



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 40

Port-of-Spain, Trinidad, Wednesday 12th September, 2001—Price \$1.00

No. 171

1785

SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Special Event (No. 11) Order, 2001—(Legal Notice No. 183 of 2001).

1786

PUBLIC STATEMENT OF THE STATUTORY AUTHORITIES' SERVICE COMMISSION IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999

Under the Freedom of Information Act, 1999 each public authority, which includes all Ministries, Statutory Authorities, and publicly owned companies amongst others, is required to publish certain information for the benefit of the public. This includes the structure and function of each public authority, a list of categories of documents held by the authority, and the process for the obtaining of documents. The statement also identifies those documents that are generally available for public scrutiny and purchase.

Function of the Statutory Authorities' Service Commission

The Statutory Authorities' Service Commission came into being by Act No. 16 of 1966, following the recommendations of a Cabinet appointed Committee in 1965 to re-appraise the Local Government system in Trinidad and Tobago in the context of Independence. This Act was amended by Acts No. 45 of 1979 and No. 8 of 1983. The Statutory Authorities Act and Regulations made by the Commission are now contained in Chapter 24:01 of the Laws of Trinidad and Tobago. The powers of the Commission under the Act are as follows:

“.....to appoint persons to be or act as officers and to transfer, promote, remove and exercise disciplinary control over persons so appointed”.

2. Initially, the Commission had jurisdiction over 19 (nineteen) Statutory Authorities. However, during the period 1967 to 2000 various Statutory Authorities were added to or removed from the schedule to the Act, so that at present there are fourteen (14) Authorities under the purview of the Commission.

They are—

- ✓ Agricultural Society of Trinidad and Tobago
- ✓ Arima Corporation
- ✓ Cocoa and Coffee Industry Board
- ✓ National Housing Authority
- ✓ National Lotteries Control Board
- ✓ Point Fortin Corporation
- ✓ Port-of-Spain Corporation
- ✓ San Fernando City Corporation
- ✓ St. Dominic's Children's Home
- ✓ St. Jude's School for Girls
- ✓ St. Mary's Children's Home
- ✓ St. Michael's School for Boys
- ✓ Sugar Industry Labour Welfare Committee
- ✓ Zoological Society of Trinidad and Tobago.

3. The present Commission comprises a Chairman, Deputy Chairman and four (4) Members, who are appointed by the President for a period of three (3) years.

1786—Continued

PUBLIC STATEMENT OF THE STATUTORY AUTHORITIES' SERVICE COMMISSION IN
COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999—CONTINUED

4. The Commission meets each week on Thursday to conduct its regular business. It also elects Sub-Committees of its members to conduct interviews of candidates who have responded to advertisements.

5. The Commission is responsible for providing the Human Resources of the Statutory Authorities. It exercises this function in an objective manner and in accordance with Regulations. It recruits personnel. It makes appointments of persons whose remuneration is on a monthly basis in pensionable offices. These appointments are either permanent, temporary or acting. It provides for promotion of officers and their confirmation as appropriate. It exercises disciplinary control over all officers through discussions, warnings, suspensions, fines and dismissals.

STATUTORY AUTHORITIES' SERVICE COMMISSION DEPARTMENT

MISSION STATEMENT

"To serve the Statutory Authorities' Service Commission, Statutory Authorities subject to the Statutory Authorities Act, Chap. 24:01 and members of the public, by providing information and advice to the Commission in matters relating to Human Resource Management, thus enabling it (the Commission) to effectively and efficiently carry out its mandate under the Act."

6. The functions of the Commission are discharged with the assistance of the Statutory Authorities' Service Commission Department's staff. The Department serves as the support arm of the Statutory Authorities' Service Commission by conducting research, providing information and advice and by liaising with clients on its behalf to enable it to carry out its functions effectively and in a timely manner.

7. The Department is located on the 2nd and 3rd floors of the General Building and Loan Association Building, 81–83, Abercromby Street, Port of Spain. It has a complement of thirty four (34) members of staff who fall under the purview of the Public Service Commission and are part of the Public Service of Trinidad and Tobago.

CATEGORIES OF DOCUMENTS HELD BY THE STATUTORY AUTHORITIES' SERVICE COMMISSION DEPARTMENT

These documents pertain to—

- (a) the operations of the Commission with respect to the Statutory Authorities under its jurisdiction; and
- (b) the administration of the Statutory Authorities' Service Commission Department.

A. OPERATIONAL RECORDS

- 1 Statutory Authorities' Act and Regulations, Chap. 24:01
- 1 Policies, decisions of the Commission
- 1 Staffing arrangements for each Statutory Authority
- 1 Reports
- 1 Establishment records
- 1 Job specifications
- 1 Job applications
- 1 Personal files of employees of Statutory Authorities.

All appointments, promotions, transfers and separations approved by decisions of the Commission are published in the *Trinidad and Tobago Gazette*.

B. ADMINISTRATIVE RECORDS OF THE STATUTORY AUTHORITIES' SERVICE COMMISSION DEPARTMENT

- 1 Strategic plan/review
- 1 Policies pertaining to the internal operations of the Department
- 1 Human resource matters
- 1 General office files required for internal administration of the Department
- 1 Inventories
- 1 Establishment records
- 1 Accounting files and registers
- 1 Personal files of Employees of the Statutory Authorities' Service Commission Department.

MATERIAL FOR INSPECTION

- 1 Statutory Authorities' Act and Regulations
- 1 Appointments, promotions, transfers and separations published in the *Trinidad and Tobago Gazette*.
- 1 Job Specifications

1786—Continued

PROCEDURE TO ACCESS DOCUMENTS

The Designated Officer for the Department is Mrs. Carolyn Skerritt. Telephone Number 625-1630.
The Alternate is Ms. O'Hara Christian. Telephone Number 623-0972.

The public may view these during normal working hours at the Statutory Authorities' Service Commission Department at 81-83, Abercromby Street, Port-of-Spain by making a request to the above persons or by enquiry at the address specified above.

ALBERT ALKINS
Executive Officer,

Statutory Authorities' Service Commission Department

13th August, 2001.

1787

PROMOTIONS AND APPOINTMENTS TO COMMISSION IN THE TRINIDAD AND TOBAGO CADET FORCE

IN ACCORDANCE with the provisions of section 5 and Regulation 17(1) of the Cadet Force Act, Chap. 14:02 of the Laws of the Republic of Trinidad and Tobago, it is notified for general information that His Excellency the President has approved the following promotions and appointments to Commission in the Trinidad and Tobago Cadet Force:

(i) *Substantive Promotions*

CAPTAIN GERALD JOSHUA to the rank of MAJOR with effect from 1st September, 2000.
CAPTAIN PATRICK TAYLOR to the rank of MAJOR with effect from 1st September, 2000.
CAPTAIN AUGUSTUS CASSAR to the rank of MAJOR with effect from 1st September, 2000.
CAPTAIN PETER WINTER-ROACH to the rank of MAJOR with effect from 21st April, 2001.
LIEUTENANT GERARD GIFT to the rank of CAPTAIN with effect from 15th January, 2000.
LIEUTENANT MATHISON THOMAS to the rank of CAPTAIN with effect from 15th January, 2000.
LIEUTENANT ALSTON BAKER to the rank of CAPTAIN with effect from 15th January, 2000.
LIEUTENANT KERWIN BAIN to the rank of CAPTAIN with effect from 15th January, 2000.
LIEUTENANT RONALD JOSEPH to the rank of CAPTAIN with effect from 18th March, 2000.
LIEUTENANT LANCE DOWRICH to the rank of CAPTAIN with effect from 18th March, 2000.
LIEUTENANT WILLIAM COX to the rank of CAPTAIN with effect from 18th March, 2000.
LIEUTENANT LAWRENCE WILSON to the rank of CAPTAIN with effect from 1st June, 2000.
LIEUTENANT JOSEPH BRIDGEWATER to the rank of CAPTAIN with effect from 1st June, 2000.
LIEUTENANT ALEXANDER THOMAS to the rank of CAPTAIN with effect from 18th March, 2000.

(ii) *Promotion to Acting Rank*

CAPTAIN NORMAN RAPHAEL to the rank of ACTING MAJOR with effect from 1st September, 2000.

(iii) *Appointments to Commission*

UNDER OFFICER RICARDO STEVENSON to a Commission in the rank of SECOND LIEUTENANT with effect from 9th February, 2000.
UNDER OFFICER RENALDO ROMEO to a Commission in the rank of SECOND LIEUTENANT with effect from 9th February, 2000.
UNDER OFFICER ROBERTA WILLIAMS to a Commission in the rank of SECOND LIEUTENANT with effect from 9th February, 2000.
UNDER OFFICER NIGEL CUMBERBATCH to a Commission in the rank of SECOND LIEUTENANT with effect from 9th February, 2000.
UNDER OFFICER DION GUEVARA to a Commission in the rank of SECOND LIEUTENANT with effect from 9th February, 2000.
WARRANT OFFICER II ALVIN HOUSTON to a Commission in the rank of SECOND LIEUTENANT with effect from 9th February, 2000.
WARRANT OFFICER II DAVE ELLIOTT to a Commission in the rank of SECOND LIEUTENANT with effect from 9th February, 2000.
WARRANT OFFICER I SYLVESTER PAUL to a Commission in the rank of CAPTAIN with effect from 13th May, 2000 to CADET FORCE OFFICER.

T. PERCIVAL
Permanent Secretary,
Ministry of National Security

29th August, 2001.

1788

REGISTRATION RECOGNITION AND CERTIFICATION BOARD RULES, CHAP. 88:01—RULE 20

APPLICATIONS FOR CERTIFICATION OF RECOGNITION

Name and Address of Claimant Union: THE BANKING, INSURANCE AND GENERAL WORKERS
UNION
27, BORDE STREET
PORT-OF-SPAIN

Name and Address of Employer: LA HORQUETTA REGIONAL COMPLEX
MARJORIE PADMORE AVENUE
LA HORQUETTA
ARIMA

TAKE NOTICE that on the 27th day of August, 2001, the Registration Recognition and Certification Board received from the above-named Claimant Union an Application for Certification of Recognition as the Recognised Majority Union in respect of a Bargaining Unit comprising "All Workers" of La Horquetta Regional Complex, Marjorie Padmore Avenue, La Horquetta, Arima.

Dated this 10th day of September, 2001.

J. HEPBURN
*Acting Secretary,
Registration Recognition and
Certification Board*

1789

Name and Address of Claimant Union: NATIONAL UNION OF GOVERNMENT AND FEDERATED
WORKERS
145-147, HENRY STREET
PORT-OF-SPAIN

Name and Address of Employer: C.M.B. PACKAGING LIMITED
BUILDING No. 10
FERNANDEZ INDUSTRIAL ESTATE
EASTERN MAIN ROAD
LAVENTILLE

TAKE NOTICE that on the 3rd day of September, 2001, the Registration Recognition and Certification Board received from the above-named Claimant Union an Application for Certification of Recognition as the Recognised Majority Union in respect of a Bargaining Unit comprising "The Hourly, Daily, Fortnightly and Monthly Paid employees" of C.M.B. Packaging Limited.

Dated this 10th day of September, 2001.

J. HEPBURN
*Acting Secretary,
Registration Recognition and
Certification Board*

1790

EXTENSION OF CLOSING DATE FOR RECEIPT OF PROPOSALS FOR THE OPERATION AND MANAGEMENT OF
GOVERNMENT GRAVEL PLANT, TAPANA QUARRY, VALENCIA FOR THE MINISTRY OF INFRASTRUCTURE
DEVELOPMENT AND LOCAL GOVERNMENT

PROSPECTIVE tenderers are advised that the closing date for the receipt of Proposals for the Operation and Management of Government Gravel Plant, Tapan Quarry, Valencia for the Ministry of Infrastructure Development and Local Government has been extended from Thursday 13th September, 2001 to Thursday 4th October, 2001.

The pre-tender meeting has been rescheduled to Monday 24th September, 2001 at 10.30 a.m. at the office of the Ministry of Infrastructure Development and Local Government, 6th Floor, Richmond Street, Port-of-Spain.

M. MARCANO
*Chairman,
Central Tenders Board*

10th September, 2001.