

<b>Harbour Location:</b>	Perth Harbour	<b>Harbour Manager:</b>	Fraser Wallace
<b>Meeting Location:</b>	Microsoft Teams	<b>Date of Meeting:</b>	28/10/20
<b>Start Time:</b>	19:00	<b>Chair Name / Role:</b>	Fraser Wallace – Harbour Manager

Stakeholder Name & Organisation	Role or Stake in the Harbour	Invited	Attended	Apologies
Alan Soutar - SFRS	Harbour User	X		
Andrew Martin – Scotbroker	Shipping Agent	X		
Chris Ahern	Chair – Perth Harbour Board	X	X	
Fiona Denchfield – GA Timber	Tenant	X		
Fraser McGowan - PKC	Enterprise, Trade and Investment Team Leader	X		
Gemma Simpson – Tay Hub	Tay Hub – All other members invited via Gemma	X		
Gillian Burns - NLB	Lighthouse Authority	X	X	
Kinnes Shipping	Shipping Agent	X	X	
John Kettles – Blast Design	Blast Design – Harbour User	X		
John West – Pilot	Pilot	X		
Keith McLean – Perth Pilots	Pilot	X		
Mike Cramond – Perth Pilots	Pilot	X	X	
Peter Moffatt	Tay Hub Member	X	X	
PTG	Tenant	X		
Robert Keir – Perth Pilots	Pilot	X		
Ross Howie – Calport	Tenant	X		
Ryan Porteous – Forth Ports	Neighbouring Port, Harbour Master	X	X	
Scott Goodwill - CFL	Regional Harbour Manager	X	X	
Serge Merone – PKC	Enterprise and Investment Manager	X		

Agenda Topic	Outline Discussion Content
<b>Attendees</b>	Introduce each attendee to the group meeting and their roles in the Harbour
<b>Previous Minutes</b>	Distribute, discuss and agree previous minutes and actions with Forum
<b>Harbour Authority Terms of Harbour Use</b>	Present/confirm HA Conditions of Harbour Use and any updates, observance of these Conditions and gain feedback from all stakeholders.
<b>Harbour Health, Safety &amp; Environmental Issues</b>	Raise and discuss all health, safety or environmental issues relating to and/or relevant to the Harbour, including relevant Accidents, Near Misses, Safety Concerns and Environmental incidents.
<b>Navigational Safety</b>	Discuss NRA existing and planned controls and discuss requirements placed on Harbour Users; Discuss local views on Navigational Safety, AtoN provision/performance, etc
<b>Engagement &amp; Communication</b>	Discuss the relevant methods used for the Harbour Operator to engage and communicate with all users and/or stakeholders, both corporately and locally
<b>Harbour Development</b>	Outline any forthcoming development works, including potential benefits and gathering local user views where possible; Consider infrastructure works or navigational changes
<b>Harbour Specific Issues</b>	Open forum on issues affecting both the HA and Harbour Users in order to identify problems and potential solutions

<b>Attendee Review</b>	Review and keep list of attendees up to date; Consider any representations from other local interested parties/groups;
<b>Agenda Review</b>	Review content of agenda following meeting
<b>AOCB &amp; Q&amp;A</b>	Other items and any questions

<b>Chair Signature:</b>	Fraser Wallace	<b>Date:</b>	03/11/2020
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Topic	Minute of Committee	Action By	Target/ Complete Date
Previous Minutes			
Harbour Authority	<p><b>Harbour Manager, Fraser Wallace – provided an update on the subjects listed below: -</b></p> <p><b>Operational Areas:</b> Reminder to all users of the Harbour Limits and the Operational Areas of Perth Harbour</p> <p><b>Pilotage Directions:</b> Perth Harbour, Pilotage Directions have gone through the required consultation process. The Harbour Authority has authorised a further two pilots, with a third imminent following an assessment trip.</p> <p><b>Voluntary Code of Practice:</b> The Harbour Operator is currently consulting with leisure users on the River Tay, within the Perth Harbour limits and a Voluntary Code of Practice will be finalised before the leisure season in 2021.</p> <p><b>Safety Management System:</b> Following a review of the Safety Management System, the Perth Harbour Board approved the latest version and it is to be held on the Perth and Kinross website, with a link to the document hosted on the Perth Harbour website.</p> <p><b>Northern Lighthouse Board – PMSC – Audit:</b> The NLB conducted a virtual audit of Perth Harbours provision of AtoN and other matters relating to the PMSC. Following the Audit, the NLB confirmed that there were no non-conformances and five observations, which are currently in the process of being closed out.</p>	<p>PKC</p> <p>PKC/CFL</p> <p>PKC/CFL</p> <p>PKC/CFL</p>	<p>30/11/2020</p> <p>Spring 2021</p> <p>30/11/2020</p> <p>30/11/2020</p>
Harbour Health, Safety & Environmental Issues	<p><b>Harbour Manager, Fraser Wallace – provided an update on the subjects listed below: -</b></p> <p><b>PPE:</b> A reminder that the requirements on site are a minimum: Safety Footwear, Hi Viz garment. A lifejacket must be worn in designated areas.</p> <p><b>Harbour Map:</b> A Harbour Map has been designed to provide safety information to Harbour Users and Visitors. The map will be distributed to all harbour users on its completion and be available on request.</p> <p><b>Incidents:</b> An update was provided following the Allision of the Fri Sky and Newburgh Pier, a comprehensive internal investigation was carried out, the NRA was reviewed following this and Bathymetric Surveys were carried out, and a review of AtoN in the vicinity is underway. Radio reporting points at specific points in the transit both inbound at outbound will be added to the Vessel Traffic Management process and subsequently identified on the Chart.</p>	<p>All</p> <p>CFL</p> <p>CFL</p>	<p>30/11/2020</p> <p>31/12/2020</p>
Risk Assessment	<p><b>Harbour Manager, Fraser Wallace – provided an update on the subjects listed below: -</b></p> <p><b>Update of the NRA:</b> The NRA was reviewed following an Allision at Newburgh.</p> <p><b>Safety Questionnaire Feedback:</b> Feedback was received from two parties; the feedback was welcome and identified the current condition of the beacons on the River Tay. Prior to receiving this feedback, the Designated Harbour Master, had consulted the NLB surrounding options to improve this and works to improve the visibility of the beacons is currently in the planning phase.</p> <p>Any outstanding safety questionnaires should be completed and returned to perth.harbour@calmac.co.uk</p>	<p>Invitee's/Attendees</p>	<p>15/11/2020</p>
Harbour User Communications	<p>E-mail distribution list(s)</p> <p>Harbour Website</p> <p>Notice Boards</p> <p>Telephone</p> <p>VHF09</p> <p>Tay Sports Hub</p> <p>Incident Reporting via Website.</p>	<p>N/A</p>	<p>N/A</p>

<p><b>Harbour Development</b></p>	<p><b>Harbour Manager, Fraser Wallace – provided an update on the subjects listed below: -</b>  <b>Tide Gauge Project:</b> Electronic Tide Gauges are currently in the instalment phase and will provide an electronic readout to the Harbour to improve navigational safety and longer term provide information to assist with creating a tidal curve for the River Tay.  <b>Survey Project:</b> Bathymetric Survey works for 2020 are complete. Critical areas were identified through consultation with Perth Pilots and the Harbour Operations Team. The data is currently being processed.  <b>Chart Update:</b> Various updates will be provided to the UKHO soon. These include but may not be limited to:                  2016 Bathymetric Survey Results                  2020 Bathymetric Survey Results                  Radio Reporting Points                  Location of the Tay and Earn trust pontoons and associated AtoN at Willowgate and Ferguson Gallery.</p>	<p>CFL  CFL  CFL</p>	<p>30/11/2020  30/11/2020  31/12/2020</p>
<p><b>Harbour Specific Issues</b></p>	<p><b>Harbour Manager, Fraser Wallace – provided an update on the subjects listed below: -</b>  <b>Lighting within the Harbour:</b> A defect report has been submitted to Perth and Kinross Council, the Harbour Operator is awaiting instruction.  <b>Road Surfacing:</b> A defect report has been submitted to Perth and Kinross Council, the Harbour Operator is awaiting instruction.  <b>Security:</b> 24/7 CCTV is operational on site, and that a reminder for Harbour Users to close the gate at the end of the working day.</p>	<p>PKC  PKC  Harbour Users</p>	<p>31/12/2020  01/04/2021  N/A</p>
<p><b>Attendee Review</b></p>	<p>Harbour Manager to undertake an up to date review of all harbour users</p>	<p>CFL HM</p>	<p>Spring 2021</p>
<p><b>Agenda Review</b></p>	<p>CFL to review the agenda prior to the Spring HUCF</p>	<p>CFL HM</p>	<p>Spring 2021</p>
<p><b>AOCB &amp; Q&amp;A</b></p>	<p>No questions were asked by attendees.</p>	<p>N/A</p>	<p>N/A</p>