



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.

The FOIA gives the members of the public:

- [1] A legal right for each person to access certain information held by the Port Authority of Trinidad and Tobago
- [2] A legal right for each person 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 Port Authority of Trinidad & Tobago publishes the following statement as approved by the Minister of Works and Transport.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Function and structure of the Port Authority of Trinidad & Tobago

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 Port Authority of Trinidad and Tobago (PATT) is a Body Corporate which was established by Act 39 of 1961, known as 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 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.

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 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 Authority. The Authority's Commissioners at present are:

Colonel (Ret) Lyle Alexander Chairman
Mr. Adrian Beharry Deputy Chairman
Mr. Tommy Elias Commissioner
Mr. Dexter Jaggernaut Commissioner
Ms. Suzetter Baptiste Commissioner
Mr. Ian Thomas Commissioner
Mr. Rabindra Jaggernaut Commissioner
Ms. Annabelle Sooklal Commissioner
Ms. Ethlyn John Commissioner

PATT is managed by the General Manager/Chief Executive Officer who is responsible for carrying out the decisions of the Authority.

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 Authority.

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 31 March 2019, PATT employs a workforce of approximately 1,504 persons. There are 1,021 Permanent employees, 418 Temporary employees and 65 Contract Employees.

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 a mix 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
- 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 is 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
- to collect authorised dues and charges;
- the management and development of port lands and infrastructure;
- and other responsibilities vested under the Act.

Activities of the Port Authorities Business Units include:

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

Cargo Operations – Port of Port of Spain

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

Section 7 (1) (a) (ii)

Categories of Documents in the Possession of 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. Industrial 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 PATT
11. Legal Opinions, advice and related matters
12. Records of contracts and agreements
13. Files dealing with engineering, construction and maintenance of PATT's Facilities
14. Minutes, Board Notes, Agenda of Meetings of the Authority and Subcommittees.
15. Statistical, 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. 113

Fax: (868) 627 – 2666

Email:

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 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

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

Section 7 (1) (a) (iv)
Literature available by subscription

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 PATT

PATT's policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing addressed to the Office of the General Manager or Senior Legal Officer particularly. 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 Company (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 you are not sure how to write your 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 our possession, custody or power. Prior to the commencement of the Freedom of Information Act 1999, 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 we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead we, will furnish the best copy possible and note its quality in our reply. Please note, we are 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 you.
- A request is deemed to be received when the original of the completed request for it is received by the Designated Officer, the General Manager, Port Secretary or the Legal Department.

TIME LIMITS

General

- The FOIA sets a time limit of 30 Calendar days from the date the request was received for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request was denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will advise you of its status or seek an extension of time.
- Upon any consultation between you the applicant and the Designated Officer, time is suspended in

the computation of the 30-day period (Se. 21 (7)).

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20. Transfers Policy
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25. Promotion Policy
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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 our possession, custody or power. Prior to the commencement of the Freedom of Information Act 1999, 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 we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead we, will furnish the best copy possible and note its quality in our reply. Please note, we are 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 you.
- A request is deemed to be received when the original of the completed request for it is received by the Designated Officer, the General Manager,

Port Secretary or the Legal Department.

TIME LIMITS

General

- The FOIA sets a time limit of 30 Calendar days from the date the request was received for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request was denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will advise you of its status or seek an extension of time.
- Upon any consultation between you the applicant and the Designated Officer, time is suspended in the computation of the 30-day period (Se. 21 (7)).

TIME ALLOWED

- 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 refusal. The FOIA Designated Officer will inform the applicant about the remedies that are open to him.

Section 7(1) (a) (vi)

The Officer at the Port Authority who are Responsible for:

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

information under Section 36 of the FOIA

The Designated Officer is:

Senior Legal Officer
Administration Building (Second Floor)
No. 1 Dock Road,
Port of Spain
Telephone: (868) 623-2901 ext 183, 141

The Alternate Officer is:

Junior Legal Officer
Administration Building (Second Floor)
No. 1 Dock Road,
Port of Spain
Telephone: (868) 623-2901 ext 363, 141

**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 our 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 Company'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 public authority, 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 50:56
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 Chap71:91

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, 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
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13. Leave provisions Policy
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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 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

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority 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 public authority

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

Section 9 (1) (b)

Reports or statements containing advice or recommendations prepared by a body established outside 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 public authority.

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 public authority to submit a report, provide advice or make recommendations to the responsible Minister or to any other officer of the public authority who is not a member of the Committee.

From time to time the authority 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 public authority by a scientific or technical expert whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.

From time to time the authority 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 public authority 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 public authority 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 PATT, or of an office, division or branch of PATT, whether the report is of a general nature or concerns a particular policy, programme or project administered by PATT.

PATT publishes three newsletters on a quarterly basis;

- Portside News
- PPOS Bulletin and
- Ferry Focus

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

Section 9 (1) (i)

A report containing:

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

Whether or not the plans or proposals are

subject to approval by an officer of the public authority, another public authority, the responsible Minister of the public authority or Cabinet.

1. PPOS Operational Procedures
2. Boarding Procedures
3. Accident Report
4. Baggage Handling
5. Bunkering Fuel Procedure
6. Bunkering Checklist Procedure
7. Dangerous Goods Policy

Section 9 (1) (j)

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

At this time there are no statements under this subsection.

Section 9 (1) (k)

A report of test carried out within the public authority 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 public authority.

At this time there are no statements under this subsection.

Section 9 (1) (m)

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

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