thursday 11 August 2016 were approved as a correct record.

4. PORT MARINE SAFETY CODE UPDATE

A report providing a further update from August's meeting of the Harbour Board on ongoing initiatives to ensure compliance with the Port Marine Safety Code was considered by Members.

Discussion focused on the potential implications, such as legal obligations and maintenance costs, of transferring pier management of smaller piers to groups who had expressed an interest in taking them over in order to run them as community enterprises. It was confirmed to Members that this could be explored in future developments.

Decision

The Harbour Board noted the report including the planned next steps;

- a) the publication of the Safety Management System (SMS) document on the Council's website has taken place and work on compilation of appendices to the SMS document for main piers and harbours will continue thereafter;
- b) once documentation has been produced for the main piers and harbours, a similar exercise will be carried out for the less strategic ports;

- c) follow-up User Group meetings will be arranged for the end of this calendar year; and
- d) meetings are to be arranged with users of Dunoon Pier (Waverley Trust and Argyll Ferries) to formalise the user agreement.

(Reference: Report by Executive Director of Development and Infrastructure Services dated 10 November, submitted)

5. PIERS AND HARBOURS FEES AND CHARGES REVIEW

The Board gave consideration to a report providing details of the review of Piers and Harbours fees and charges and listed recommendations for implementation based upon the outcome of the review.

Councillor MacDougall had emailed the Chair questions he wished to be raised in his absence and it was agreed that Officers would respond to him directly and copy the rest of the Harbour Board into any correspondence.

Particular attention was paid to the review of services provided at main ports which included staffing at Craignure and Port Askaig, crane provision at Campbeltown, charging for rope handling and shoreside customer services and the provision of electricity and CCTV with the possibility of charging commercial water rates to be explored in the ongoing review.

Decision

The Harbour Board;

- a) agreed to the structure of charging set out in section 5.8 of the report subject to legal advice confirming compliance with the relevant legislation and further consultation;
- b) noted that officers will consult with Transport Scotland, Calmac and other harbour users on the proposals to set fees and charges that meet both the asset sustainability costs and future improvement costs associated with the piers and harbours Argyll and Bute has responsibility for;
- c) noted the proposed appointment of two members of staff, one at Port Askaig and the other at Craignure to oversee these facilities;
- d) noted that further reports on the following will be provided in due course;
 - i) opportunities to work in partnership with local community groups to maximise the recovery of berthing dues;
 - ii) the introduction of CCTV at remote facilities;
 - iii) expanding the current provision of electricity for visiting vessels;
 - iv) the provision of a crane at Campbeltown; and

e) noted that the legal advice outcome of the further consultation and the proposed level of the new fees and charges will be reported to the Board in January 2017.

(Reference: Report by Executive Director of Development and Infrastructure Services dated 10 November, submitted)

6. HARBOUR BOARD WORKPLAN

The Argyll and Bute Harbour Board considered the outline Work Plan to facilitate forward planning of reports to the Harbour Board.

Decision

The Harbour Board noted the Work Plan.

(Reference: Harbour Board Work Plan dated 10 November 2016, submitted)

This page is intentionally left blank

ARGYLL AND BUTE COUNCIL**ARGYLL AND BUTE HARBOUR BOARD****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****19 JANUARY 2017**

PORT MARINE SAFETY CODE UPDATE

1.0 EXECUTIVE SUMMARY

- 1.1 As the Harbour Board was previously advised, Argyll & Bute Council appointed Marico Marine to provide an independent Designated Person (DP) service, as described in the Port Marine Safety Code (PMSC). The DP has highlighted a need to undertake a number of specified works that have been identified through recent audits.
- 1.2 Members are asked to note that the PMSC applies to all harbour authorities in the UK that have statutory powers and duties. The PMSC represents good practice, as recognised by a wide range of industry stakeholders. In order to comply with the Code, harbour authorities must publish a comprehensive safety plan, along with a regular assessment, showing the authority's performance against the plan.
- 1.3 The Safety Management System (SMS) document has now been published on the Council's web site.
- 1.4 The next round of 'User Group' meetings has commenced.
- 1.5 The actions from harbour audits carried out by the Designated Person are attached to the appendix to this report, along with their current status - changes since the last report have been highlighted in bold type.
- 1.6 It is recommended that Members note this report.

ARGYLL AND BUTE COUNCIL

ARGYLL AND BUTE HARBOUR BOARD

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

19 JANUARY 2017

PORT MARINE SAFETY CODE UPDATE

2.0 INTRODUCTION

2.1 This report provides a further update on ongoing initiatives to ensure compliance with the Port Marine Safety Code; it follows on from the last report presented to the Harbour Board in November 2016.

2.2 It was explained in previous reports that the Council has appointed 'Marico Marine' to provide an independent "Designated Person" (DP) service, as described in the Port Marine Safety Code (PMSC), on a three year contract which expires in December 2017.

3.0 RECOMMENDATIONS

3.1 Members are asked to note this report.

4.0 BACKGROUND

4.1 As a 'Statutory Harbour Authorities' (SHA), the Council has specific obligations set out in national legislation (notably the Harbours Act 1964). All SHAs are subject to the Port Marine Safety Code (PMSC). The Code is endorsed by the UK Government and representatives from across the maritime sector and, whilst the Code is not mandatory, these bodies have a strong expectation that all harbour authorities will comply.

4.2 In order to comply with the Code, the Council must develop and operate an effective marine 'Safety Management System' (SMS). Each harbour authority must appoint a DP to provide independent assurance directly to the "Duty Holder" that the marine Safety Management System (SMS) is working effectively. Their main responsibility is to determine, through assessment and audit, the effectiveness of the Marine SMS in overall compliance with the Code.

5.0 DETAIL

5.1 As reported previously, audits have been carried out by the Council's DP at the following locations and dates:- Rothesay (January 2015), Oban (April 2015), Oban Times Slip, Port Beag Slip, Crinan Ferry Slips and Crinan Harbour Quay

(April 2015), Campbeltown harbour (January 2016), and Dunoon (September 2016). The actions from all audits are attached to the appendix to this report, along with their current status - changes since the last report have been highlighted in bold type.

5.2 The Safety Management System (SMS) document has now been published on the Council's web site under 'Piers and Harbours'.

5.3 The next round of 'User Group' meetings has started. Meetings at Rothesay, Oban and Dunoon have now taken place – both the Rothesay and Oban User Group Meetings have elected Chairs. A calling notice for the Campbeltown Harbour User Group meeting has been issued and this meeting will be held later in January.

5.4 Discussions are ongoing with both the Waverley Trust and Argyll Ferries to arrange separate meetings early in 2017.

6.0 CONCLUSION

6.1 The Safety Management System (SMS) document has now been published on the Council's web site. The next round of User Group meetings has commenced. Actions to address issues raised by the DP in previous audits are either complete or ongoing – as identified in the attached schedule to this report.

7.0 IMPLICATIONS

7.1	Policy	None directly arising from this report
7.2	Financial	The appointment of Marico Marine as 'Designated Person' has been met through operational budgets.
7.3	Legal	Any failure to implement the PMSC could have legal consequences in the event that there should be a marine incident.
7.4	HR	None
7.5	Equalities	None
7.6	Risk	The Council is undertaking to carry out actions to minimise risk to Council as a result of the operation of our Ports and Harbours
7.7	Customer Services	Having a completed Port Marine Safety Code in place will assist port customers with the use of our Ports and Harbours and Council staff with their safe operation.

APPENDICES – Port Marine Safety Code – Actions Update

Executive Director of Development and Infrastructure: Pippa Milne

Head of Roads & Amenity Services: Jim Smith

Policy Lead: Councillor Alistair MacDougall

19 December 2016

For further information contact: Stewart Clark, Marine Operations Manager

Tel: 01546 604893

APPENDIX 1

ROTHERSAY - PMSC Recommendations (January 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
1. Ensure that once appointed all members of the Harbour Board are appropriately trained.	Training provided	Complete	n/a	Complete	Completed on 15 August 2016
2. The Designated Person to be given terms of reference (to be included in the Safety Management System) and contact details and independent access to the appropriate Duty Holder(s).	n/a	Details provided	Done		Completed
3. Set-up a local harbour users' group forum at the earliest opportunity.	Marine Manager organising for April	Initial meeting held through NRA process. Formal meetings now started.	Done	1st Users' Group Meeting held in April.	Completed
4. Publish a generic Marine Safety Management Plan for all harbours controlled by Argyll and Bute Council and with appropriate appendices for each of the main ports. The plan should set performance standards against proposed plans and against the standard in the Code over a three yearly period.	The SMS document has now been published on the Council web site - a plan, explaining how the SMS document is to be used, has now to be compiled.	Ongoing	Yes	Revised completion date.	March 2017.
5. The navigation risk assessment methodology and how the hazard input scores were arrived at is not clear nor understood, it is therefore imperative that this is ascertained at the earliest opportunity.	Further training on Marni's software provided in April'16.	NRA Workshops have taken place	Methodology explained in SMS document.	Completed with issue of SMS document.	Completed
6. Once the navigation risk assessment scoring system is understood, the harbour should undertake a review of the hazards, with appropriate consultation to ensure that all navigation hazards have been clearly identified and appropriately scored.	n/a	As above - NRA Workshops have taken place	Done	Working groups considered hazards. Further consultation has taken place with users of the port.	Completed
7. Review, correct and update the Safety Management System as identified in this report.	Complete	Document has been published on Council web site	Yes	Complete	Completed
8. Update, amend and correct the Port Emergency Plan.	Harbour Master to complete	Template document was circulated to harbourmasters - Rothesay, Dunoon and Campbeltown for consistent approach.	n/a	Revised Target	February 2017.

ROTHESAY - PMSC Recommendations (January 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
9. Put in place an emergency plan exercise time-table.	n/a	Port security exercise at Campbeltown carried out in Aug 2015. Programme complete.	To be added to SMS appendix	Programme complete and circulated.	Completed
10. Review the relationship between the incident reporting system, incident investigation reports, the NRA, the SMS and the subsequent amendment of the related regulations i.e. new Byelaws and procedures, to ensure that there is a well-documented system in place.	Statement placed in SMS document and SMS document now published.	SMS document published.	Yes	Complete	Completed
11. A improved reporting system should be set-up and promulgated via a Notice to Mariners and details added to the harbour website. Incidents should be formally recorded in a database for ease of reference and performance measured against periodic audits, safety inspections or following an incident. The harbour can then evaluate performance and identify any lessons learnt and improvements to be made to operational procedures	Technical Officer to produce central database. All Harbourmasters/Ferry Staff <u>must</u> report centrally. Dialogue ongoing with colleagues in IT re web sites.	New Marnis software system has now been installed. Website now requires updating.	No	Revised target date for new website	Ongoing discussion with IT - target date June 2017
12. On inspection the HM does not have a copy of the post dredge maintenance survey following the 2012 survey identifying "humps" in the outer harbour which have supposedly been removed. The 2014 survey only details soundings outside the northern pier.	n/a	Bathymetric survey carried out by Aspect Surveys	n/a	Next survey due mid-2018	Completed
13. A check needs to be made with the UKHO that the 2 x Fixed Yellow lights (as recommended by the NLB on the eastern end of the linkspan have been promulgated.	Technical Officer confirmed with UKHO	UKHO contacted.	n/a	Checked and confirmed as done.	Completed

OBAN - PMSC Recommendations (April 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
1. Clarification should be sought as soon as possible with regards to ascertaining the relevant maritime local legislation describing the main duties and powers pertaining to the Statutory Harbour Authority. Alternatively, identify the enabling local legislation and from this establish the status and the area of jurisdiction of the Argyll and Bute Council marine involvement in Oban Harbour.	Progressing - In discussion with Legal Services	Further work by Legal Services is being undertaken to progress compilation of bye-laws and/or harbour directions.	No		A&BC - Legal Services - has confirmed existence of Oban Pier and Harbour Order, 1864. Discussions are ongoing with CMAL and NLB regarding the Single Harbour Authority.
2. Ensure that once appointed all members of the Harbour Board are appropriately trained.	Training provided	Complete	n/a	Complete	Completed on 15 August 2016
3. A formal assessment of navigation hazards needs to be undertaken which will help to develop the safety management system.	n/a	As above - NRA Workshops have taken place	Done	Working groups considered hazards. Further consultation has taken place with users of the port.	Completed
4. Prepare a generic safety management system for the four main harbours supported with appropriate policies and procedures for the safety of navigation, enforcement, accident investigation and conservancy. Relevant information applicable to Dunoon, Campbeltown, Oban and Rothesay should be added as appendices.	Complete	Document has been published on Council web site	Yes	Complete	Completed
5. Publish a generic Marine Safety Management Plan for all main harbours setting performance against proposed plans and against the standard in the Port Marine Safety Code over a three yearly period.	The SMS document has now been published on the Council web site - a plan, explaining how the SMS document is to be used, has now to be compiled.	Ongoing	Yes	Revised completion date.	March 2017.
6. Carry out a hydrographic survey for the North Pier berths and ensure that the results are promulgated to harbour users' accordingly.	n/a	Bathymetric survey carried out.	n/a	Next due end of 2018.	Complete
7. Set-up a local harbour users' group forum in conjunction with Caledonian Maritime Assets Ltd., at the earliest opportunity.	Done	1st Users Group held - discussions with Calmac re a combined meeting in future.	No	Names of members on Users Group will be listed in appendices to SMS for each specific port.	Complete - 1st Users' Group meeting held in late April'16.

OBAN - PMSC Recommendations (April 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
8. Prepare a harbour emergency plan.	Completed by Harbourmaster.	Template document has been circulated to harbourmasters for consistent approach.	No	Port Emergency Plans for each specific port will be added to SMS appendices.	Complete
9. It is recommended that a 3 year exercise (security, pollution and emergency) programme is published for all the main harbours under A&BC authority with joint participation and lead shared.	n/a	Port security exercise at Campbeltown carried out in Aug 2015. Programme complete.	To be added to SMS appendix	Programme complete and circulated.	Complete
10. A procedure is required to ensure that the transfer of gas oil across the jetty is properly administered and the vessel operator and fuel delivery driver are compliant with the prevention of oil pollution.	n/a	Risk Assessments in place		Procedure in place.	Complete
11. Clarify the procedure for the allocation of licences for vessels carrying 12 or less passengers plying for trade in Oban Bay ensuring that a competent person undertakes periodic checks of vessel equipment and crew competence.	Involvement from HM's in process.	Procedure available on A&BC website - Legal services issue a licence. DP asks for the process to be revised. Advice awaited from Legal Services	No	A process is currently in place - extra step to be included to allow on-spot inspections to be carried out by harbour staff.	Reported previously as completed - now being revisited.
12. There is currently no published documentation in place describing the PMSC requirements relating to roles and responsibilities of executive and operational posts as well as a commitment to complying with the standards of the PMSC.	Complete	Document has been published on Council web site	Yes	Information contained within SMS document which is now published on the Council web site.	Completed
13. It would be beneficial if the "Code for Safe Navigation" is published on the Council website, wider distribution through a Notice to Mariners as well as being sent to appropriate yachting organisations and publications such as Clyde Cruising Club etc.	n/a	Done	n/a	The Code for Safe Navigation is now on Council website	Completed
14. Consideration should be given to having a Permit to Work system for any hot work undertaken onboard any vessel whilst alongside North Pier. This should be promulgated by a Local Notice to Mariners.	Technical Officer has discussed with H&S officer.	Proforma received from central H & S - adjusted to suit.	n/a	Permit to Work system now in place.	Complete

OBAN - PMSC Recommendations (April 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
<p>15. A formal Accident/Incident procedure should be put in place which links into the enforcement process. The relationship between the incident reporting system, incident investigation reports, the Navigation Risk Assessment, the Safety Management System and any subsequent amendment of the related regulations .</p>	<p>Technical Officer to produce central database. All Harbourmasters/Ferry Staff <u>must</u> report centrally. Dialogue ongoing with colleagues in IT re web sites.</p>	<p>New Marnis software system has now been installed. Website now requires updating.</p>	<p>No</p>	<p>Revised completion date.</p>	<p>Ongoing discussion with IT - target date June 2017</p>

A&BC SLIPWAYS / PIERS - PMSC Recommendations	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
PORT BEAG (April 2015)					
1. There are a number of derelict boats on the waste ground to the east of the slipway. It is understood that notices have previously been placed on the boats warning the owners that the boats will be removed. It is recommended that this notice is enforced, the boats are removed and the area is tidied up accordingly.	n/a	Land ownership issues, previous investigation by our Estates Dept into surrounding area proved inconclusive. A general tidy up of the slip area by the slip users carried out October 2014. A & BC provided skip	n/a	Council land is clear - remaining boats not in Council ownership	Completed
2. It is considered that it would be beneficial if advisory / information notices were posted at the sea end and the entrance to the slip from the road.	Standard sign to be produced for all unmanned slipways.	Ongoing	n/a	New signage to be commissioned by Marine Operations	A review of all signing at Piers and Harbours is currently being carried out - due for completion, including installation by March '17.
OBAN TIMES SLIP (April 2015)					
1. The overall general condition of the slipway and fendering is considered to be good. There are a number of stainless steel mooring rings on the slip. It was unclear from discussion with the Oban North Pier harbour master when the rings were last inspected and it is therefore recommended that this is checked with the A&BC Technical Officer.	n/a	Inspection carried out 19 May 2015 prior to arrival of QM2. Next inspection due on May 2017.	n/a	Some minor defects found, recorded in report. Defects passed on to council engineers to undertaken as part of improvements to Oban slip through Lorn Arc works.	Completed
CUAN FERRY SLIP – ISLE OF SEIL (April 2015)					
1. Concerns were expressed by the ferry crew about the state of the underpinning of the jetty and the possible evidence of erosion. It would therefore seem appropriate to undertake an inspection of the structure as soon as practicable.	Dive survey carried out 18 October 2013 which highlighted the undermining at the base of slipway wall. Subsequent repairs carried out to the slipway deck slab. The undermining issue has yet to be resolved (difficult to repair and keep ferry running). Similar problems exist to the pillars at Point Jetty Lismore.	Monitoring by Technical Staff. Ongoing	n/a	Works programmed for 16/17.	Target - issue of tenders delayed due to staffing issues - new target February 2017
2. There appeared to be some doubt about the last inspection undertaken of the mooring rings whereby it was understood by the crew that some were condemned, albeit they are still in use. This needs to be verified as soon as possible and if the mooring rings are condemned they should be removed and/or replaced.	n/a	Done	n/a	Inspected and works carried out by a contractor. 2 rings replaced / 2 rings fixed	Completed

A&BC SLIPWAYS / PIERS - PMSC Recommendations	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
3. The method of tying up the ferry and use of mooring rings was discussed with the mate and in the opinion of the observer was considered inadequate and unsafe. The rope is currently being put underneath the ring and around the ring connection to the concrete and is likely to slip-off. The rope should either be placed through the ring and tied accordingly or alternatively pass the eye of the rope through the ring and use a wooden/metal spike to secure.	n/a	Done	n/a	Letter to all Cuan ferry staff was issued in July 2015 by H of S.	Completed
4. The fuel pump cabinet was inspected and there is a significant leak behind the fuel line which apparently has been getting steadily worse and was apparently reported 3/4 years ago. This needs to be investigated and repaired accordingly.	n/a	Done	n/a	Procedure has been altered, fuel now being delivered by tanker direct to the vessel. Diesel tank removed.	Completed
CRINAN HARBOUR QUAY (April 2015)					
1. There are several quay ladders along the jetty-face one of which seems to have been poorly installed and outwith of the correct fixings and probably needs to be removed.	n/a	Inspections carried out on all Council rings and ladders fixed in position	n/a	One non fixed ladder supplied by private individual - remains in place	Completed
2. The jetty and steps are uneven but taking into account the age are in a reasonable condition. It is unclear at what intervals the jetty is inspected and what records are maintained. An auditable inspection regime should be set up (for all areas under the jurisdiction / responsibility of A&BC)	n/a	Done	n/a	Inspection regime in place - completed	Completed
3. The signage approaching the jetty and entrance to the adjacent car park states numerous rules and regulations, none of which are monitored or enforced. A review of signage needs to be undertaken (here as well as elsewhere as above).	Standard sign to be produced for all unmanned slipways.	Ongoing	n/a	New signage to be commissioned by Marine Operations	A review of all signing at Piers and Harbours is currently being carried out - due for completion, including installation by March '17.

CAMPBELTOWN - PMSC Audit Recommendations (January 2016)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
1. Clarification should be sought as soon as possible with regards to establishing the statutory harbour limits and ascertaining the relevant local enabling legislation describing the main duties and powers pertaining to the Statutory Harbour Authority.	Complete	Done	Yes	A&BC - Legal Services - has confirmed location of statutory harbour limits. Further work by Legal Services is being undertaken to progress compilation of local bye-laws and/or harbour directions.	Complete - harbour limits identified.
2. Improve the dissemination of marine information available to harbour users.	Technical Officer to produce central database. All Harbourmasters/Ferry Staff <u>must</u> report centrally. Dialogue ongoing with colleagues in IT re web sites.	New Marnis software system has now been installed. Website now requires updating.	No	As new and revised information is produced and becomes available - Navigational Risk Assessments (NRA's) / Safety Management System (SMS) / revised Pilotage Manual etc. - this will be circulated via the Harbour Users' Group and through the Council website.	Revised target date of June 2017.
3. Several of the 'local' navigation risk assessment risk controls itemised require clarification as there appears to be no formal procedures / policies supporting them.	Marine Ops Manager	To be progressed	No	Further NRA Workshops to be organised - Marine Manager with input from HM's	Revised target date of March 2017.
4. The navigation risk assessment has ignored any reference to military and commercial tankers using the Oil Fuel Depot situated in the loch.	Further review of risk assessments to take place in February 2017.	Meeting has now taken place with Queen's Harbour Master.	Yes	Revised Target	Revised target date of February 2017.
5. The SMS is still in draft format and needs to be progressed and finalised soonest. Once completed it is recommended that it is presented at the next stakeholder meeting as well as published on the website.	Complete	Document has been published on Council web site	Yes	Complete	Completed
6. Publish a generic Marine Safety Management Plan for all the main Council harbours, setting performance against proposed plans over a three yearly period.	The SMS document has now been published on the Council web site - a plan, explaining how the SMS document is to be used, has now to be compiled.	Ongoing	Yes	Revised completion date.	March 2017.
7. Amalgamate the Council and Calmac Port Emergency Plans.	Complete	Port Emergency Plan for Oban was compiled and used as template document.	Yes	Port Emergency Plan has been completed.	Complete
8. A 3 year exercise (security, pollution and emergency) programme should be published for all the main harbours under Council authority.	n/a	Done	No	Programme has been completed.	Complete

<p>9. The Pilotage Manual and associated Pilotage Directions (April 2011 issue No.4) requires reviewing and updating by the CHA and Campbeltown Pilotage Association in order to reflect current requirements and practices. The review should include reference to Admiralty Pilots to Admiralty Pilots being used for military vessels arriving / departing at the Oil Fuel Depot.</p>	<p>Meeting has now taken place with Queen's Harbour Master. Information awaited.</p>	<p>Memo of understanding has been signed off by both QHM and Marine Ops Manager</p>	<p>No</p>	<p>MOU in place</p>	<p>Completed September 2016</p>
<p>10. Formalise the towage requirements (including use of tugs in restricted visibility) for vessels using Campbeltown with published towage guidelines.</p>	<p>Marine Ops Manager. To meet with towage company to discuss towage requirements.</p>	<p>Document to be revised</p>	<p>No</p>	<p>Towing guidelines in place - to be revisited for 'restricted visibility'.</p>	<p>Revised target date of March 2017.</p>
<p>11. The relevant towage operators risk assessments, policies and procedures should be requested.</p>	<p>As per item 10 above.</p>	<p>As above - information now awaited.</p>	<p>No</p>	<p>As per 10. above - To discuss requirements with MOD at forthcoming meeting.</p>	<p>Revised target date of March 2017.</p>
<p>12. Clarify the procedure for the allocation of licences for vessels carrying 12 or less passengers plying for trade in Campbeltown ensuring that a competent person undertakes the periodic checks of vessels equipment and crew competence.</p>	<p>Involvement from HM's in process.</p>	<p>Procedure available on A&BC website - Legal services issue a licence. DP asks for the process to be revised. Advice awaited from Legal Services</p>	<p>No</p>	<p>A process is currently in place - extra step to be included to allow on-spot inspections to be carried out by harbour staff.</p>	<p>Reported previously as completed - now being revisited.</p>
<p>13. Once the statutory powers of the harbour authority have been established ensure a clear enforcement policy is promulgated accordingly.</p>	<p>Marine Ops Manager. Dialogue ongoing with colleagues in IT re new website.</p>	<p>To be progressed</p>	<p>No</p>	<p>SMS document to be produced / information to be provided on Web site / User Groups to meet regularly / DP audits to continue to ensure established powers are duly enforced. Note - No Bye-Laws exist for Campbeltown Harbour. Proposed new 'General Directions' have been produced and are currently at draft stage.</p>	<p>Revised target date of June 2017.</p>

DUNOON - PMSC Audit Recommendations (September 2016)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
1. Statutory Harbour Authority limits to be extended to take into account the breakwater and linkspan development.	In discussion with Legal Services	New action	No	In progress	To be advised
2. Improve the dissemination of marine information available to harbour users initially through a notice board and in the longer term a standalone web site	In discussion with IT - meeting arranged for later this month (October 2016)	New action	No	In progress	Target - March 2017
3. Review and update the navigation risk assessment with harbour staff and Argyll Ferries. Several of the "local" navigation risk assessment risk controls itemised require clarification as there appears to be no formal procedures / polices supporting them.	Marine Ops Manager to arrange a meeting with relevant staff and Argyll Ferries	New action	No	In progress	Target - March 2017
4. The SMS is still in draft format and needs to be progressed and finalised soonest. Once completed it is recommended that it is presented at the next stakeholder meeting.	Complete	Document has been published on Council web site	Yes	Complete	Completed
5. Publish a generic Marine Safety Management Plan for all the main Council harbours setting performance against proposed plans over a three yearly period;	The SMS document has now been published on the Council web site - a plan, explaining how the SMS document is to be used, has now to be compiled.	Ongoing	Yes	In progress	March 2017.
6. A three year exercise (security, pollution and emergency) programme should be published for all the main harbours under the Council's authority;	3 year Exercise Programme circulated to harbour Masters	Complete	Yes	Complete	Complete
7. Promulgate through a Local Notice to Mariners the reduction in charted depths off the Victorian Pier identified in the recent hydrographic survey;	Complete	Complete	No	Done	Issued - July 2016
8. Request from Argyll Ferries and the Waverley Trust their respective port approach passage plans as well as their abort procedures;	Meeting requested with both Argyll Ferries and Waverly Trust - Marine Ops Manager	Ongoing	No	Revised target	Target - March 2017

9. Introduce and promulgate restricted visibility guidelines	Internal meeting to be arranged with key Piers and Harbours staff to progress necessary documentation.	New action	No	To be progressed	Target date for completion - March 2017
10. Formal confirmation is required from the Waverley Trust that those persons utilised to moor the vessel have all been suitably trained and supplied with the appropriate personal protective safety equipment when working on any of the berths managed and operated by the Council; and	Meeting requested with Waverley Trust.	Ongoing	No	To be progressed	Target date for completion - March 2017
11. In conjunction with issuing a Permit to Work for pier refurbishment works ensure that a Local Notice to Mariners is also promulgated	Noted - no action required other than to ensure NTM is published when/as necessary and note entered in SMS document to clarify procedure.	n/a	No	Noted	n/a

This page is intentionally left blank

Harbour Board Work Plan 2017 - 18

This is an outline plan to facilitate forward planning of reports to the Harbour Board.

Date	Report Designation	Lead Service/ Officer	Regularity of occurrence/ consideration	Date of Reports to Committee Services	Additional Comment
Thursday 19 January 2017					
	Port Marine Safety Code Update	Marine Operations	Quarterly	20 December 2016	
Thursday 6 April 2017					
	Crown Estate Presentation	The Crown Estate	One Off	14 March 2017	
	Port Marine Safety Code Update	Marine Operations	Quarterly	14 March 2017	
	Review of Fees and Charges – Consultation Plan	Marine Operations	Quarterly	14 March 2017	
Future Reports – dates to be determined					
	Impact of Introduction of RET				
	Progress of Single Harbour Authority for Oban Update				
	Performance Information				
	Improvement Plan				
	Marine Asset Management Plan				
	Shift Patterns and Overtime Review Update				
	Community Groups & Berthing Dues				
	CCTV in Remote Facilities				
	Electricity Provision for Visiting Vessels				

Harbour Board Work Plan 2017 - 18

	Crane Provision at Campbeltwon				
--	-----------------------------------	--	--	--	--