



Public Statement of the Port Authority of Trinidad and Tobago

IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999



In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Port Authority of Trinidad & Tobago (PATT) is required by law to publish the following statements which lists the documents and information generally available to the Public.

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA) the Port Authority of Trinidad & Tobago (PATT) is required by law to publish the following statement which lists the documents and information generally available to the public.

The FOIA gives the members of the public:

- [1] A legal right to access certain information held by the PATT.
- [2] A legal right to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading.
- [3] A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- [4] A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The PATT publishes the following statement as approved by the Minister of the Ministry of Works and Transport.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Function and structure of the PATT

The Port has been the gateway to the capital of the Twin Island of

the Republic of Trinidad and Tobago for more than seventy years, but was officially named the Port Authority of Trinidad and Tobago on June 14th 1962. The PATT is a body corporate established by the Port Authority Act, Chapter 51:01. The Act provides for a coordinated and integrated system of harbour facilities and port services.

PATT's mission is *"To ensure that its internal stakeholders achieve their respective mandates, and become leaders in their respective core areas of competence."*

PATT's vision is *"To be the critical enabler in ensuring that all Strategic Business Units become efficient, sustainable, responsive and productive organizations."*

PATT's Head Office is located at its Administration Building, No. 1 Dock Road, Port of Spain.

In accordance with section 3 of the Port Authority Act, the Authority shall consist of no fewer than five (5) nor more than nine (9) persons designated Commissioners, appointed by the President of the Republic of Trinidad and Tobago. Of these persons, five are appointed from amongst persons who have special qualifications and experience in matters relating to, Engineering, Accountancy, Law, Economics or Business Management.

From amongst the Commissioners the President further appoints a Chairman and Deputy Chairman. This composition forms PATT's Board and controls the overall direction of the PATT. The PATT's Commissioners at present are:

Colonel (Ret.) Lyle E. Alexander - Chairman
Mr. Adrian Beharry - Deputy Chairman
Mr. Tommy Elias - Commissioner
Mr. Dexter Jaggernauth - Commissioner
Mrs. Suzette Baptiste - Commissioner
Mr. Ian Thomas - Commissioner
Mr. Rabindra Jaggernauth - Commissioner
Ms. Annabelle Sooklal - Commissioner
Mrs. Candida Hart - Commissioner

PATT is managed by the General Manager/Chief Executive Officer (GM/CEO) who is responsible for carrying out the decisions of the Commissioners of the Board of the PATT.

There is a Port Secretary, who is responsible for keeping, affixing and authenticating the seal of PATT to instruments pursuant to resolutions; and signing documents for and on behalf of the PATT.

There are six (6) Board Sub-Committees that consider, approve and where necessary, make recommendations to the Board on matters relating to Tenders, Audit, Finance and Investment, Human Resources, Operations and Ferry Services.

PATT's approved Organisation Structure consists of twenty-three (23) major responsibility areas along with other support, monitoring and executive functions under the office of the GM/CEO. As at October 2021, the PATT employs a workforce of approximately 1,489 persons.

Other Support, Monitoring and Executive Functions are:

There are a number of Management Committees that are operational within the Port Authority. Where applicable, these Committees comprise of officers of PATT and in some instances members of the local branch of the Trade Union, the Seamen Waterfront Workers Trade Union (SWWTU). Some of the Management Committees are as follows:

- Management Tenders Committee;
- Health & Safety Committee;
- Pension Fund Management Committee;
- Rent Review Committee;
- Store Rent Waiver Committee;
- Store Rent Waiver Appeal Committee; and
- Sub-registration Committee

Effect of Functions on Members of the Public:

PATT's operations are geared toward the development of the harbours of Port of Spain and Scarborough, to operate port services, which includes but are not limited to:

- the provision and maintenance of facilities for the entry and berthing of ships;
- the loading and unloading of cargo;
- the storage and warehousing of cargo;
- the management of the Government Shipping Service between Trinidad and Tobago;
- the collection of authorised dues and charges;
- the management and development of port lands and infrastructure; and

- other responsibilities vested under the Act.

Activities of the PATT's Strategic Business Units include:

- the landing and embarkation of passengers - Ferry Services – Trinidad and Tobago Inter-Island Transportation Company Limited;
- Real Estate – Port of Spain Infrastructure Company Limited; and
- Cargo Operations – Port of Port of Spain

The PATT considers feedback from the public gathered through both of its Marketing and Public Relations Departments in guiding its formulation of policy.

Section 7 (1) (a) (ii)

Categories of Documents in the Possession of the PATT

1. Files concerning administrative support and general administrative documents for the operations of the PATT.
2. Personnel files which detail staff contracts, appointments, job applications, job promotions, job specifications, transfers, resignations, deaths, retirement, leave, vacation, pensions, performance appraisals etc.
3. Collective Bargaining Agreements and Terms and Conditions of employment
4. Financial Records (cheques, receipts, financial statements, vouchers etc.).
5. Internal and external correspondence files.
6. Files dealing with matters relating to the procurement of supplies and equipment (requests for proposals, service contracts etc.).
7. Files dealing with matters relating to the procurement of supplies, services and equipment
8. Inventories.
9. Policy and procedure manuals/documents.
10. Legislation and legal instruments relevant to the PATT.
11. Legal Opinions, advice and related matters.
12. Records of contracts and agreements.
13. Files dealing with engineering, construction and maintenance of the PATT's facilities.
14. Minutes, Board Notes, Agendas of Meetings of the Commissioners of the Board of the PATT and Sub-committees.
15. 15Statistical, Annual, Financial, Investments, Audit, Consultant and Technical reports.
16. Books, booklets, and manuals relating to the overall functions of the PATT.
17. News Releases originating from PATT.

Section 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

If in stock and available, and upon written request, the public may inspect and/or obtain copies of the following material between the hours of 9:00 am to 11:30 am and 1:30 pm to 3:00 pm on normal working days at:

Port Authority of Trinidad and Tobago
Administration Building

No. 1 Dock Road
Port of Spain

Telephone: (868) 623 2901-5 Ext. 110
Fax: (868) 627 – 2666

1. State Enterprises Performance Monitoring Manual;
2. Annual Financial Statements;
3. Tenders Procedure Rules;
4. Safe Codes Of Practice ;
5. Operating Manuals;
6. Code of Ethics Policy;
7. Officers traveling abroad on official duty Policy;
8. Travel between Trinidad and Tobago on official duty Policy;
9. Handing and delivering of correspondence Policy;
10. Appointments and Recruitment Policy;
11. Standards of work and conduct Policy;
12. Compensation and employee facilities Policy;
13. Leave provisions Policy;
14. Discipline Policy;
15. Industrial Relations Policy;
16. Termination of employment Policy;
17. Occupational Health, Safety and fire Policy;
18. Employee Assistance Programme Policy;
19. Probation Policy;
20. Transfers Policy;
21. Private Study Incentive Program Policy;
22. Training and development Policy;
23. Substance, Drug & Alcohol Abuse Policy ;
24. Succession Planning Policy;
25. Promotion Policy;
26. Recruitment & Selection Policy;
27. Performance Appraisal Policy;
28. Safe Codes of Practice Container Operations PPOS;
29. Performance Appraisal System Guidance notes for Jobholders;
30. PPOS Operational Procedures;
31. Boarding Procedures;
32. Accident Report;
33. Baggage Handling;
34. Bunkering Fuel Procedure;
35. Bunkering Checklist Procedure;
36. Dangerous Goods Policy;
37. Corporate Communications Policy;
38. Emergency Evacuation Plan;
39. Revised Action Plan for Storms & Hurricanes;
40. Purchasing Policies;
41. Civil Service Regulations;
42. Corporate Credit Card Policy;
43. Personal Electronic Devices Policy;
44. Accounts Receivable and Bad Debt Recovery Policy;
45. Confidentiality Policy;
46. Whistleblower Policy;
47. Corporate Fraud Policy;
48. Code of Business Ethics and Conduct Policy; and
49. Employee Training and Development Policy

General information is also available on PATT's website, www.patnt.com

Section 7 (1) (a) (iv)

Literature available by subscription

The PATT does not currently publish any documents that are available by way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing documents from the PATT

The PATT's policy is to respond to all requests, both oral and written, for information. However, in order to exercise the rights given to the applicant by the FOIA (for example the right to challenge a decision if the request for information is refused), the applicant must make the request in writing. The following guidelines should be followed when making a request:

HOW TO REQUEST INFORMATION:

General Procedure

- Obtain an FOIA application form (Request for Access to Official Documents) available from the Government FOIA Unit on its website address: www.foia.gov.tt in order to access information that is not readily available to the public.

ADDRESSING REQUESTS

- To facilitate prompt handling of your request, please address it to the Designated Officer of the PATT (see Section 7 (1) (a) (vi). Details of the Designated Officers for the Port Authority are provided at page 6 of this statement.

DETAILS IN THE REQUEST

- Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is not sure how to write the request or what details to include, please communicate with the Designated Officer.

REQUESTS NOT HANDLED UNDER THE FOIA

- A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public.
- Copies of documents are only furnished when they are in the PATT's possession, custody or power. Prior to the commencement of the FOIA old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping of records before they may be destroyed, for example the Exchequer and Audit Act, Chap 69:01. If the PATT cannot make a legible copy of a document to be released, it may not attempt to reconstruct it. Instead the PATT will furnish the best copy possible and note its quality in the reply. Please note, the PATT is not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new programme so that a computer will print information

in the format you prefer.

(b) Perform research for the applicant.

- A request is deemed to be received when the original of the completed request for it is received by the Designated Officer.

TIME LIMITS

General

- The FOIA sets a time limit of 30 calendar days from the date the request was received for determination of the request for access to documents. If the PATT fails to meet this deadline, the FOIA gives the applicant the right to proceed as though the request was denied. The PATT will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the PATT will advise the applicant of its status or seek an extension of time.

TIME ALLOWED

- The PATT is required to furnish copies of documents that are in its possession or custody or that can be retrieved from storage as soon as practicable.
- Applicants will be notified within thirty (30) calendar days in accordance with section 15 of the FOIA, or before whether or not a request has been approved.
- Applicants whose requests are incomplete or unclear will be informed of same by the FOIA Designated Officer who will seek clarification from the applicant
- The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.
- An applicant, whose request for documents is refused, will be notified in writing of the reasons for the refusal. The FOIA Designated Officer will inform the applicant about the remedies that are open to him/her.

Section 7(1) (a) (vi)

The Designated Officer at the PATT is responsible for:

1. The initial receipt of and action upon notices under Section 10 of the FOIA;
2. Requests for access to documents under Section 13 of the FOIA; and
3. Applications for corrections of personal information under Section 36 of the FOIA.

The Designated Officer is:

Port Secretary (Ag.)
Administration Building (Second Floor)
No. 1 Dock Road,
Port of Spain
Telephone: (868) 623-2901 Ext 110

The Alternate Officer is:

Senior Legal Officer (Ag.)
Administration Building (Second Floor)
No. 1 Dock Road,
Port of Spain
Telephone: (868) 623-2901 Ext 363

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and Other Bodies

(where meetings/minutes are open to the public)

At present there are no bodies that have been established by PATT whose meetings are open to the public or whose minutes of meetings are available for public inspection within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

Reading Room Facilities

Certain information may be readily accessed via the PATT's website at www.patnt.com General enquiries can be made to PATT's Public Relations Department at telephone number 623-2901 ext 113

The reading room is located on the 2nd Floor of PATT's Administrative Building, No 1 Dock Road, Port of Spain and is open to the public upon request to the Designated Officer on normal working days between the hours of 9:00 am to 11:30 am and 1:30 pm to 3:00 pm.

- Users will be liable for any damage caused to PATT's property through said user's willful malicious use of the said property.
- No smoking, eating, or drinking is allowed in the Reading Room.

Provision of Copies of Documents that are Readily Available to the Public

- Provision of certain documents may be subject to a small charge to cover administrative costs
- Downloading of information from the PATT's information technology systems and database is strictly prohibited. The website is not subject to this provision.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the PATT, not being particulars contained in another written law.

1. Port Authority Act, Chapter 51:01
2. Port Authority (Tariff) Regulations 1994
3. Port Authority (Store Rent Exemptions) Regulations 1995
4. Disposal of Uncleared Goods Act, Chapter 51:05
5. The Exchequer and Audit Act, Chapter 69:01
6. Harbours Act, Chapter 50:06
7. Occupational Health and Safety Act, Chapter 88:08
8. Statutory Authority Act, Chapter 24:01
9. Customs Act, Chapter 78:01
10. Companies Act, Chapter 81:01
11. Freedom of Information Act, Chapter 22:02
12. The Income Tax Act, Chapter 75:01
13. The Corporation Tax Act, Chapter 75:02
14. Conveyancing and Law of Property Act, Chapter 56:01
15. Industrial Relations Act, Chapter 88:01
16. Workmen's Compensation Act, Chapter 88:05
17. Pensions Act, Chapter 23:52
18. Pensions Extension Act Chapter 23:53

19. Pilotage Act, Chapter 51:02
20. Supplemental Police Act, Chapter 15:02
21. Integrity in Public Life Act, Chapter 22:01
22. Shipping Act 2007
23. Carriage of Goods at Sea Act, Chapter 50:02
24. Droughers Act, Chapter 50:07
25. Bills of Lading Act, Chapter 50:03
26. Motor Launches Act, Chapter. 50:08
27. Central Tenders Board Act, Chapter 71:91

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the PATT, or similar documents containing rules, policies, guidelines, practices or precedents.

1. State Enterprises Performance Monitoring Manual;
2. Annual Financial Statements
3. Tenders Procedure Rules for the Port Authority
4. Safe Codes of Practice Policy
5. Operating Manuals
6. Code of Ethics Policy
7. Officers traveling abroad on official duty Policy
8. Travel between Trinidad and Tobago on official duty Policy
9. Handing and delivering of correspondence Policy
10. Appointments and Recruitment Policy
11. Standards of work and conduct Policy
12. Compensation and employee facilities Policy
13. Leave provisions Policy
14. Discipline Policy
15. Industrial Relations Policy
16. Termination of employment Policy
17. Occupational Health, Safety and Fire Policy
18. Employee Assistance Programme Policy
19. Probation Policy
20. Transfers Policy
21. Private Study Incentive Program Policy
22. Training and development Policy
23. Substance, Drug and Alcohol Abuse Policy
24. Succession Planning Policy
25. Promotion Policy
26. Recruitment & Selection Policy
27. Performance Appraisal Policy
28. Safe Codes of Practice Container Operations PPOS
29. Performance Appraisal System Guidance notes for Jobholders
30. PPOS Operational Procedures
31. Boarding Procedures
32. Accident Report
33. Baggage Handling
34. Bunkering Fuel Procedure
35. Bunkering Checklist Procedure
36. Dangerous Goods Policy
37. Corporate Communications Policy
38. Emergency Evacuation Plan
39. Revised Action Plan for Storms & Hurricanes
40. Purchasing Policies
41. Civil Service Regulations
42. Corporate Credit Card Policy
43. Personal Electronic Devices Policy
44. Accounts Receivable and Bad Debt Recovery Policy

45. Confidentiality Policy
46. Whistleblower Policy
47. Corporate Fraud Policy
48. Employee Training and Development Policy
49. Code of Business Ethics and Conduct Policy

Section 8 (1) (b)

Documents that are provided by the PATT for the use or guidance of the PATT or its officers in enforcing written laws or schemes administered by the PATT where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

1. Port Authority Act Chapter 51:01
2. Port Authority (Tariff) Regulations 1994
3. Port Authority (Store Rent Exemptions) Regulations 1995
4. Disposal of Uncleared Goods Act Chapter 51:05
5. The Exchequer and Audit Act Chapter 69:01
6. Harbours Act Chapter 50:56
7. Occupational Health and Safety Act Chapter 88:08
8. Statutory Authority Act Chapter 24:01
9. Customs Act Chapter 78:01
10. Companies Act Chapter 62:01
11. Freedom of Information Act Chapter 35:05
12. The Income Tax Act Chapter 75:01
13. The Corporation Taxes Act Chapter 75:02
14. Conveyancing and Law of Property Act Chapter 56:01
15. Industrial Relations Act Chapter 88:01
16. Workmen's Compensation Act Chapter 88:05
17. Pensions Act Chapter 23:52
18. Pensions Extension Act Chapter 24:01
19. Pilotage Act Chapter 51:02
20. Supplemental Police Act Chapter 15:02
21. Integrity in Public Life Act Chapter 22:02
22. Shipping Act 2007
23. Carriage of Goods at Sea Chap. 50:02
24. Droughers Act Chap. 50:07
25. Bill of Lading Chap. 50:03
26. Motor Launches Chap. 50:08
27. Central Tenders Board Act Chap 71:91

SECTION 9 STATEMENTS

Section 9 (1) (a)

A report or statement containing the advice or recommendations of a body or entity established within the PATT

At this time there are no reports or statements under this subsection.

Section 9 (1) (b)

A report or statement containing advice or recommendations prepared by a body established outside the PATT by or under any written law, or by a Minister of Government or other public authority.

Reports may be available upon request, depending on the nature of the matter.

Section 9 (1) (c)

A report or statement containing advice or recommendations of an inter-departmental Committee whose membership includes an officer of the PATT.

At this time, there are no further reports under this section

Section 9 (1) (d)

A report or statement containing advice or recommendations of a committee established within the PATT to submit a report, provide advice or make recommendations to the responsible Minister or to any other officer of the PATT who is not a member of the Committee.

From time to time, the PATT may form committees to prepare reports, such reports may be available upon request, depending on the nature of the matter.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the PATT by a scientific or technical expert whether employed within the PATT or not, including a report expressing the opinion of such an expert on scientific or technical matters.

From time to time, the PATT may hire consultants to prepare reports, such reports may be available upon request, depending on the nature of the matter.

Section 9 (1) (f)

A report prepared for the PATT by a consultant who was paid for preparing the report.

Such reports may be available upon request depending on the nature of the matter.

Section 9 (1) (g)

A report prepared within the PATT containing the results of studies, surveys, or tests carried out for the purpose of assessing, or making recommendations on the feasibility of establishing a new or proposed Government policy, programme or project.

Such reports may be available upon request depending on the nature of the matter.

Section 9 (1) (h)

A report on the performance or efficiency of the PATT, or of an office, division or branch of the PATT, whether the report is of a general nature or concerns a particular policy, programme or project administered by the PATT.

The PATT publishes three newsletters on a quarterly basis; Portside News;

- PPOS Pulse Marketing E-Newsletter
- PPOS Bulletins; and
- Ferry Focus

These documents contain internal information on the PATT, its operations and staff. These publications can be requested as per **Section 7 (1) (a) (viii) of the FOIA.**

Section 9 (1) (i)

A report containing:

- i. Final Plans or proposals for the re-organisation of the functions of the PATT**
- ii. The establishment of a new policy, programme or project to be administered by the PATT**
- iii. The alteration of an existing policy, programme or project administered by the PATT;**

Whether or not the plans or proposals are subject to approval by an officer of the PATT, another public authority, the Minister of Works and Transport or Cabinet.

1. Dredging of Government Shipping Service;
2. Repairs to High Voltage Electrical System at the Port of Spain Port;
3. Purchase of two (2) Vehicle Scanners for GSS Ferry Terminal;
4. Purchase of two baggage scanners and one walkthrough scanner for the Government Shipping Service Terminal;
5. Empty Container Yard Paving/Repair to Container Terminal;
6. Procurement of Ship to Shore Gantry Crane;
7. Acquisition of Specified Equipment for the Port of Port of Spain;
8. Expansion of CCTV coverage at the PATT;
9. Employee Training and Development Policy; and
10. Alteration to the existing Substance Abuse Policy

Section 9 (1) (j)

A statement prepared within the PATT and containing policy directions for the drafting of legislation

At this time, there are no statements under this sub-section.

Section 9 (1) (k)

A report of test carried out within the PATT on a product for the purpose of purchasing equipment.

Such report may be available upon request based on the nature of the matter.

Section 9 (1) (l)

An environmental impact statement prepared within the PATT.

At this time, there are no statements under this sub-section.

Section 9 (1) (m)

A valuation report prepared for the PATT by a valuator, whether or not the valuator is an officer of the PATT.

The PATT is in possession of several Valuation Reports that were conducted by independent valutors in respect of real property owned by the PATT. Such reports may be available upon request based on the nature of the information requested.

PATT 2021 FOIA Statement Update.