



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 44

Port-of-Spain, Trinidad, Wednesday 5th October, 2005—Price \$1.00

No. 184

1998

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

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

1. In accordance with Sections 7,8 and 9 of the FO1 Act, 1999 (FOIA) the Statutory Authorities' Service Commission is required by law, to publish a statement listing the documents held and the information available to the public.

2. The Freedom of Information Act gives members of the public:-

- (1) A legal right for each person to access information held by the Statutory Authorities' Service Commission
- (2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading

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- (3) A legal right to obtain reasons for adverse Decisions made regarding an applicant's request for information under the FOIA
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA

3. **Section 7 Statements**

Section 7(1)(a)(i)

Structure, Role and Function of the Statutory Authorities' Service Commission

The Statutory Authorities' Service Commission was established by Act #16 of 1966, which was amended by Acts #45 of 1979 and #8 of 1983. According to Sections 4(1) and 5(1) of the Statutory Authorities' Service Commission Act Chapter 24:01, the Commission has the power to appoint persons to be or act as officers and to transfer, promote, remove and exercise disciplinary control over persons so appointed. An officer is defined as a person holding a pensionable office in the service of a Statutory Authority and whose remuneration is paid on a monthly basis.

4. The following fourteen (14) Statutory Authorities fall under the control of the Commission -

- ***Agricultural Society of Trinidad and Tobago***
- ***Arima Borough Corporation***
- ***Cocoa and Coffee Industry Board***
- ***National Housing Authority***
- ***National Lotteries Control Board***

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- **Point Fortin Borough Corporation**
- **Port of Spain City Corporation**
- **San Fernando City Corporation**
- **St. Dominic's Children's Home**
- **St. Jude's School for Girls**
- **St. Mary's Children Home**
- **St. Michael's School for Boys**
- **Sugar Industry Labour Welfare Committee**
- **Zoological Society of Trinidad and Tobago**

However, the Commission has recently noted proposals for the restructuring of the National Housing Authority and formation of a Company which does not fall under the purview of the Statutory Authorities' Service Commission.

5. The Commission comprises the following members, who were appointed by the President for a period of two (2) years with effect from 14th February 2005:-

- | | |
|--------------------------------|-------------------|
| - Mr. Louis Bryan | - Chairman |
| - Mr. Thirbawon Seegobin | - Deputy Chairman |
| - Mr. Ignatius Trim | - Member |
| - Mrs. Vanessa Sookhai-Singh | - Member |
| - Mrs. Kathleen Boswell Inniss | - Member |
| - Ms. Cislyn Baptiste | - Member |

6. The Commission meets each week on Tuesday to conduct its regular business.

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7. The Commission is assisted by the Statutory Authorities' Service Commission Department, which is headed by the Executive Officer. The Organization's mandate is as follows:-

"to provide information and assistance to the Statutory Authorities Service Commission on Human Resource Management matters under its purview thus enabling the Commission to efficiently and effectively carry out its mandate.

To provide service and advice to Statutory Authorities and Members of the Public on matters within the Commission's jurisdiction"

8. The Department is located on the 2nd and 3rd floors of the General Building and Loan Association Building, 81-83 Abercromby Street, Port of Spain.

9. ***Section 7(1)(a)(ii)***

Categories of Documents Held by the Statutory Authorities' Service Commission Department

These documents pertain to –

- i. the operations of the Commission with respect to the Statutory Authorities under its jurisdiction; and
- ii. the administration of the Statutory Authorities' Service Commission Department

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A. Operational Records

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

Copies of the Statutory Authorities Act and its Regulations can be obtained from the Government Printer.

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

B. Administrative Records of the Statutory Authorities' Service Commission Department

- Strategic plan/review
- Policies pertaining to the internal operations of the Department
- Human resource matters
- General office files required for internal administration of the Department

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- Inventories
- Establishment records
- Accounting files and registers
- Personal files of employees of the Statutory Authorities' Service Commission Department

Material For Inspection

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

10. ***Section 7(1)(a)(v)***

Procedure to be followed to access documents from the Statutory Authorities' Service Commission Department

In order to gain access to a document or other information, an applicant must submit a 'Request for Access to Official Documents' form providing sufficient information to enable the Department to determine what document is required.

The applicant may be allowed to inspect a document or obtain a copy of it for a small fee within seven (7) days of payment.

Efforts will be made to reply promptly to all requests or at least within thirty (30) days of receipt of request as specified in the Freedom Of Information Act.

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11. **Section 7(1)(a)(iv)**

Requests should be submitted to the undermentioned persons:

Designated officer

Miss Patricia Hypolite
Statutory Authorities' Service Commission
Department
3rd Floor, General Building & Loan Association
Building
81-83 Abercromby Street
Port of Spain
Phone No. 625 – 1630 Ext. 10

Alternate

Miss O'Hara Christian
Statutory Authorities' Service Commission
Department
2nd Floor, General Building & Loan Association
Building
81-83 Abercromby Street
Port of Spain
Phone No. 623-0972 Ext. 23

1999

TENDER FOR THE RESTORATION OF THE INFRASTRUCTURE OF THE FORT KING GEORGE HERITAGE PARK PHASE 2B AND PHASE 2C FOR THE DIVISION OF TOURISM, TRANSPORTATION, ENTERPRISE DEVELOPMENT AND SETTLEMENTS, TOBAGO HOUSE OF ASSEMBLY

TENDERS are invited for the Restoration of the Infrastructure of the Fort King George Heritage Park—Phase 2B and Phase 2C for the Division of Tourism, Transportation, Enterprise Development and Settlements, Tobago House of Assembly.

Tenders must be submitted separately for Phase 2B and Phase 2C, as separate contracts will be awarded.

Tender documents and drawings may be obtained during the hours of 8.00 a.m. to 4.00 p.m. from the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain.

Tenderers are required to pay a tender deposit of one thousand (\$1,000.00) dollars each payable by cash or certified cheque to the Director of Contracts at the Board's Office, 116, Frederick Street, Port-of-Spain. The original receipt must accompany the tender.

Any further technical information/clarification may be obtained from Mr. Daniel Nicholson, Project Manager, Division of Tourism, Transportation, Enterprise Development and Settlements, Tobago House of Assembly. Telephone Numbers: 635-0352; 639-2125 Ext. 308.

Tenders must be accompanied by valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender. In addition, a certificate of Compliance issued in accordance with the National Insurance Act must be submitted.

A pre-tender meeting will be held at the Officers' Quarters, Fort King George Heritage Park, Scarborough, Tobago, on Wednesday 19th October, 2005 at 10.00 a.m.

The original tender document together with an additional copy of the tender form and summary sheet should be placed in a sealed envelope clearly marked: "Restoration of the Infrastructure of the Fort King George Heritage Park—Phase 2B for the Division of Tourism, Transportation, Enterprise Development and Settlements, Tobago House of Assembly" or "Restoration of the Infrastructure of the Fort King George Heritage Park—Phase 2C for the Division of Tourism, Transportation, Enterprise Development and Settlements, Tobago House of Assembly" and addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain. Tenders must be deposited in the Brown Tenders Box, located in the lobby of the Board's Office on or before 1.00 p.m. on Thursday 10th November, 2005.

Tenders should be packaged to fit the slot in the Tenders Box, the dimension of which is 37.5 cm x 5.5 cm.

Tenders will be opened shortly after the closing, at the Board's Office. The tenderer or a representative may attend the opening.

The Central Tenders Board reserves the right to cancel the bidding process in its entirety or partially without defraying any cost incurred by firms submitting tenders.

The Board does not bind itself to accept the lowest or any other tender.

Late tenders will not be accepted in any circumstances.

28th September, 2005.

S. BABOOLAL
*Acting Chairman,
Central Tenders Board*

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DETERMINATION OF COMPENSATION TO DEPENDANTS OF DECEASED EMPLOYEE

Re-Death of

LESTER ALEXANDER FREDERICK, late of No. 11 La Resource Street, East Dry River, Port-of-Spain
a workman lately employed with Altex Construction Limited

COMPENSATION in the above matter having been deposited with me under section 9 of the Workmen's Compensation Act, the dependants of the said Lester Alexander Frederick are hereby required to appear before the Commissioner on TUESDAY THE 25TH DAY OF OCTOBER, 2005, at 9.00 o'clock in the forenoon at the Hall of Justice, Port-of-Spain, when the Commissioner shall proceed to determine the distribution thereof.

Proof of relationship of dependants to the deceased workman will be required by the Commissioner to be furnished by claimants at the enquiry. Such proof to be in the form of certificates of birth and of marriage as in the circumstances be necessary.

A claimant for funeral expenses of the deceased must submit and prove his claim to the Commissioner on or before the 25th day of October, 2005.

Dated this 12th day of September, 2005.

(3 ins.)

M. ROBERTSON
Assistant Registrar, Supreme Court