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SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Tobago Carnival (Prohibition of Glass Bottles) Regulations, 2024—(Legal Notice No. 192 of 2024).

Traffic Restriction (Temporary Provisions) (Tobago Carnival) Order, 2024—(Legal Notice No. 193 of 2024).

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OFFICE OF THE ADMINISTRATOR DIVISION OF TOURISM, CULTURE, ANTIQUITIES AND TRANSPORTATION

FREEDOM OF INFORMATION STATEMENTS

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

As a public authority and an arm of the Tobago House of Assembly, the Division of Tourism, Culture, Antiquities and Transportation ("the Division") is statutorily required in accordance with Sections 7, 8 and 9 of the Freedom of Information Act Chap. 22:02 ("the FOIA"), to publish and annually update the statements hereunder, which list the documents and information generally available to the public.

In particular, the FOIA gives each member of the public, the following legal rights:-

- (1) To access information held by the Division;
- (2) To have official information pertaining to himself/herself ("personal information") amended, where it is held by the Division and such information is incomplete, incorrect or misleading;
- (3) To obtain reasons for adverse decisions made by the Division, regarding his or her request for information under the FOIA;
- (4) To complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made by the Division, under the FOIA.

SECTION 7 STATEMENTS

GENERAL INFORMATION ABOUT THE DIVISION

SECTION 7(1) (a) (i)

Organizational particulars and functions of the Division

The Division is mandated with a fourfold interlocking responsibility as follows:

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AND TRANSPORTATION, FREEDOM OF INFORMATION STATEMENTS—CONTINUED

- (i) **Tourism** - To establish, standardize and sustain the tourism product offering of Tobago, in a manner that is consistently aligned with the repositioning strategy for the island, as a tourist destination;
- (ii) **Culture** - To promote and preserve the cultural heritage of Tobago;
- (iii) **Antiquities** – To manage and preserve the archaeological heritage of Tobago;
- (iv) **Transportation** - To ensure that the supply of air and sea transportation is sufficient to satisfy the needs of both residents and visitors to the island.

The Division plays a pivotal role in Tobago's tourism development and its portfolio specifically encompasses the following:-

- Formulating and implementing specific policy and plans for the tourism sector in Tobago;
- Conducting tourism market research for Tobago;
- Providing tourist information services for Tobago;
- Product development and service management for tourism development in Tobago;
- Monitoring and evaluating the tourism sector in Tobago;
- Implementing standards for the development and maintenance of tourism infrastructure and sites and attractions in Tobago;
- Marketing and promoting the tourism sector in Tobago;
- Promoting investment opportunities in Tobago;
- Maintaining tourism facilities/amenities in Tobago;
- Administering the provisions of the Tourism Development Act, Chap. 87:22 in respect of tourism investment in Tobago;
- Collaborating with the Ministry of Tourism whenever necessary with regard to the development and promotion of tourism.

The Vision of the Division is:

"To be the premier tourism organization promoting a sustainable tourism product and unique experiences through our diverse culture."

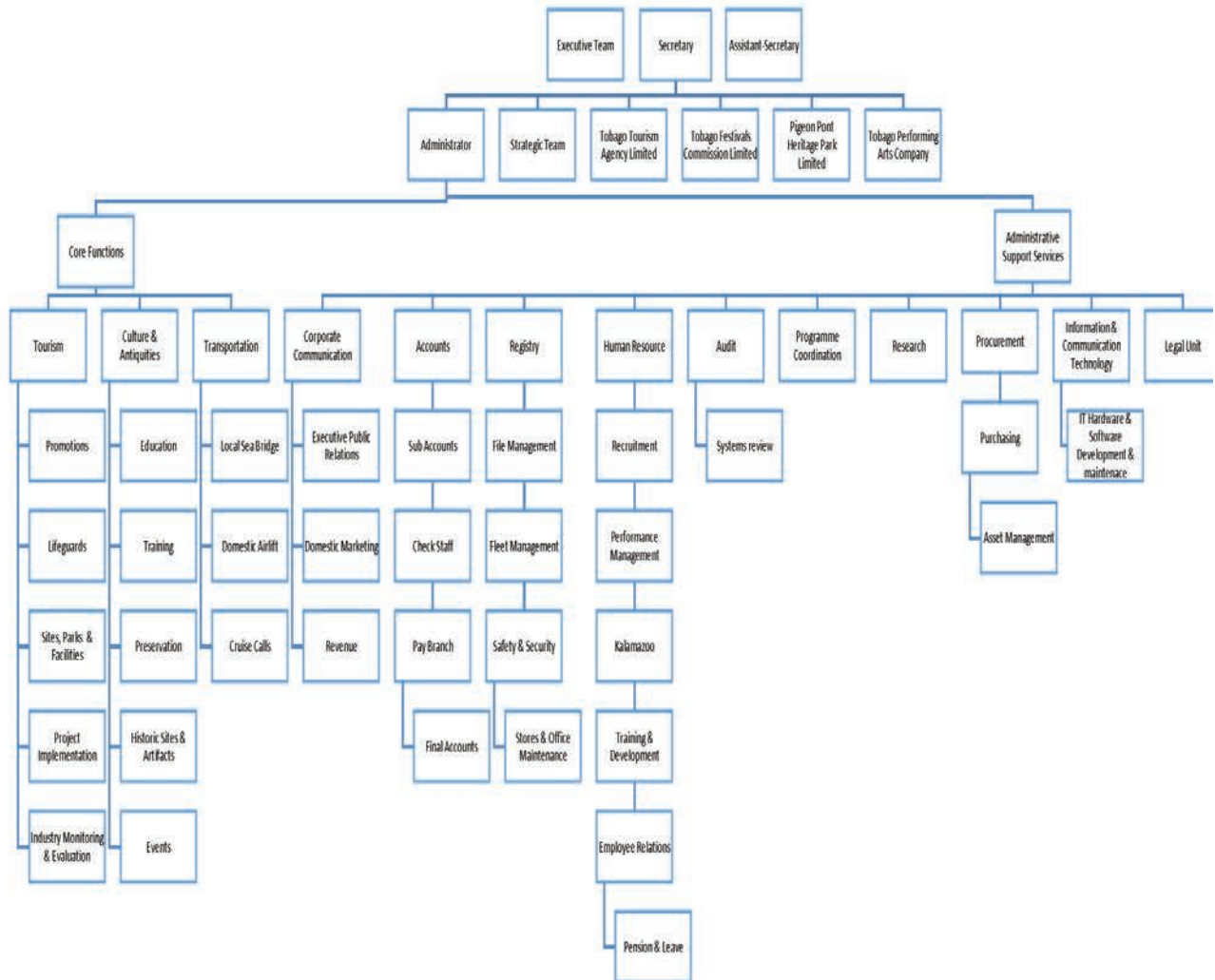
The Mission of the Division is:

"To position Tobago as the preferred tourist destination by providing authentic experiences through people-oriented development strategies, partnerships with shareholders and a highly motivated and knowledgeable team of employees."

The main office of the Division is located at #12 Sangster's Hill, Scarborough, Tobago.

OFFICE OF THE ADMINISTRATOR DIVISION OF TOURISM, CULTURE, ANTIQUITIES AND TRANSPORTATION, FREEDOM OF INFORMATION STATEMENTS—CONTINUED

Organizational Structure for the Division of Tourism, Culture, Antiquities and Transportation



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The Division is comprised of the following Departments and/or Units:-

- Executive Secretariat;
- Accounts Unit;
- Antiquities Department;
- Communications/Audio Visual Unit;
- Culture Department;
- Human Resources Unit;
- Information and Communication Technology Unit;
- Internal Audit;
- Legal Unit;
- Procurement Unit;
- Project Implementation Unit;
- Programme Coordination Unit;
- Registry Unit;
- Research Unit;
- Tourism Department;
- Transportation Department.

EXECUTIVE SECRETARIAT

The Executive Secretariat comprises the Office of the Secretary, Office of the Assistant Secretary and Office of the Administrator.

The Secretary has overall responsibility for the strategic and policy direction of the Division and is ably assisted by the Assistant Secretary who has remit over the Culture and Antiquities Departments.

The Administrator is the accounting officer for the Division, whose key responsibility is to prudently control and manage the economical disbursement of public funds by ensuring that the financial operations at the Division are properly conducted, that the public funds entrusted in his/her care are properly safeguarded and utilized for the purpose for which they were intended and that there is proper collection and custody of all public monies receivable by him or her.

ACCOUNTS UNIT

The Accounts Unit is headed by an Accounting Executive I who reports to the Administrator. The Accounts Unit is subdivided into a Sub-Accounting Unit and an Accounting Unit and the duties and responsibilities of all officers appointed to the Accounts Unit are to be executed in accordance with the Exchequer and Audit Act Chap. 69:01, the subsidiary Financial Regulations and Financial Instructions 1965.

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The Sub-Accounting Unit:

- Places orders;
- Prepares and certifies payment vouchers.

The Accounting Unit:

- Processes and passes certified vouchers accompanied by schedules of accounts for payment, which were prepared by the Sub-Accounting Unit and maintains the Vote Control Register to monitor funding;
- Prepares cheques with cheque lists for the payment of vouchers which were passed by Check staff, maintains separate Cheque registers, Day Books and Cash Books and Properly secures all cheques;
- Abstracts paid vouchers, files schedules, maintains the Subsidiary Ledger, prepares monthly Reconciled Expenditure Statement and Bank Reconciliation Statement.

ANTIQUITIES DEPARTMENT

The Antiquities Department is a recent addition to the Division with responsibility for the general management of the archaeological heritage of Tobago inclusive of the conservation, restoration, protection and promotion of archaeological monuments, objects and sites. The structure of the Department is being established at present.

COMMUNICATIONS/AUDIO VISUAL UNIT

The Communications/Audio Visual Unit ensures accuracy, clarity, relevance and sensitivity in the dissemination of information to the Division's staff, key stakeholders and the general public.

The Unit is responsible for planning, coordinating and supporting all communication activities of the Division. This includes the creation, implementation and management of communications programs designed to effectively describe and promote the Division and its various units, activities and programs.

The Unit also spearheads the development and implementation of appropriate audio and visual productions to appropriately highlight the Division's activities and milestones as well as develops and maintains professional contracts and affiliations with the media, and all stakeholders in order to effectively facilitate and promote the dissemination of information about the Division and its initiatives while strengthening relationships.

The main duties and responsibility of the Communications/Audio Visual Unit are as follows:

- Media Relations;
- Strategic Communication and Planning;
- Advertising and Marketing;
- Issue and Crisis Management;
- Protocol Relations;

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- Internal and External Communications;
- Photography;
- Video Production;
- Graphic Design;
- Speech Writing and Publications;
- Social Media (& Website) Management.

CULTURE DEPARTMENT

The Department of Culture is responsible for training, development, education and preservation of the island's unique cultural heritage. It provides training in the various art forms such as Dance, Drumming, Drama, Theatre Arts, Music, Pan, etcetera with a mandate to develop the Cultural and Creative Industries. The Department also works in collaboration with other industry stakeholders. The Department objectives are:

- To develop and preserve Tobago's Cultural Heritage Product
- To encourage inter-generational transfer of our cultural heritage knowledge to ensure that the island's cultural heritage legacy lives on;
- To use our cultural heritage product as a means of economic diversification;
- To foster and engender innovation and creativity in the preservation of our traditional cultural product in keeping with ongoing global trends.
- To provide cultural and heritage training and education programs to schools, community groups, police youth clubs etc. primarily in the areas of dance and drumming/percussion

HUMAN RESOURCES UNIT

The Human Resources Unit contributes to the smooth running of the Division by attending to all employee-related matters from recruitment stage to exit. The Human Resources Unit:

- Prepares Executive Council Notes and Notes to the Secretary;
- Processes Increment Certificates and Performance Appraisal Reports;
- Processes Leave;
- Prepares Return of Personnel;
- Prepares Regularity/Punctuality Reports on a monthly basis;
- Processes Pre-retirement Leave;
- Submits requests for leave relief staff from the Chief Administrator;
- Processes Pension & Leave;
- Prepares Record of Service.

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INFORMATION AND COMMUNICATION TECHNOLOGY UNIT

The Information and Communication Technology Unit (ICT) provides clients with the appropriate ICT environment in order to assist them in performing their duties to the best of their ability. This is done through the development of ICT strategies and the provision of ICT services that are based on our clients' key requirements, in an effort to deliver long term benefits. The objective of the ICT strategies is to deliver services that are efficient, effective and flexible, so as to allow the Division to respond rapidly to the needs of the tourism environment and external clients.

INTERNAL AUDIT

The Internal Audit of the Division comprise Assistant Audit Officers who are specifically responsible for the auditing and verification of previous year payment vouchers attached to the Division. This includes the following:

- Arrears of Increments;
- Arrears of Salary;
- Contract Gratuity;
- Payment in lieu of Vacation Leave (Contract Officers);
- Overtime;
- Arrears of Acting Allowances;
- Acting Allowances while on Vacation Leave;
- Sick Leave Bonas;
- Travelling Allowance.

LEGAL UNIT

The Legal Unit serves as a support to the Units and Departments of the Division. It is responsible for the review and preparation of legal documents as instructed by the Division, legal representation, the provision of legal advice, guidance and recommendations to the Division and any other assistance required on matters with legal implications. The Unit is also responsible for interfacing with other Public Authorities and third parties, where required, on legal matters, on behalf of the Division.

PROCUREMENT UNIT

The Procurement Unit is responsible for the procurement of the goods and services at the Division in a timely manner. The Unit also solicit, evaluate and recommend the best vendor for the purchase of products, services and works at the best possible price and value for the Division whilst complying with public procurement policy, standards, regulations and ordinances.

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The role and function the Procurement Unit in the Division are as follows:

1. Acquisition of goods, works and services that is done in accordance with Act No.1 of 2015 6(1);
2. Good governances of public funds:
 - A) Accountability, integrity, transparency and value for money in accordance with Act No.1 of 2015 5(1) (a);
 - B) Efficiency, fairness, equity and public confidence in accordance with Act No.1 of 2015(1) (b).

PROJECT IMPLEMENTATION UNIT

The Project Implementation Unit (PIU) is a technical unit within the Division, which is responsible for:

- Planning, developing and implementing of the Division's infrastructure plans;
- Appraising and monitoring the development and upgrades of the Division's historical sites and attractions, while at the same ensuring quality parameters are achieved on every project undertaken;
- Preparing technical reports and assisting with tendering procedures and cash flow statements.

PROGRAMME COORDINATION UNIT

The Programme Coordination Unit is responsible for the effective planning, designing coordinating, and implementation of all internal and external programmes and activities for and on behalf of the Division.

REGISTRY UNIT

The Registry Unit is responsible for the receipt and dispatch of mail, the storage and dispatch of general administrative files and the storage of personal files for both public service and contracted staff within the Division. The Unit also houses the Division's Fleet Supervisor and Drivers, along with keys for the Division's vehicles, logbooks and keys for other offices.

RESEARCH UNIT

The Research Unit is responsible for the research and investment functions at the Division as well as handling all request for information under the Freedom of Information Act. The Unit's main duties include:

- Assisting investors who are seeking to access tourism incentives under the Tourism Development Act;

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- Providing the necessary research information and preparing reports that are required by the Administrator or Secretary to assist with decision making;
- Assisting with the retrieval of tourism data to inform decision making;
- Investigating and researching information on matters pertaining to the request for information under the Freedom of Information Act.

TOURISM DEPARTMENT

The Tourism Department is comprised of three (3) units, respectively charged with areas of responsibility as follows:

- The Promotion Unit - Disseminates information to visitors to the island about the destination, including a listing of sites, attractions, accommodation and events;
- The Repairs and Maintenance Unit - Develops and implements preventative maintenance programmes for all sites, attractions and facilities; monitors, assesses and makes recommendations for the development or improvement of these sites, attractions and facilities; ensures that they are maintained in a pristine condition; and ensures that equipment are maintained according to the required standard/s;
- The Lifeguard Unit - Prepares a safe environment for visitors at the beaches where lifeguards are stationed, administers life-saving techniques and other first aid treatment to near drowning casualties, patrols beaches, cautions bathers of dangers that may exist and educates the public about water safety.

TRANSPORTATION DEPARTMENT

The Department of Transportation is responsible for cruise ship arrivals, monitoring international flights and domestic connectivity for airlift and the Trinidad and Tobago Inter-Island Ferry service.

WHOLLY OWNED COMPANIES

The Division is the parent organization for the following Companies, which were established to further its main strategic objectives:

PIGEON POINT HERITAGE PARK LIMITED (PPHPL)

The PPHPL was established in January, 2005 to manage and operate the facilities at Pigeon Point referred to as the Pigeon Point Heritage Park and Store Bay Beach Facility, so as to promote same, as a tourist attraction.

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TOBAGO FESTIVALS COMMISSION LIMITED (TFCL)

The Commission was established in May, 2010 with the mandate to provide managerial support and strategic direction for cultural expositions and festivals in Tobago. The TFCL was consequently incorporated in April, 2019.

Events under the Commission's purview include, Tobago Carnival, Tobago Heritage Festival, Tobago Jazz Experience, Tobago Dragon Boat Festival, Tobago Blue Food Festival, and CARIFESTA (Caribbean Festival of Arts).

TOBAGO TOURISM AGENCY LIMITED (TTAL)

The core mandate of the TTAL is to spearhead the (re) development of the island's tourism product and the marketing and (re) positioning of Tobago as a premier island destination, founded on the principles of sustainable development.

It therefore sets the agenda for the development of a more vibrant, viable and sustainable tourism industry in Tobago, leveraging the island's resources (including its people), to deliver a higher quality of life for residents and unique and authentic experiences to visitors.

This includes the establishment of quality standards, training of industry workers, research on the impacts and contribution of tourism, the development of quality products and services and the facilitation of investment into the island's tourism industry.

In order to fulfill its mandate, the TTAL works with and through public and private sector stakeholders and partners in the aviation, cruise and hospitality sub-sectors. Also, critical to achieving its objectives is the effective communication with the people of Tobago to ensure their support and participation in the sustainable development of a year-round tourism industry.

TOBAGO PERFORMING ARTS COMPANY (TPAC)

The Tobago Performing Arts Company was established in August, 2019 with the responsibility to develop the cultural tourism product in Tobago and promote orange industry sustainability and human capacity development through education and community engagement by fostering regional and global partnerships.

SECTION 7(1) (a) (ii)

Categories of documents in the possession of the Division

- 1) Files dealing with administrative documents for the operations of the Division;
- 2) Personnel files which detail all staff appointments, job applications, job descriptions, job specifications, job promotions, transfers, leave, resignations, retirements, deaths, vacation and other related matters;
- 3) Files dealing with the accounting functions of the Division;

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- 4) Financial records (cheques, vouchers, receipts, pay records, vote books, vote control, subsidiary ledger cards, cash books, day books, purchase register, and other related matters);
- 5) Files dealing with matters relating to the procurement of supplies, services and equipment;
- 6) Executive Council Minutes, Notes and other related documents;
- 7) Policy and procedure documents;
- 8) Internal and external correspondence files;
- 9) Maps, charts, reels, tapes, photographs;
- 10) Legislation pertaining to the Division's operations;
- 11) Approvals, contracts, agreements, memoranda of understanding, leases, concessions and other legal instruments;
- 12) Legal opinions and related matters;
- 13) Files dealing with training- local and technical co-operation;
- 14) Reports - annual, statistical, audit, consultants, technical, corporate and other related matters;
- 15) Files dealing with circulars, memoranda, notices and other related matters;
- 16) Files dealing with official functions, conferences and events hosted and attained by the Division;
- 17) Books and journals;
- 18) Complaint/suggestion files;
- 19) Registers;
- 20) Scientific and technical files/reports;
- 21) Files dealing with projects initiated, conducted and/or facilitated by the Division;
- 22) Files dealing with tenders issued by the Division;
- 23) Files dealing with health, safety and environmental issues;
- 24) Files dealing with short term employment;
- 25) Confidential files which detail all staff terms and conditions, appointments, performance appraisal, legal matters, personal qualifications, medical records;
- 26) Confidential Covid-19 file which detail all staff quarantine, fit to work information and other related matters;
- 27) Files dealing with interviews and job advertisements;
- 28) Files dealing with industrial relations matters – grievances, disputes;
- 29) Files dealing with job descriptions/specifications.
- 30) Forms –
 - a. Freedom of Information Act forms,
 - b. requisition forms,
 - c. tender forms,
 - d. applications to use beach facilities and historical sites;
- 31) Pamphlets, brochures, posters, newspaper clippings;
- 32) Publications - newsletter, media releases, speeches, public notices, videos;

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SECTION 7(1) (a) (iii)

Material prepared by the Division for publication or inspection and place/s for inspection

The public may inspect and/or obtain copies of certain material between the hours of 8.30 a.m. to 3.30 p.m. on normal working days at the following office:

Division of Tourism, Culture and Transportation

#12 Sangster's Hill

Scarborough

Tobago

Tel: 639-2125/639-4636/660-7057

Fax: 639-5432

E-mail: tourismadmin.tourism@visittobago.gov.tt

The following additional resources may be accessed on the Division's Facebook and social media pages:

Digital Publications:

- Cultour Brief newsletter;
- Tourism in Focus video series;
- My Tourism Story video series.

SECTION 7(1) (a) (iv)

Literature available by subscription at the Division

The Division has no literature available by way of subscription.

SECTION 7(1) (a) (v)

Procedure to be followed when accessing a document from the Division

How to request information

General Procedure

Our 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. To do so, you must complete the appropriate form (Request for Access to Official Documents), for information that is not readily available to the public. This form may be obtained from our Designated FOI Officer or may be downloaded from the website: <https://www.ttconnect.gov.tt>

Details in your Request

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To facilitate prompt handling of your request, please address it to the Designated FOIA Officer of the Division. You 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 you. If you are not sure how to write your request or what details to include, you should communicate with our Designated FOI Officer as identified in Section 7(1) (a) (vi) below.

Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it seeks information that is readily available in the public domain, either from the Division or from another public authority, for example brochures, pamphlets and reports.

Responding to your request

Retrieving Documents

The Division is required to provide copies of documents only when they are in its possession or it can retrieve them from storage. Prior to the commencement of the FOIA, old records may have been destroyed. The granting of a request for such documents would therefore be impossible. Various laws, regulations and manuals give the time periods for preserving records before they can be destroyed, for example, The Exchequer and Audit Act, Chap. 69:01.

Furnishing documents to you

As the applicant, you are generally entitled to copies of information we have in our possession, custody or power. We are required to furnish only one (1) copy of a document. If we cannot make a legible copy of a document to be released, we will not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note that the Division is not compelled to do the following:

- a) Create new documents, for example, we are not required to write a new programme so that a computer will print information in the format preferred;
- b) Perform research for you.

Time Limits

Section 15 of the FOIA sets a time limit of thirty (30) days from the date your request was duly made, for the Division to determine if your request for access to documents should be granted and to notify you of its decision.

If the Division fails to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. The Division will try diligently to comply with the time limit but if it appears that processing your request may take longer than the statutory limit, it will acknowledge receipt of your request and advise you of its status.

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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.

Granting access

If a decision is taken to grant access to the information requested, after being notified in writing of same, you will be permitted to inspect the documents and/or be provided with copies.

Fees and Charges

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

SECTION 7(1) (a) (vi)

Officers in the Division 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 FOIA Officer is:

Ms. Rhonda Thomas-La Touche
Senior Research Officer
Division of Tourism, Culture and Transportation
Tobago House of Assembly
#12 Sangster's Hill
Scarborough
Tobago
Tel: 639-2125 ext. 2324

The Alternate FOIA Officer is:

Ms. Sherese Alfred
Legal Officer II
Division of Tourism, Culture and Transportation
Tobago House of Assembly

#12 Sangster's Hill
Scarborough
Tobago
Tel: 639-2125 ext. 2318

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SECTION 7(1) (a) (vii)

Advisory Boards, Councils, Committees and other bodies with meetings/minutes open to the public

At this time, there are no advisory Boards, Councils, Committees and/or other bodies that fall within the meaning of this Section of the FOIA.

SECTION 7(1) (a) (viii)

Library/Reading room facilities at the Division

At this time, the Division has no fixed library/reading room facility that is maintained for public use. However, any applicant under the FOIA requesting to view information, can make general enquiries by contacting the Designated FOIA Officer or an Alternate Officer listed under Section 7(1) (a) (vi) by telephone. Suitable arrangements will then be made to accommodate the applicant from Mondays to Fridays between the hours of 8.30 a.m. to 3.30 p.m.

The policy of the Division for the provision of copies of documents that are in the public domain and therefore readily available to the public is that such documents are to be subject to a small charge, to cover administrative costs.

SECTION 8 STATEMENTS

*DOCUMENTS PROVIDED FOR THE USE OR GUIDANCE OF THE DIVISION
OR ITS OFFICERS*

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;

Main Pieces of Applicable Legislation

Tobago House of Assembly Act Chap. 25:03;
Tourism Development Act Chap. 87:22;

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Airports Authority of Trinidad and Tobago Act Chap. 49:02;
Central Tenders Board Act Chap. 71:91;
Civil Aviation Act Chap. 49:03;
Civil Service Act Chap 23:01;
Data Protection Act Chap. 22:04;
Equal Opportunity Act 22:03;
Environmental Management Act Chap. 35:05;
Exchequer and Audit Act Chap. 22:03;
Freedom of Information Act Chap. 22:02;
Industrial Relations Act Chap. 88:01;
Minimum Wages Act Chap 88:04;
Occupational and Safety Health Act Chap. 88:08;
Public Service Commission Regulations Chap 1:01;
Retrenchment and Severance Benefits Act Chap 88:13;
Workmen's Compensation Act Chap. 88:05.
Public Procurement and Disposal of Public Property Act No.1 of 2015 (as amended)
Public Procurement and Disposal of Public Property Regulations

SECTION 8(1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Division or similar documents containing rules, policies, guidelines, practices or precedent, used for making decisions or recommendations or in providing advice to persons outside the Division

- 1) National Tourism Policy of Trinidad and Tobago (2010);
- 2) Guidelines for Contract Employment in the Tobago House of Assembly;
- 3) Code of Conduct for Officers on Contract;
- 4) Collective Agreement for Hourly, Daily and Weekly-Rated Employees;
- 5) Use of Personal Mobile Phones Policy;
- 6) Financial Instructions 1965;
- 7) Accounting Manual;
- 8) Covid-19 Leave Policy
- 9) Procurement Policy Manual (Internal);
- 10) National Environmental Policy of Trinidad and Tobago (2018);
- 11) Guidelines for the Administration of Devolved Functions
- 12) Circular Memoranda to Permanent Secretaries / Heads of Department and certain Statutory Authorities and the Chief Administrator, Tobago House of Assembly.

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SECTION 8(1) (b)

Documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of written laws or

schemes administered by the Division which might directly affect a member of the public.

There are no statements to be published under this subsection at this time.

SECTION 9 STATEMENTS

CERTAIN DOCUMENTS IN THE POSSESSION OF THE DIVISION

SECTION 9(1) (a)

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

There are no statements to be published under this subsection at this time.

SECTION 9(1) (b)

A report or statement containing the advice or recommendations:

- **of a body or entity established outside the Division by or under a written law; 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 the Division or to the responsible Secretary of that Division.**

There are no statements to be published under this subsection at this time.

SECTION 9(1) (c)

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

There are no statements to be published under this subsection at this time.

SECTION 9(1) (d)

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

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There are no statements to be published under this subsection at this time.

SECTION 9(1) (e)

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

There are no statements to be published under this subsection at this time.

SECTION 9(1) (f)

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

- 1) Jazz Report - Dr. Ralph Henry
- 2) Jazz Report - Dr. Nurse

SECTION 9(1) (g)

A report prepared within the Division 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 statements to be published under this subsection at this time.

SECTION 9(1) (h)

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

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SECTION 9(1) (i)

A report containing:

- **Final plans or proposals for the re-organization of the functions of the Division;**

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- The establishment of a new policy, programme or project to be administered by the Division; or
- The alteration of an existing policy, programme or project administered by the Division, whether or not the plans or proposals are subject to approval by an officer of the Division, another public authority, the responsible Secretary of the Division or Executive Council.

1) Proposal for the re-activation of the Division's Social and Welfare Committee.

SECTION 9(1) (j)

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

- 1) Buccoo Reef Marine Park User Policy
- 2) Tobago Marine Parks Bill

SECTION 9(1) (k)

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

There are no statements to be published under this subsection at this time.

SECTION 9(1) (l)

An environmental impact statement prepared within the Division.

There are no statements to be published under this subsection at this time.

SECTION 9(1) (m)

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

There are no statements to be published under this subsection at this time.

SEPTEMBER 2024