



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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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—

Traffic Restriction (Temporary Provisions) Republic of Trinidad and Tobago Sixty-First Anniversary of Independence Celebrations Rehearsal) Order, 2023—(Legal Notice No. 227 of 2023).

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APPOINTMENT TO ACT TEMPORARILY AS PRESIDENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

IT IS HEREBY NOTIFIED for general information that Her Excellency, CHRISTINE CARLA KANGALOO, O.R.T.T., the President of the Republic of Trinidad and Tobago, left the country on vacation leave on the afternoon of 16th August, 2023. In accordance with the provisions of section 27 subsections (1) and (2) of the Constitution of the Republic of Trinidad and Tobago, MR. NIGEL DE FREITAS, President of the Senate, is acting temporarily as President of the Republic of Trinidad and Tobago and continuing during the absence out of the country of Her Excellency Christine Carla Kangaloo.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*

16th August, 2023.

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APPOINTMENT TO PERFORM THE FUNCTIONS CONFERRED UPON THE PRIME MINISTER

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 78(1) of the Constitution of the Republic of Trinidad and Tobago, has authorised the HONOURABLE COLM IMBERT, a member of the House of Representatives who is a Minister, to perform the functions conferred upon the Prime Minister, other than the functions conferred by section 78(2) of the Constitution with effect from the morning of 17th August, 2023 and continuing during the absence from Trinidad and Tobago of the said Dr. the Honourable KEITH CHRISTOPHER ROWLEY, M.P., in addition to the discharge of his normal duties.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*

16th August, 2023.

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NOTICE OF SUSPENSION FROM PRACTISING AS AN ATTORNEY-AT-LAW

NOTICE is hereby given that on the 18th day of August, 2023, annotations were inserted into the Roll of Attorneys-at-law to wit that: "KWEKU WILSON" has been suspended from practising as an Attorney-at-law in the jurisdiction of Trinidad and Tobago pursuant to section 29(1) of the Legal Profession Act.

Dated this 21st day of August, 2023.

K. GRAY
Acting Registrar of the Supreme Court

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VACANCY FOR THE OFFICE OF SURVEY INTERVIEWER I (RANGE 17), MINISTRY OF PLANNING AND DEVELOPMENT

APPLICATIONS are invited from suitably qualified officers in your Ministry/Department for the office of **Survey Interviewer I (Range 17), Ministry of Planning and Development.**

Particulars relating to the office are outlined below:

Distinguishing Features of Work:

An employee in this class performs routine field interviews for the collection of data to be used for compilation of statistical records and for use in statistical analyses. Although the employee may be assigned to a particular area, work involves the collection of data in several fields using standard questionnaire forms and interviewing techniques and may include drawing rough sketch maps of survey areas covered. The employee performs duties within the limits of departmental procedures and rules and receives instructions and assistance in the main aspects of the work from a superior officer. Work is reviewed by a superior for volume and apparent accuracy of data collected through simple reports and checks of completed returns.

Minimum Experience and Training:

Training as evidenced by the General Certificate of Education, Ordinary Level, with passes in five (5) subjects one of which must be English Language.

Salary:

Range 17: \$5,289.00 per month (2013).

Applications from officers holding permanent appointments in the Public Service should be made on the Application for Promotion Form. Temporary officers should use the Application for Employment Form.

Interested officers who hold permanent appointments must send their applications through their Permanent Secretaries or Heads of Department for endorsement/recommendation and submission to the Permanent Secretary, Ministry of Planning and Development. Interested officers, who hold temporary appointments, must also send their applications through their Permanent Secretary/Head of Department for submission to the Permanent Secretary, Ministry of Planning and Development:

Copies of relevant documents must accompany **All** applications as stipulated on the Application Checklist attached to this Notice.

Applications **MUST** be submitted through the Permanent Secretary or Head of Department within sufficient time in order to be received by The Permanent Secretary, Ministry of Planning and Development on or before but not later than 12th September, 2023 to: Attention Director, Human Resources, The Permanent Secretary, Ministry of Planning and Development, Level 4, Capital Plaza 11-13, Frederick Street, Port-of-Spain.

Applications received after the closing date will not be considered.

For further details, officers wishing to apply can access the Notice of Vacancy, Application Forms, Job Specification and the Application Checklist at: Ministry of Planning and Development, Level 4, Capital Plaza, 11-13, Frederick Street, Port-of-Spain and on the websites of the Service Commissions Department at www.scd.org.tt and the Ministry of Planning and Development at www.planning.gov.tt.

Closing date for receipt of applications in the Ministry of Planning and Development: 12th September, 2023.

Officers who have applied previously and who still wish to be considered for appointment to the office are advised to re-apply in response to this Notice. Your application should be dated and submitted within the period of this Notice of Vacancy.

A list of shortlisted applicants will be posted on the Ministry of Planning and Development website.

Should officers neglect to attach/provide copies of their relevant documents experience and training as outlined in the application checklist, the Permanent Secretary will be unable to determine their eligibility for the office and they will be deemed unsuitable.

M. HINDS
Permanent Secretary
Ministry of Planning and Development

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**THE MINISTRY OF PUBLIC UTILITIES****UPDATED PUBLIC STATEMENTS OF THE MINISTRY OF PUBLIC UTILITIES 2023****ANNUAL STATEMENT ON****THE FREEDOM OF INFORMATION (FOI) ACT CHAPTER 22:02**

In compliance with Sections 7, 8 and 9 of the Freedom of Information (FOI) Act, the Ministry of Public Utilities is required by law to publish annual statements on its mandate for the benefit of the members of the public.

The FOI Act, was assented to on November 4, 1999 and came into full effect on August 30, 2001 to “give members of the public a general right (with exceptions) of access to official documents of public authorities and for matters related thereto.” The Act provides members of the public with:

1. A legal right for each person to access information held by the Ministry of Public Utilities;
2. A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding applicant’s request for information under the FOI Act; and
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 FOI Act.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2023—CONTINUED

SECTION 7 STATEMENTS**Purpose and Function of the Ministry of Public Utilities**

The Ministry's strategic framework establishes the context within which its goals and objectives are recognized and pursued. It is defined by the following goals and objectives:

- To provide effective and efficient leadership and governance to the Utilities Sector;
- To ensure that Trinidad and Tobago's utility sector (electricity, post and telecommunications) is modern, customer oriented and technologically enabled to provide effective, cost efficient quality services to all citizens;
- To provide a framework within the Ministry for promoting employee well-being and ensuring that all employees are treated with dignity, fairness and respect;
- To collaborate with the agencies to ensure that they practice prudent financial management with a view to becoming financially viable.

Mandate

To provide effective and efficient leadership and governance in the delivery of public utilities services to the citizenry of Trinidad and Tobago.

Vision

To become an organization dedicated to excellence in the delivery of public utilities for the sustainability of our country and an improved quality of life of its citizenry.

Mission

To facilitate the effective delivery of efficient, affordable and quality public utilities services through a committed, resourceful team of professionals in close collaboration with all stakeholders.

Core Values

The Ministry of Public Utilities is guided in its operations by the following core values:

- Integrity
- Service Excellence
- Transparency
- Accountability
- Trust and Mutual Respect
- Partnership

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2023—CONTINUED

Reporting

The Honourable Marvin Gonzales, along with the Permanent Secretary and the Ministry's management team has oversight for the Public Utilities Sector. Services are provided through the efforts of two (2) Divisions, four (4) Statutory Bodies, two (2) State Enterprises and one (1) Agency. The Ministry is also responsible for the administration of the Utilities Assistance Programme (UAP), the Residential Electrification Assistance Programme (REAP), the Electrification Programme, and the Community Water Improvement Programme (CWIP) in Trinidad and Tobago.

The Ministry of Public Utilities has three hundred and forty-nine (349) employees and is accountable to the citizens of Trinidad and Tobago in the areas of: electricity and electrical inspections, telecommunication services, postal services, meteorological services, waste management and water resources.

The Minister of Public Utilities has responsibility for:

- Visioning and policy direction
- Leadership
- Securing budgetary requirements
- Public accountability

As such, the Minister reports to the Cabinet and Parliament on matters relating to these areas.

Structure of the Ministry of Public Utilities**Head Office**

- The Office and Secretariat of the Minister of Public Utilities
- The Office and Secretariat of the Permanent Secretary
- The Office and Secretariat of the Deputy Permanent Secretary
- The Human Resource Services Division, which is comprised of:
 - The Human Resource Management Unit
 - The Administrative Support Services Unit
 - The Finance and Accounts Unit
- The Economic Research, Policy and Planning Division, which is comprised of:

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2023—CONTINUED

- The Research Unit
- The Communications Sector (Telecommunication and Postal) Management Unit
- The Electrification Sector Management Unit
- The Water Sector Management Unit.
- The Legal Services Division
- The Sectoral Programmes and Projects Unit
- The Customer Service Unit
- The Communications Unit
- The Monitoring and Evaluation Unit
- The Information Technology Unit and
- The Internal Audit

Divisions of the Ministry

- The Government Electrical Inspectorate Division
- The Trinidad and Tobago Meteorological Services Division

Statutory Bodies

- The Regulated Industries Commission (RIC)
- The Water and Sewerage Authority (WASA)
- The Trinidad and Tobago Electricity Commission (T&TEC)
- The Trinidad and Tobago Postal Corporation (TTPOST)

State Enterprises

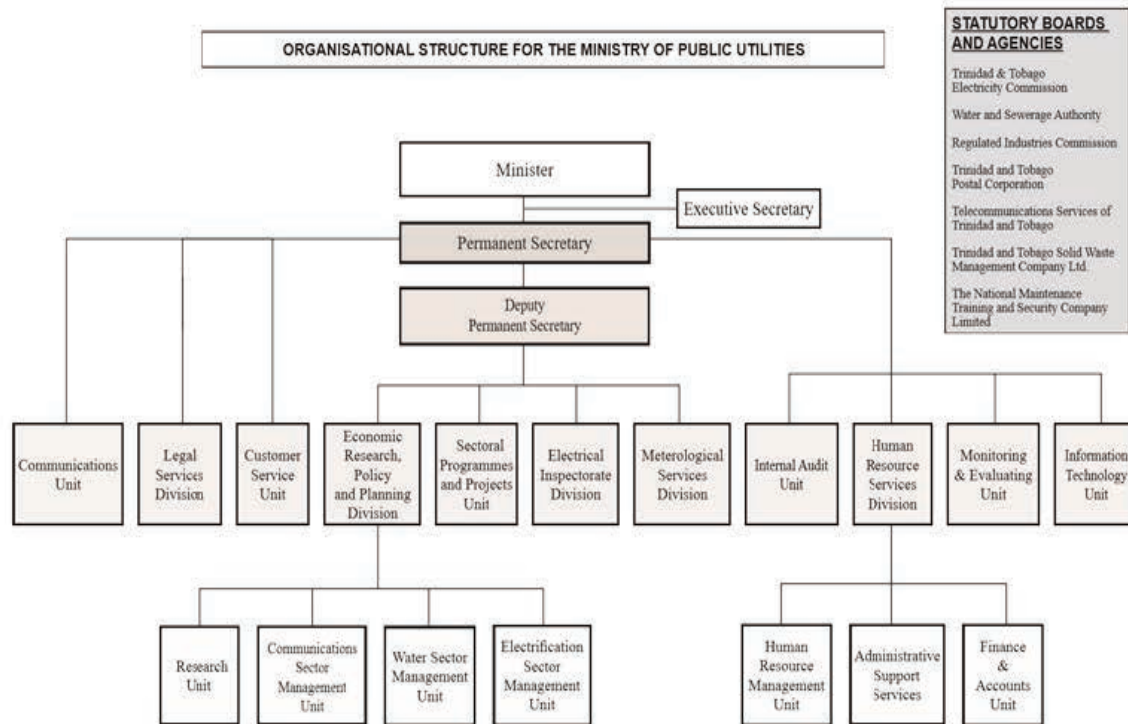
- The National Maintenance Training and Security Company Limited (MTS)
- The Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL)

Agency

- The Telecommunications Services of Trinidad and Tobago Limited (TSTT)

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2023—CONTINUED

Organizational Structure



Responsibilities of Internal Divisions and Units (Head Office)

Human Resource Services Division

The primary objective of the Human Resource Services Division is to provide timely and efficient support to the internal clients of the Ministry by offering Financial, Administrative and Human Resource Services through its Human Resource Management Unit, Administrative Support Services Unit and the Finance and Accounts Unit.

Monitoring and Evaluation Unit

This Unit is responsible for developing and implementing monitoring and evaluation systems for the Ministry, consistent with the Government’s mandate to provide effective and efficient delivery of public utilities to the citizens of Trinidad and Tobago. The Unit’s primary functions include tracking the progress, outcomes and impact of projects, programmes and policies, evaluating the Ministry’s performance and reporting on its activities.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2023—CONTINUED

The Economic Research, Policy and Planning Division (ERPPD)

The Economic Research, Policy and Planning Division is the technical arm of the Ministry of Public Utilities charged with implementing and developing policy, undertaking research and planning to provide strategic direction for the entities within the Utilities Sector. The Division also provides oversight and monitoring of the financial performance of the Ministry and agencies under the Ministry's purview. The Division conducts its work through four (4) Units:

- The Research Unit;
- The Communications Sector Management Unit (Telecommunications and Postal);
- The Electrification Sector Management Unit; and
- The Water Sector Management Unit.

Sectoral Programmes and Projects Unit (SPPU)

The Sectoral Programmes and Projects Unit is responsible for monitoring the implementation of sectoral programmes and projects (including capital projects), risk management and project reporting.

Customer Service Unit

The Customer Service Unit is responsible for pursuing greater efficiency and effectiveness of the Ministry's service delivery systems to customers. These services include but are not limited to implementing customer service improvement initiatives, addressing Utility Complaints/Queries, responding to requests under the Freedom of Information Act (FOIA) 1999, and the administration of Standby Generator Licenses.

Communications Unit

The primary responsibility of the Communications Unit is to develop and implement the Ministry's communication strategy in support of Government's plans, programmes and initiatives.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2023—CONTINUED

Legal Services Division

The division is responsible for providing legal advice and the drafting of legal documents for matters under the Ministry's purview. The division liaises with legal counsels in the public and private sectors for the preparation of legal briefs to external stakeholders including the Chief State Solicitor and the Solicitor General on court matters pertaining to the Ministry. The Division also assists in the development and management of the Ministry's legislative agenda.

Information Technology Unit

The Information Technology Unit is responsible for managing the Information Systems (IS) and Information Technology (IT) portfolios of the Ministry, as well as providing the necessary IT support to the Ministry.

Internal Audit

The Internal Audit Unit provides independent and objective assurance and consulting services to the Accounting Officer aimed at adding value and improving the Ministry's operations. The Unit assists in meeting organisational objectives through the application of a disciplined approach to evaluating the effectiveness of governance, risk management and control processes.

Responsibilities of External Divisions**Government Electrical Inspectorate Division**

The Government Electrical Inspectorate Division is responsible for testing and inspecting electrical installations of buildings and facilities to meet local and international standards and to certify whether these installations are compliant. Additionally, the Division is responsible for issuing Wireman's License and Projectionist's License to qualified and competent persons. The Division is also required to investigate fires in buildings and facilities to determine whether the cause was related to the electrical installation upon the

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2023—CONTINUED

request of the Trinidad and Tobago Police Service, Trinidad and Tobago Fire Services, Trinidad and Tobago Electricity Commission (T&TEC) and Insurance Companies.

Trinidad and Tobago Meteorological Services Division

The Meteorological Services Division (MSD) is responsible for providing meteorological information and advice consistent with international standards, namely the World Meteorological Organization (WMO) and the International Civil Aviation Organization (ICAO) standards. MSD produces and distributes weather and climate information to the general public and key stakeholders in sectors such as aviation, maritime, agriculture, tourism, water and disaster management.

Impact of Functions of the Ministry of Public Utilities on Members of the Public

The Ministry of Public Utilities is responsible for the Utility Sector, such as electricity and electrical inspection, water and sewerage, telecommunications and postal services, which positively impact the lives of Trinidad and Tobago's citizenry. These contribute valuable resources on which Trinidad and Tobago's basic infrastructure and human and economic development is based, measured and sustained.

Categories of Documents in the Possession of the Ministry of Public Utilities

The following documents are in the possession of the Ministry of Public Utilities, in accordance with Section 7 (1) (a) (ii) of the FOI Act:

- Files: Administrative, human resource management, financial, procurement, legal, conferences/seminars, programmes, projects, Cabinet notes, board meetings, committee meetings, technical assistance, local/regional/international organizations, and utilities.
- Financial Records: Financial and accounting statements and operational documents.
- Documents: Copies of legislation, laws, legal notices, bills, regulations, orders, Gazettes, brochures, bulletins, reports from Government agencies.
- Digital media: Photographs, CDs, DVDs, diskettes, videos and tapes pertaining to the Ministry's work.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2023—CONTINUED

Material prepared for publication or inspection

The Ministry produces the following documents that are available to the public:

- The Ministry's Quarterly Newsletter "*Focus on MPU*" (2007-2013)
- Utilities Assistance Programme (UAP) brochures
- Residential Electrification Assistance Programme (REAP) brochures
- Electrification Programme brochures
- Newspaper advertisements (Ministerial vacancies, Ministerial messages and statements)

Members of the public can also visit our website for additional information at:

www.mpu.gov.tt

Procedure to be followed when accessing a document from the Ministry of Public Utilities

The following procedures are to be utilised when accessing documents from the Ministry of Public Utilities, in accordance with Section 7 (1) (a) (v) of the FOI Act.

(a) General Procedure

The Ministry's policy is to respond to all requests for information, both oral and written. However, in order to exercise the rights under the FOI Act (for example, the right to challenge a decision if the request for information is refused), the applicant must make the request in writing.

The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents*), available at the Customer Services Unit and the Ministry's Library, for information that is not readily available to the public.

(b) Addressing Requests

To facilitate prompt handling of the request, it should be addressed to the Designated Officer of the Ministry (see Section 7 (1) (a) (vi)).

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2023—CONTINUED

(c) Details in the Request

Applicants should provide details that will allow for ready identification and location of the requested records. If insufficient information is provided, clarification will be sought from the applicant. If applicants are unsure of how their request should be written or what details should be included, they should communicate with the Ministry's Designated Officer.

(d) Requests not handled under the FOI Act

A request under the FOI Act will not be processed to the extent that it asks for information that is readily available to the public, either from this Ministry or from another public authority, e.g. brochures, pamphlets, reports, etc.

(e) Retrieving Documents

The Ministry of Public Utilities is required to furnish copies of documents only when they are in its possession or can be retrieved from storage. Information stored in the National Archives or other storage centres will be retrieved in order to process the requests.

(f) Furnishing Documents

An applicant is entitled to copies of information the Ministry has in its possession, custody or power. The Ministry is required to furnish only one copy of a document. If a legible copy of a document cannot be released, the Ministry may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply. Please note the Ministry is not compelled to do the following:

- Create new documents; or
- Perform research for the applicant.

(g) Time Limits

The FOI Act sets a time limit of thirty (30) calendar days for the determination of a request for access to documents. The Ministry is required to grant the request for access to information as soon as practicable but no later than 30 days, as required by Section 15 of the FOI Act. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2023—CONTINUED

Should the Ministry fail to meet this deadline, the FOI Act gives the applicant the right to proceed as though the request has been denied. The Ministry will diligently seek to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the Ministry would acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Ministry has received the request and to ascertain its status.

(h) Fees and Charges

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies or copies in some other form, such as on a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred by duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, the Ministry may charge duplication fees in accordance with its normal replication policy.

Designated Officers in the Ministry of Public Utilities

The following are the Designated Officers charged with the responsibility for obtaining documents on request by the public in accordance with Section 7 (1) (a) (vi) of the FOI Act.

The Designated Officer:

Mrs. Mauricia Pegasus
Customer Service Manager
One Alexandra Place
#1 Alexandra Street
St. Clair, Newtown, 190129
Trinidad, W.I.
Phone: 628-9500 ext. 1115 Fax: 628-6067
Email: mpegus@mpu.gov.tt

The Alternate Officer:

Ms. Danielle Salandy
Director, Legal Services
One Alexandra Place
#1 Alexandra Street
St. Clair, Newtown, 190129
Trinidad, W.I.
Phone 628-9500 ext. 5200 Fax: 628-6067
Email: dsalandy@mpu.gov.tt

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2023—CONTINUED

These Officers are responsible for executing the following functions:

- The initial receipt of an action upon notices under Section 10,
- Requests for access to documents under Section 13, and
- Applications for correction of personal information under Section 36 of the FOI Act.

Advisory Boards, Councils, Committees, and other bodies (where meetings/minutes are open to the public) Section 7 (1) (a) (vii)

There are currently no Advisory Boards, Councils, Committees and other Bodies at this time.

Library/Reading Room Facilities

The Ministry of Public Utilities currently has a Reading Room/Library in accordance with Section 7 (1) (a) (viii) of the FOI Act. The Reading Room/Library is located on the Fifth Floor, One Alexandra Place, #1 Alexandra Street, St. Clair, Port-of-Spain. It is open to the public from Mondays to Fridays between the hours of 8:30 am to 3.30 pm.

Policy of the Ministry of Public Utilities for the provision of copies of documents which are readily available to the public

Members of the public may:

- (a) Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration the possibility that the copies may not be available in the form required.
- (b) Be required to supply copying paper for hard copies in instances where requests require large amounts of paper.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2023—CONTINUED

SECTION 8 STATEMENTS

Section 8(1)(a)(i) Documents containing interpretations or particulars of written laws or schemes administered by the Ministry of Public Utilities, not being particulars contained in another written law:

At this time, the Ministry of Public Utilities has no such documents.

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:

There are other documents that guide the operations of the Ministry of Public Utilities. These documents can be purchased from the Government Printery, while others may be accessed on-line via www.tparliament.org or www.ttconnect.gov.tt. The following applies:

- Trinidad and Tobago Gazette
- Hansard Reports relating to Debates in the Senate and House of Representatives
- Circular memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Public Administration and other Departments
- Public Sector Investment Programme (PSIP)
- Reports of Government Agencies
- Annual Budget Documents of the Republic of Trinidad and Tobago
- Policies of Agencies within the purview of the Ministry
- Guidelines for Programmes within the Ministry
- Estimates of Recurrent Expenditure and Development Programmes
- Procurement Policies and Guidelines
- Financial Regulations and Instructions
- Health and Safety Guidelines

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2023—CONTINUED

SECTION 9 STATEMENTS

In accordance with Section 9 (1) (a)-(m), the following reports are available at the Ministry's Reading Room/Library, located on the First Floor, #1 Alexandra St, St. Clair, Port of Spain:

- The MPU's Annual Administrative Reports
- The MPU's Statistical Digest (2006-2010), (2010-2011)
- The MPU's Quarterly Newsletter (2007-2013)
- Annual Reports and Financial Statements of Agencies of the MPU
- Newsletters/Magazines of Agencies of the MPU (e.g. *Watts Happening* and *RIC News*)
- *Contact Magazine* prepared by the T&T Chamber of Industry and Commerce
- *Linkage Magazine* prepared by the American Chamber of Commerce
- Newsletters of Other Ministries and Agencies (e.g. Ministry of Foreign Affairs and CARICOM and the Environmental Management Authority (EMA))
- National Integrated Water Resources Management Policy 2022

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**THE MINISTRY OF PUBLIC UTILITIES****UPDATED PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL
INSPECTORATE DIVISION 2023****In compliance with Sections 7, 8 And 9 of the Freedom of Information Act (FOIA) 1999**

In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Electrical Inspectorate Division is required by law to publish the following statements, which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by the **Government Electrical Inspectorate Division**;
- (2) A legal right for each person to have official information relating to him/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; and
- (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.

Section 7 Statements**Section 7(1) (a) (i)****FUNCTION AND STRUCTURE OF THE GOVERNMENT ELECTRICAL
INSPECTORATE DIVISION****MISSION STATEMENT**

The mission of the Government Electrical Inspectorate Division is to provide electrical inspection services to the citizens of Trinidad and Tobago to ensure the integrity of these wiring systems through timely and meticulous electrical inspections and to certify qualified and competent persons to undertake electrical installations in order to safeguard the well-being of people and their property from injury and fire.

MANDATE`

The Government Electrical Inspectorate Division is responsible for testing and inspecting electrical installations of buildings and facilities to meet local and international standards and to certify whether these installations are compliant. In addition, the Government Electrical Inspectorate Division is responsible for issuing Wireman's Licence and

UPDATED PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL
INSPECTORATE DIVISION, 2023 —CONTINUED

Projectionist's Licence to qualified and competent persons. The Government Electrical Inspectorate Division is also required to investigate fires in buildings and facilities to determine whether the cause of the fire was related to the electrical installation.

STRUCTURE

The Government Electrical Inspectorate Division is a Division of the Ministry of Public Utilities. The Government Electrical Inspectorate Division (GEID) was established by the Electricity (Inspection) Act Chapter 54:72, on January 1, 1946. The Division comprises a staff of fifty-three (53) officers and is headed by the Chief Electrical Inspector, who is responsible for the administration, regulation and enforcement of the following Acts as they relate to the inspection of Electrical Installations and the licensing of Electricians and Cinema Operators (Projectionists).

- (1) The Electricity (Inspection) Act Chapter 54:72
- (2) The Electric Installations (Buildings) Act Chapter 54:71
- (3) Legal Notice No. 139 of Cinematograph Ordinance, Chapter 30:10.

Trinidad

The GEID operates from three (3) locations in Trinidad. They are:

- (1) The Head Office at Arouca: services North East (East of Lady Young Road) and part of Central Trinidad.
- (2) Office at La Romaine: services South Trinidad from Guayaguayare to Cedros, including Central South.
- (3) Office at One Alexandra Street, St. Clair, Port of Spain: services North West Trinidad (West of Lady Young Road).

Tobago

In Tobago, Electrical Inspectors are appointed to the Office of the Electrical Inspectorate, Division of Settlements, Urban Renewal and Public Utilities. The Inspectors operate under the technical guidelines of the Chief Electrical Inspector.

The Office of the Government Electrical Inspectorate is located at Old Government Farm Road, Shaw Park, Scarborough, Tobago. This office serves the entire Tobago

UPDATED PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL
INSPECTORATE DIVISION, 2023 —CONTINUED

FUNCTIONS

Administrative

- (i) Receipt of applications for inspections of domestic, commercial or industrial electrical installations. Determination and collection of the appropriate fees and assignment of dates for these inspections.
- (ii) Assignment of inspections to Electrical Inspectors on a daily basis and review of submitted reports.
- (iii) Maintenance of records associated with inspections of electrical installations on all building/structures in Trinidad and Tobago.
- (iv) Other functions associated with the maintenance of the clerical and technical operations of the Division.

Inspections

- (i) Inspections and Issuance of Certificates of Approval for all New Domestic, Commercial and Industrial Electrical Installations in Trinidad and Tobago which are mandatory for the connection of an Electricity Supply by the Trinidad and Tobago Electricity Commission.
- (ii) Inspections and Issuance of Certificates of Approval for all rewired or altered installations for compliance with established standards of safety which are also a prerequisite for the energizing/use of these installations.
- (iii) Inspection of 'Disconnected Installations' for 're-connection' purposes.
- (iv) Routine 'Condition Inspection' of installations to determine their continued safety and advising owners/occupiers of relevant defects, to be corrected within a specified time.
- (v) Annual Inspection of the electrical installation and apparatus in all Public Buildings and places of entertainment (Electricity Inspection Act Chap. 54:72 Section 15). {Electricity (Inspection) Rules}.
- (vi) Routine inspections carried out in large industries and high-risk areas. Owner/occupiers are advised of defects (if any) that need to be corrected within a specific period.
- (vii) Inspection of High Voltage Installations.
- (viii) Commissioning of new installations including large industrial plants.
- (ix) Maintenance testing at stipulated intervals.

UPDATED PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL
INSPECTORATE DIVISION, 2023 —CONTINUED

Advisory Services

- (i) Responding to owners, electricians, contractors and other members of the public upon their requests for information that impact upon the inspection of their electrical installation.
- (ii) Interfacing with Importers, Distributors and Manufacturers as regards the design, application and acceptable standard of electrical products.
- (iii) Presentations to schools and firms as regards electrical safety and training

Fire and Accident Investigation

- (i) Visiting the scenes of fires to determine if the cause of the fire is due to an electrical fault upon requests from the Police, the Trinidad and Tobago Electricity Commission, Trinidad and Tobago Fire Service or Insurance Companies.
- (ii) Attending court proceedings that may arise from the investigation at one (1) above, when summoned to give evidence.
- (iii) Investigations of incidents/accidents resulting in loss of life or grievous hurt to any person that occurred in connection with electrical installations or plant or apparatus and submission of findings to the nearest Magistrate.

Regulatory Functions

- (i) Determining/reviewing codes, regulations and standards relevant to the inspection of installations.
- (ii) Interfacing with the Trinidad and Tobago Electricity Commission regarding defects/problems associated with electrical systems/installations.
- (iii) Enforcement of the Trinidad and Tobago Electrical Wiring Code.

Licensing of Wireman and Projectionist

- (iv) Evaluating the qualifications, competence and experience of applicants for the grant of Wireman's Licence. Reviewing/Evaluating the performance/conduct of Wiremen and renewing their Licences as appropriate.

UPDATED PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL
INSPECTORATE DIVISION, 2023 —CONTINUED

- (v) Administering the grant of Projectionists (Cinema Operators) Licences to competent candidates and renewal of same.

Effects of functions on members of the public

The functions of the Government Electrical Inspectorate Division have a profound effect on the public in that it affords them confidence in knowing that their wiring system have met a satisfactory standard of safety. Members of the public are also assured that their person and property are safeguarded from hazards, which may arise from their electricity usage.

The public can participate in the decision-making of the Government Electrical Inspectorate Division through its National Technical Electrical Committee which meets once per month. To register, members of the public can call 628-9500 ext. 7013.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Government Electrical Inspectorate Division

- a. Files dealing with administrative support and general administrative documents for the operation of the Government Electrical Inspectorate Division.
- b. Personnel files, which detail staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
- c. Files dealing with the accounting and financial management function of the Government Electrical Inspectorate Division.
- d. Financial Records (cheques, vouchers, receipts, journals, Electrical Inspection, Housing Electricians and Cinema Operators Fees).
- e. Files dealing with matters relating to the procurement of supplies, services and equipment.
- f. Policy and Procedure Documents.
- g. Internal and External correspondence files.
- h. Customer files.
- i. Legislation and Legal Instruments.

UPDATED PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL
INSPECTORATE DIVISION, 2023 —CONTINUED

- j. Legal Opinions and related matters.
- k. Files dealing with training – local and foreign and technical co-operation.
- l. Files dealing with circulars, memoranda, notices, bulletins, etc.
- m. Inventory.
- n. Complaints/suggestions files.
- o. Registers/Certificates/Permits/Licences etc.

Section 7(1) (a) (iii)

Material prepared for publication or inspection

The public may inspect and/or obtain copies of the following material between the hours of 8:00 am to 4:00 p.m. on normal working days at the following locations:

Head Office: #48 Eastern Main Road, Arouca
Tel. 692-6548, 692-6549

South Office: Maska Building South Trunk Road La Romain.
Tel. 697-7976

Port of Spain Office: One Alexandra Place, 1 Alexandra Street, St. Clair,
Port of Spain
Telephone number 628-9500 Ext. 1113, 1114

- High Voltage Regulations
- Low Voltage Regulations
- Electrical Inspections Fees
- Housing Electricians Fees
- Cinema Operators Fees
- Departmental Rulings from the Chief Electrical Inspector
- Requirements for Wireman's Licence and Cinema Operators Permits

Section 7 (1) (a) (iv)

Literature available by subscription

This section is not applicable.

Section 7 (1) (a) (v)

**Procedure to be followed when accessing a document from the Government
Electrical Inspectorate Division.**

UPDATED PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL
INSPECTORATE DIVISION, 2023 —CONTINUED

How to Request Information:

General Procedure:

Our policy is to answer all requests for information, both oral and written. However, in order to exercise your rights under the FOIA (for example the right to challenge a decision if the request for information is refused), the request must be made in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) which is available at any of the four Offices of the Government Electrical Inspectorate Division, for information that is not readily available to the public.

Addressing Requests:

To facilitate prompt handling of your request, please address it to the Chief Electrical Inspector (see section 7 (1) (a) (vi))

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, communicate with our Designated Officer (see section 7 (1) (a) (vi)).

Request 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, either from the Government Electrical Inspectorate Division or from another public authority.

Responding to your Request

Retrieving Documents:

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 not be possible. Various laws regulations and manuals give the time periods for keeping records before they may be destroyed. For example, The Exchequer and Audit Act: Chap: 69:01.

Furnishing Documents:

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. 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 program so that a computer will print information in the format you prefer.
- (b) Perform research for you

UPDATED PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL
INSPECTORATE DIVISION, 2023 —CONTINUED

Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days 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 has been 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 acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

Time Allowed

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the document and/or be provided with copies.

Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the documents/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven-day period, you are entitled to a refund of the fees paid in addition to free access to the documents/s requested.

Section 7 (1) (a) (vi)

Officers in the Government Electrical Inspectorate Division 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 correction of personal information under Section 36 of the FOIA.

The Designated Officer:

Mr. Kevin Baboolal
Chief Electrical Inspector
#48 Eastern Main Road, Arouca
Telephone: 628-9500 ext. 7000/ 7013

The Alternate Officer:

Ms. Janelle Alexander-Wilson
Administrative Officer II
#48 Eastern Main Road, Arouca
Telephone: 628-9500 ext. 7007

Section 7 (1) (a) (vii)

Advisory Boards, Council, Committee, and other bodies

- National Technical Electrical Committee of the Government Electrical Inspectorate

UPDATED PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL
INSPECTORATE DIVISION, 2023 —CONTINUED

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Certain information may be readily accessed at our offices:

- Head Office - #48 Eastern Main Road, Arouca
Telephone: #692-6548, 692-6549
- Office - Maska Building South Trunk Road La Romain
Telephone #697-7976
- Office – One Alexandra Place, 1 Alexandra Street, St. Clair, Port of Spain
Telephone number 628-9500 Extension 1107, 1113

The public may also make general enquiries to Chief Electrical Inspector - Mr. Marlon Williams at 628-9500 ext. 7000/ 7013. Our offices are open to the public from Monday to Friday between the hours of 8:00am and 4:00pm.

Policy of the Government Electrical Inspectorate Division for provision of copies of documents that are readily available to the public.

Members of the public are required to provide paper for photocopies.

Section 8 Statements

Rules and Regulation under which the GEID operates

- Electricity (Inspection) Act Chapter 54:72
- Electrical Installation (Building) Act Chapter 54:71
- The Cinematograph Act and Video Entertainment Act Chap: 20:10, Legal Notice 139
- Public Service Regulations

Electrical installations in Trinidad and Tobago must comply with the following standards:

- Trinidad and Tobago Wiring Code, Part 1, Low voltage installation (TTS171: Part 1: 2002)
- Trinidad and Tobago Wiring Code, Part 2, High voltage installation (TTS171: Part 2: 2002)
- Trinidad and Tobago Wiring Code, Part 3, Renewable Energy Systems and Interconnections (TTS171: Part 3: 2011)
- National Electrical Code – 2011
- TTEC – Wiring for Lighting and Power (2008)
- Bulletins issued by the Chief Electrical Inspector

Section 9 Statements

This section is not applicable at this time.



Lake Asphalt
of Trinidad and Tobago (1978) Limited

Government of the Republic of Trinidad and Tobago

Ministry of Works and Transport

Lake Asphalt of Trinidad and Tobago (1978) Limited

Public Statement 2022 & 2023 in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA).

PART I - SECTION 7: STATEMENTS

Introduction

In accordance with Sections 7, 8 and 9 of the *Freedom of Information Act, Chapter 22:02* ("FOIA"), Lake Asphalt of Trinidad and Tobago (1978) Limited (Lake Asphalt) is required by law to publish the statements contained herein, which lists the documents and information generally available to the public.

The FOIA gives members of the Public ("the applicant"):

- (i) A legal right to access official documents held by Lake Asphalt;
- (ii) A legal right to have official information relating to himself or herself amended where it is incomplete, incorrect or misleading or not relevant for the purpose for which the document is held;
- (iii) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
- (iv) 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.

Lake Asphalt publishes the following statement as approved by the Minister of the Ministry of Works and Transport in accordance with Sections 7(1)(b) and 9(2)(b) of the FOIA.

Section 7 (1) (a) (i)

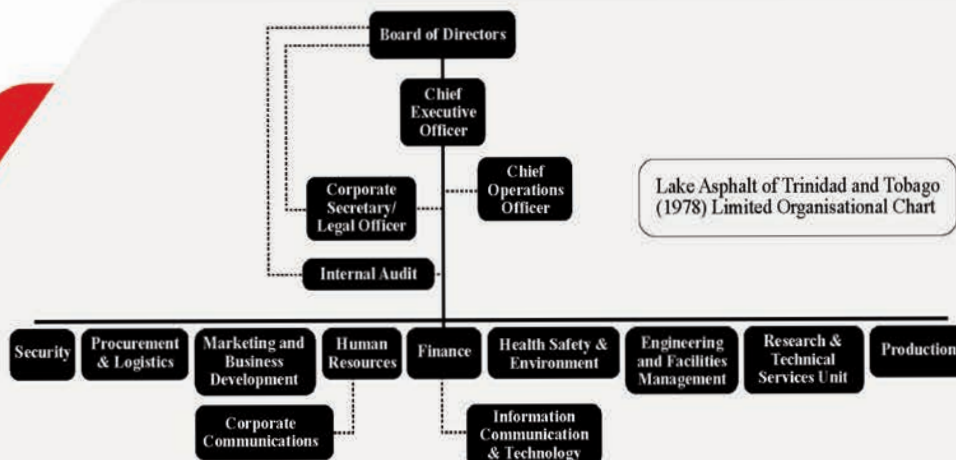
1. Mission Statement

"To provide superior quality asphalt and bituminous products to the world in a socially and environmentally responsible manner."

2. Function and Structure

Lake Asphalt was incorporated on April 27, 1978 under the *Companies Ordinance Ch.31 No.11* as a wholly owned subsidiary of Trinidad and Tobago Oil Company Limited. Lake Asphalt continued under Section 343 of the *Companies Act, Chapter 81:01* and was subsequently made a wholly owned state enterprise in 1998 falling under the purview of the Ministry of Energy and Energy Industries. Its registered office is located at LP 4717, Brighton, La Brea.

The primary role of Lake Asphalt is to monetize the asphalt from the Pitch Lake. Lake Asphalt is therefore involved in the extraction, refining, processing and marketing of dried asphalt, asphalt cement and asphalt based derivatives, as well as bituminous emulsions, and is responsible for managing the Pitch Lake. Lake Asphalt's revenue is generated from local, regional and international sales. Lake Asphalt's operations are dependent upon product demand.



LAKE ASPHALT OF TRINIDAD AND TOBAGO (1978) LIMITED
PUBLIC STATEMENT 2022 AND 2023—CONTINUED

2.1. Organisational Structure

Lake Asphalt is headed by a Board of Non-Executive Directors. The current Board was appointed on August 05, 2022.

The composition of the Board of Directors of Lake Asphalt is as follows:

Mr. Neil Mohammed	- Chairman (<i>with effect from January 20, 2023</i>)
Mr. Sterlin Mc Alister	- Chairman (<i>August 05, 2022 - January 15, 2023</i>)
Mr. Ronald Alfred	- Director (<i>with effect from January 20, 2023</i>)
Mr. Allister Bando	- Director
Mr. Alston Cadore	- Director
Mr. Anthony Mc David	- Director

The Board is supported by a Corporate Secretary whose responsibilities include ensuring that good corporate governance practices are adhered to.

Five (5) Board Sub-committees assist in formulating and guiding the business and policies of Lake Asphalt:

- The Board Audit Committee;
- The Board Finance Marketing and Strategy Committee;
- The Board Human Resource Committee;
- The Board Tenders Committee; and
- The Board Operations Committee

The Management Team is responsible for the management of Lake Asphalt and reports to the Board via the Chief Executive Officer. Lake Asphalt currently employs 166 permanent employees, 11 contract employees and from time to time, a number of casual workers divided into the following responsibility centers:

THE OFFICE OF THE CORPORATE SECRETARY/LEGAL OFFICER (CS/LO) which provides support to the Board of Directors of Lake Asphalt while safeguarding the integrity of the Company's governance framework. Additionally, the office ensures that Lake Asphalt is in compliance with statutory and regulatory requirements, and implements decisions made by the Board of Directors. Specifically, the Office of the CS/LO:

- Maintains statutory records inclusive of board minutes, quasi-legislative reports, annual returns and other company filings;
- Convenes meetings as requested by Directors and key stakeholders under the provisions of the Companies Act;
- Reviews and/or prepares and/or drafts correspondence, contractual agreements, legal and quasi-legal documents; and,
- Instructs on litigation matters in which Lake Asphalt is involved.

INTERNAL AUDIT which assists the Management of Lake Asphalt in meeting its responsibilities effectively by:

- enhancing and protecting organisational value by providing risk based, independent and objective assurance and insight relative to financial, managerial and operational information; and,
- bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management and control processes.

Internal Audit was officially established by the Board of Directors in February 2008 and reports functionally to the Audit Committee of the Board of Directors and administratively to the Chief Executive Officer.

PROCUREMENT AND LOGISTICS which is responsible for executing safe, effective and efficient procurement activities for Lake Asphalt with integrity and transparency. The department aims to effect all procurement activities in accordance with the principles of good governance and, with a view to achieve local industry development, while garnering value for money for the Lake Asphalt. The department's tender process and operations are aligned with the legal and regulatory requirements governing public procurement inclusive of the Public Procurement and Disposal of Public Property Act, No.1 of 2015 and the *Central Tenders Board Act, Chapter 71:91*.

HEALTH, SAFETY AND ENVIRONMENT (HSE) which is responsible for ensuring that employees at all levels, contractors, customers, suppliers, visitors and anyone else who may be affected by Lake Asphalt's operations are aware of, understand and comply with the specified duties and responsibilities relating to HSE, in keeping with legislative requirements and industry best practice. In this regard, all Lake Asphalt's employees, contractors, customers, suppliers and visitors are required to attend the company's HSE Orientation. Lake Asphalt also has an active Safety and Health Committee in accordance with the Occupational Safety and Health Act, Chap.88:08.

FINANCE which is responsible for all financial services of Lake Asphalt inclusive of financial reporting, accounting and payroll administration.

MARKETING AND BUSINESS DEVELOPMENT which is responsible for the marketing and sales of all Lake Asphalt's products locally, regionally and internationally. The department is also tasked with the development of international business through joint ventures, alliances and a distributor network.

ENGINEERING AND FACILITIES MANAGEMENT which acts as a support to the manufacturing arm of the organisation. Engineering and Facilities chiefly provides technical services with respect to the installation and maintenance of process equipment, while also ensuring there is always an adequate and reliable supply of utilities (steam, air, water and electricity).

LAKE ASPHALT OF TRINIDAD AND TOBAGO (1978) LIMITED
PUBLIC STATEMENT 2022 AND 2023—CONTINUED

PRODUCTION which is responsible for maintaining the high production levels and quality of Lake Asphalt's core product, Trinidad Lake Asphalt (TLA) that is delivered to local, regional and international markets at cost effective prices in adherence to health, safety and environmental procedures and standards.

CORPORATE COMMUNICATIONS which is responsible for the management and coordination of all Lake Asphalt's communications, external affairs, branding and, corporate social responsibility. All activities of the department are geared towards engendering coherence, credibility and strong ethics within Lake Asphalt.

HUMAN RESOURCES which is chiefly responsible for the sustainable management of people; their organisational performance and personal well-being. This function supports Lake Asphalt's strategic plans by driving its culture through recruitment and talent management operations, employee training and development, compensation and benefits administration, employee relations and good industrial relations practices.

RESEARCH AND TECHNICAL SERVICES UNIT (RTSU) which is responsible for the technical aspects of Lake Asphalt's operations. Specifically, the department provides quality control, quality assurance and technical assistance services for clients and distributors. Further, the department ensures all Lake Asphalt products are tested for conformance to specifications. The department is also heavily research focused with a view to conceptualise, develop and expand Lake Asphalt's core product line, thereby developing additional business streams for Lake Asphalt, as well as making improvements to Lake Asphalt's existing products.

SECURITY (LAKE ASPHALT POLICE DEPARTMENT) which is the first and last point of access to employees, visitors and other stakeholders. Further, Security is also charged with the responsibility of securing Lake Asphalt's assets against larceny, vandalism and natural disasters. Having a robust Security department is a risk management strategy in maintaining a safe and secure working environment while minimising losses and downtime. The Security Department is guided by the Supplemental Police Act, Chap. 15:02 as well as Standing Orders as set out by the Trinidad and Tobago Police Service.

INFORMATION COMMUNICATION AND TECHNOLOGY (ICT) which is responsible for the integration of technologies that provide users with tools, information and services as required, to accomplish Lake Asphalt's objectives. ICT's core functions are communication, data management, enterprise resource planning and, data and network security. ICT also habitually engages in research to facilitate the cost effective provision of current technologies and implement industry best practices in Lake Asphalt.

Effect of functions on members of the public

Lake Asphalt's main interface with members of the public is in the form of the Customer – Supplier relationship in which case, the "public" refers to commercial entities and individuals in the Road Paving Industry, as well as customers of the LASCO line of products. It should be noted that Lake Asphalt is responsible for managing the Pitch Lake, excluding the tourism aspect of the Lake, and as such, the Pitch Lake as a tourist site does not fall under its jurisdiction. Lake Asphalt has no relationship with any tour guides, officials or otherwise who are attached to the Pitch Lake.

Section 7 (1) (a) (ii)

Categories of Documents which are likely to be in the possession of Lake Asphalt:

Lake Asphalt maintains records that relate to its administrative functions, support services and its technical operations. These records are generally categorised as follows:

ADMINISTRATIVE

1. Files dealing with administrative support and general administrative documents for the operations of Lake Asphalt;
2. Personnel files relating to staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation;
3. Internal and external correspondence files;
4. Files dealing with training;
5. Minutes and other documents pertaining to meetings;
6. Circulars, Memorandums, Notices, Bulletins;
7. Licenses and Permits;
8. Policies and Procedures (Conflict of Interest Policy, Whistle Blowing Policy, Fraud Policy, Code of Ethics and Conduct, Directors Code of Ethics and Affirmation, Internal Audit Charter, Enterprise Wide Risk Management Policy, Controlling Company Operations, Health, Safety & Environment Policies);
9. News Releases and Speeches;
10. Files relating to the Strategic Intent of Lake Asphalt;
11. Pension plan documents; and
12. Files relating to the Lake Asphalt's Corporate Communication initiatives including matters relating to Corporate Social Responsibility.

LEGAL

1. Legal Opinions and related matters;
2. Contractual Agreements: Distributorship/ Consultancy/Service Agreements;
3. Legislation; and
4. General Contracts.

LAKE ASPHALT OF TRINIDAD AND TOBAGO (1978) LIMITED
PUBLIC STATEMENT 2022 AND 2023—CONTINUED

FINANCIAL

1. Financial and Accounting Files
2. Policies - Overseas Travel, Delegation of Financial Authority, Credit Card Policy Revised
3. Financial Policy Statements
4. Vouchers, Receipts, Cheques
5. Accounts Payable and Receivable Records
6. Invoices
7. Files relating to procurement of supplies and services
8. Fixed Asset Register
9. Files relating to Information Technology

MARKETING

1. Customer Files
2. Magazines and brochures on products
3. Sales & Production Statistics
4. Policies – Development of Pricing Policy, Development of Pricing Strategy, Published Price Lists, Discount Policy

PROCUREMENT AND LOGISTICS

1. Request for Proposals
2. Policies – Tenders Rules and Procedures, Community Based Contracting

TECHNICAL

1. Books
2. Pamphlets, periodicals and publications
3. Feasibility Studies
4. Technical Information on the composition of the Lake for educational purposes.
5. Technical Brochures on TLA and projects using TLA
6. Technical Specifications for TLA

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 9:00 a.m. – 3:30 p.m. Monday to Friday at:

Lake Asphalt of Trinidad and Tobago (1978) Limited
Administration Building
Brighton, La Brea
Telephone No.: 648-7583
Fax No.: 648-7433
Email: latt@trinidadlakeasphalt.com
Website: www.trinidadlakeasphalt.com

1. Various pamphlets; leaflets and brochures relating to Lake Asphalt products
2. Annual Financial Reports;
3. Collective Agreements

4. Various policies and procedures as listed in Section 8 (1) (a) (ii) of the FOIA

If distribution copies of these publications are out of stock, applicants would be required to pay for photocopying or duplication.

Section 7 (1) (a) (iv)

Literature available by subscription

There is no literature available by subscription at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from Lake Asphalt

How to Request Information

▪ **General Procedure**

The policy of Lake Asphalt is to respond to all requests both oral and written, for information. However, in order to have 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 his/her request in writing. The applicant must complete the appropriate form "Request for Access to Official Documents" which is available from the Receptionist/ Telephone Operator in Lake Asphalt's Administration Building, Brighton, La Brea, or on the FOIA website available at <http://www.foia.gov.tt/>. This form is used for information that is not readily available in the public domain.

▪ **Addressing Requests**

To facilitate prompt handling of the request, the Form should be addressed to the Designated Officer – *Freedom of Information Act, Chapter 22:02* of Lake Asphalt of Trinidad and Tobago (1978) Limited [see section 7(1) (a) (vi) for further details] and delivered in person or via mail.

▪ **Details in Request**

Applicants should provide sufficient details that will allow for ready identification and location of the records being requested. If insufficient information is provided clarification will be sought from the applicant in an attempt to comply with the request. The applicant can seek assistance from the designated officer or an officer of the Freedom of Information Unit (FOIU) to complete the form.

The FOIU can be contacted at:

The Freedom of Information Unit
Ministry of Communications
TIC Building
Lady Young Road
Morvant
Trinidad
Tel: (868) 674-1333

LAKE ASPHALT OF TRINIDAD AND TOBAGO (1978) LIMITED
PUBLIC STATEMENT 2022 AND 2023—CONTINUED

Requests not handled under the FOIA

A request under the FOIA will not be processed if the information requested is:

1. A document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law where that access is subject to a fee or other charge;
2. A document which contains information that is available for purchase by the public in accordance with the arrangements made by the Lake Asphalt;
3. A document that is available for public inspection in a registry maintained by the Registrar General or other public authority; and
4. A document which is stored for preservation or safe custody, being a document which is a duplicate of a document of a public authority.

Time Limits

General

The FOIA sets a time limit of **thirty (30) calendar days** for determination of an applicant's request for access to documents. If Lake Asphalt fails to meet this deadline, the FOIA gives the applicant the right to proceed as though the request has been denied. Lake Asphalt will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, Lake Asphalt will advise the applicant of this prior to the expiry of the thirty days. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that Lake Asphalt has received the request and to ascertain its status.

Time Allowed

Lake Asphalt will determine whether to grant the request for access to information as soon as practicable but no later than **30 days after the day** on which the request is duly made, as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

Right to Appeal

Lake Asphalt's failure to provide a response within **30 days after the day** on which the request was made; or, conversely, the applicant's receipt of Lake Asphalt's written notice stating its reason(s) for refusing the FOIA request, gives the applicant the right to appeal.

The applicant may appeal in two (2) ways:

1. Complain to the Ombudsman; and/or
2. Apply to the High Court for judicial review of the decision.

Upon the expiry of the **30 day** period with no response received; or, within **21 days** of receiving the notice of refusal of a request, the applicant may complain in writing to the Ombudsman. In accordance with Section 38A (1) of the FOIA, the Ombudsman shall examine the requested document (if it exists), and make recommendations with respect to granting access to the document as he believes fit. The Ombudsman will complete this procedure within **30 days or as soon as practicable**.

The Judicial review process is governed by the *Judicial Review Act, Chap.7:08*. An application to the High Court for judicial review of Lake Asphalt's decision, must be made **within 3 months of the receipt of Lake Asphalt's written notification of refusal**. Conversely, if upon the expiry of the **30 day** period the applicant has not received a response, the applicant may **within 3 months of that date**, apply for Judicial Review.

Responding to the Applicant's Request

Retrieving Documents

Lake Asphalt as a public authority, is required to furnish copies of documents only when they are in its possession, or when they can be retrieved from storage. Information stored in the National Archives or other storage centers will be retrieved in order to process the request.

Furnishing Documents

An applicant is entitled to copies of information in the possession, custody or power of Lake Asphalt. Lake Asphalt is required to furnish only one copy of a document. If Lake Asphalt cannot make a legible copy of a document to be released, Lake Asphalt may not attempt to reconstruct it. Instead, Lake Asphalt will furnish the best copy possible and state the document's quality in the reply.

Please note in accordance with Section 21 of the FOIA, Lake Asphalt may refuse to grant access to documents if the work involved in the processing of the request would substantially and unreasonably divert the resources of Lake Asphalt from its operations. For example, Lake Asphalt is not required to:

- c. Create new documents by writing a new program so that a computer will print information in the format the applicant prefers, or
- d. Perform extensive research for the applicant.

Additionally, Lake Asphalt cannot be compelled to provide any document listed as exempt under Section 24 of the FOIA; or, after applying the public interest analysis provide any document considered exempt under Sections 33, 34 and 35 of the FOIA. Lake Asphalt must however, use all reasonable efforts under Section 16 of the FOIA to comply with the request by making certain deletions as to make the copy not an exempt document.

Section 7 (1) (a) (vi)

The Designated Officer in Lake Asphalt is responsible for implementation of the FOIA.

The Designated Officer in Lake Asphalt is responsible for:

1. The initial receipt of and action upon notices under Section 10 of the FOIA;
2. The initial receipt of and action upon requests for access to documents under Section 13 of the FOIA;
3. The initial receipt of and action upon applications for corrections of personal information under Section 36 of the FOIA; and
4. Forwarding quarterly returns to the Freedom of Information Unit.

LAKE ASPHALT OF TRINIDAD AND TOBAGO (1978) LIMITED
PUBLIC STATEMENT 2022 AND 2023—CONTINUED

The Designated Officer is the Corporate Secretary:

Corporate Secretary/Legal Officer
Lake Asphalt of Trinidad and Tobago (1978) Limited
Brighton, La Brea
Telephone 1-868-648-7555/6 Ext. 2265

The Alternate Officer is:

Corporate Communications Coordinator
Lake Asphalt of Trinidad and Tobago (1978) Limited
Brighton, La Brea
Telephone 1-868-648-7555/6 Ext. 2260

Section 7 (1) (a) (vii)

Advisory Board, Councils, Committees and other bodies (where meetings/minutes are open to the public)
This section is not applicable at this time.

Section 7 (1) (a) (viii) (a)

Library/ Reading Room Facilities
Lake Asphalt does not at this time maintain Reading Room facilities for public use.

Section 7 (1) (a) (viii) (b)

Publication in the Gazette and daily newspaper bringing up to date the information contained in previous statements.
The last publication for Lake Asphalt was in 2020.

Section 8: Statements

Section 8 (1) (a) (i)

Documents containing interpretation or particulars of written laws or schemes administered by Lake Asphalt not being particulars contained in another written law.
There are no documents of this nature held by Lake Asphalt at this time.

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letter of advice to persons outside Lake Asphalt, documents containing rules, policies, guidelines, practices or precedents.

- Financial Policy Statements;
- Corporate Governance Policies and Procedures;
- Refer above to Section 7(1)(a)(ii) Administrative (8); Financial (2); Marketing (4); and Procurement & Logistics (2);
- Safety Policies and Procedures;
- Employee Handbook; and
- Collective Agreements.

Section 8 (1) (b)

In enforcing written laws or schemes administered by Lake Asphalt 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.

Refer above to Section 7 (1) (a) (ii) Procurement and Logistics (2)

Section 9: Statements

Section 9 (1) (a)

A report, or a statement containing the advice or recommendations, of a body or entity established within Lake Asphalt.

- Accident/Incident reports;
- HSE reports and recommendations; and
- Periodic audit reports.

Section 9 (1) (b)

A report or a statement containing advice or recommendation, (1) of a body or entity established outside Lake Asphalt by or under a written law (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to Lake Asphalt or to the responsible Minister.

The State Enterprises Performance Monitoring Manual.

Section 9 (1) (c)

A report or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of Lake Asphalt.

Reports containing advice and/or recommendations from:

- The Audit Committee
- The Marketing and Strategy Committee
- The Human Resource Committee
- The Tenders Committee
- The Operations Committee

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within Lake Asphalt to submit a report, provide advice or make recommendations to the responsible Minister of Lake Asphalt or to another officer of Lake Asphalt who is not a member of the committee.

- Periodic audit reports
- Periodic financial data reports
- Accident/incident reports

Section 9 (1) (e)

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

LAKE ASPHALT OF TRINIDAD AND TOBAGO (1978) LIMITED
PUBLIC STATEMENT 2022 AND 2023—CONTINUED

- Certificate of Analysis
- Material Safety Data Sheets
- Product Specification Sheets
- Technical Data Sheets
- Land surveys
- Feasibility studies
- Environmental Impact Assessments

Section 9 (1) (f)

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

- National Center for Asphalt Technology (NCAT) Field and Laboratory Study of Trinidad Lake Asphalt Mixtures
- Consultancy reports
- Financial reports and audits

Section 9 (1) (g)

A report prepared within Lake Asphalt and 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.

There are no documents of this nature held by Lake Asphalt at this time.

Section 9 (1) (h)

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

- Audit reports
- Financial reports
- Project status reports

Section 9 (1) (i)

A report containing final plans or proposals for the re-organisation of the functions of Lake Asphalt, the establishment of a new policy, programme or project to be administered by Lake Asphalt, or the alteration of an existing policy, programme or project of Lake Asphalt, whether or not they are subject to the approval of an officer, another public authority, the responsible Minister or Cabinet.

- Budgets
- Strategic Plans
- Business Plans/Proposals

Section 9 (1) (j)

A Statement prepared within Lake Asphalt and containing policy directions for the drafting of legislation.

There are no documents of this nature held by Lake Asphalt at this time.

Section 9 (1) (k)

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

There are no documents of this nature held by Lake Asphalt at this time.

Section 9 (1) (l)

An environmental impact statement prepared within Lake Asphalt.

There are no documents of this nature held by Lake Asphalt at this time.

Section 9 (1) (m)

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

- Actuarial reports
- Valuation reports

Lake Asphalt of Trinidad and Tobago (1978) Limited

1377

NOTICE OF REMOVAL OF DEFUNCT COMPANY
FROM REGISTER

[Section 275(5) of the Companies Ordinance, Chap. 31, No.1]

NOTICE is hereby given that SNIKLA HOLDINGS LIMITED—
S 2282 was struck off the Register of Companies on the
29th November, 1999.

Dated this 9th day of August, 2023, at the Registrar General's
Office.

K. BRIDGEWATER
Registrar General

1378

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

KAREEMAH & KHADIM AL'HASSAN having made sworn declaration
that Policy Number 384303 issued by MARITIME LIFE (CARIBBEAN)
LIMITED on the life of AMARAH AL HASSAN has been lost and
having made application to the Company for a duplicate policy,
notice is hereby given that unless objection is raised within one
month of the date thereof, the duplicate policy asked for will be
issued.

Dated the 2nd day of August, 2023.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1379

GAMEL SADEEK having made sworn declaration that
Policy Numbers 313635, 371092, 405368 and 405369 issued by
MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having
made application to the Company for a duplicate policy, notice is
hereby given that unless objection is raised within one month of
the date thereof, the duplicate policies asked for will be issued.

Dated the 2nd day of August, 2023.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1380

RAVI RAMCHARITAR having made sworn declaration that
Policy Number 386829 issued by MARITIME LIFE (CARIBBEAN)
LIMITED has been lost and having made application to the
Company for a duplicate policy, notice is hereby given that unless
objection is raised within one month of the date thereof, the
duplicate policy asked for will be issued.

Dated the 2nd day of August, 2023.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1381

SAVITRI MOHAN having made sworn declaration that
Policy Number 383477 issued by MARITIME LIFE (CARIBBEAN)
LIMITED has been lost and having made application to the
Company for a duplicate policy, notice is hereby given that unless
objection is raised within one month of the date thereof, the
duplicate policy asked for will be issued.

Dated the 2nd day of August, 2023.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1382

KEVIN RAMESH DEO having made sworn declaration that
Policy Number 416670 issued by MARITIME LIFE (CARIBBEAN)
LIMITED has been lost and having made application to the
Company for a duplicate policy, notice is hereby given that unless
objection is raised within one month of the date thereof, the
duplicate policy asked for will be issued.

Dated the 2nd day of August, 2023.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1383

SHELDON CUPEN having made sworn declaration that
Policy Numbers 364650 and 364649 issued by MARITIME LIFE
(CARIBBEAN) LIMITED has been lost and having made application to
the Company for duplicate policies, notice is hereby given that
unless objection is raised within one month of the date thereof, the
duplicate policies asked for will be issued.

Dated the 2nd day of August, 2023.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1384

TRANSFER OF LICENCE
(Liquor Licences Act, Chap. 84:10)

REGION OF PRINCES TOWN

NOTICE is hereby given that a notification in writing has this
day been lodged with the undersigned Secretary of the
Licensing Committee for the Licensing District of the Region of
Princes Town by Maltee Singh of No. 532 Rochard Douglas
Road, Barrackpore, that it is her intention to apply to the
Licensing Committee at the Princes Town District Court on
THURSDAY THE 24TH DAY OF AUGUST, 2023 for a transfer to her of
the Licence to carry on the trade of a Spirit Retailer now held by
Mungal Singh in respect of premises situate at No. 532 Rochard
Douglas Road, Barrackpore.

Dated this 17th day of August, 2023 at the Princes Town
District Court.

D. ALI
Secretary, Licensing Committee
Region of Princes Town