



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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1449

APPOINTMENT TO ACT AS MINISTER OF HOUSING

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. ANTHONY ROBERTS, a Member of the House of Representatives, to act in the Office of Dr. the Honourable KEITH ROWLEY, Minister of Housing, with effect from 17th July, 2005 and continuing during the absence from Trinidad and Tobago of the said Dr. the Honourable Keith Rowley, M.P. in addition to the discharge of his normal duties.

H. HEMNATH
*Secretary to Her Excellency
the Acting President*

15th July, 2005.

1450

APPOINTMENT TO ACT AS CHAIRMAN OF THE PUBLIC SERVICE COMMISSION

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, after consultation with the Prime Minister and the Leader of the Opposition, in exercise of the power vested in the President by section (2) of section 120 of the Constitution of the Republic of Trinidad and Tobago and all powers thereto her enabling, has appointed MR. AINSLEY TIM POW, Deputy Chairman of the Public Service Commission, to act as Chairman of the said Commission, with effect from 18th July, 2005 and continuing during the period of vacation of the Chairman, Ambassador CHRISTOPHER THOMAS.

H. HEMNATH
*Secretary to Her Excellency
the President*

15th July, 2005.

1451

APPOINTMENT TO ACT AS CHAIRMAN OF THE POLICE SERVICE COMMISSION

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, after consultation with the Prime Minister and the Leader of the Opposition, in exercise of the power vested in the President by subsection (2) of section 122 of the Constitution of the Republic of Trinidad and Tobago and all other powers thereto her enabling, has appointed MR. AINSLEY TIM POW, Deputy Chairman of the Public Service Commission, to act as Chairman of the Police Service Commission, with effect from 18th July, 2005 and continuing during the period of vacation of the Chairman, Ambassador CHRISTOPHER THOMAS.

H. HEMNATH
*Secretary to Her Excellency
the President*

15th July, 2005.

1452

APPOINTMENT TO ACT AS DEPUTY CHAIRMAN OF THE PUBLIC SERVICE COMMISSION

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, after consultation with the Prime Minister and the Leader of the Opposition, in exercise of the power vested in the President by section (2) of section 120 of the Constitution of the Republic of Trinidad and Tobago and all powers thereto her enabling, has appointed MR. SAKAL SEEMUNGAL, a Member of the Public Service Commission, to act as Deputy Chairman of the said Commission, with effect from 18th July, 2005 and continuing during the period that the Deputy Chairman, MR. AINSLEY TIM POW is acting as Chairman.

H. HEMNATH
*Secretary to Her Excellency
the President*

15th July, 2005.

**Public Statement of
The National Agricultural Marketing And Development Corporation
In Compliance with sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the National Agricultural Marketing And Development Corporation 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 National Agricultural Marketing and Development Corporation (NAMDEVCO).
- (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
- (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 National Agricultural Marketing and Development Corporation

Mission Statement:

The National Agricultural Marketing and Development Corporation's [NAMDEVCO] mission is to provide the countries agro producers and marketeers with marketing facilities, support services and the regulatory framework necessary to take Trinidad and Tobago foods to the world.

The National Agricultural Marketing and Development Corporation [NAMDEVCO] is a statutory body established by The National Agricultural Marketing and Development Corporation Act, No 16 of 1991, Laws of the Republic of Trinidad and Tobago.

Structure

The Board of the National Agricultural Marketing and Development Corporation is supported by an administrative and technical staff, which as at March, 2005 comprised 122. The Board consists of nine members selected in accordance with section 4 of The National Agricultural Marketing and Development Corporation Act. Each member is appointed for a term not exceeding two years. From amongst the members appointed under section 4(1) of the Act, His Excellency the President of the Republic of Trinidad and Tobago appoints a Chairman and a Deputy Chairman.

Functions of The National Agricultural Marketing and Development Corporation.

The function of the National Agricultural Marketing and Development Corporation is outlined under the provisions of section 4 of the National Agricultural Marketing and Development Corporation Act, namely its to create, facilitate and maintain an environment conducive to the efficient marketing of agricultural produce and food products through the provision of marketing services and the stimulation of business investments in the agro industrial sector of Trinidad and Tobago.

Structure

The National Agricultural Marketing and Development Corporation is divided into the following Departments/ Units/Sections:

- (1) Human Resource Department
- (2) Internal Audit
- (3) Finance and Accounting
- (4) Wholesale Markets
- (5) Marketing Department
- (6) Quality Assurance Unit
- (7) Packinghouse

Effect of functions on members of the public

The work of the Corporation impacts directly on members of the public. The National Agricultural Marketing and Development Corporation plays a pivotal role in stimulating business in the agro-agricultural sector. In this regard the Corporation provides facilities for the marketing of agricultural produce and fish, export market development, facilitation of new product development, training of farmers, buyers and exporters, farm certification to international standards, market intelligence to various stakeholders and the provision of a packaging facility.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the National Agricultural Marketing and Development Corporation

1. Files dealing with administrative support and general administrative documents for the operations of the National Agricultural Marketing and Development Corporation.
2. Personnel files, which pertains to staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management of the National Agricultural Marketing and Development Corporation.
4. Other Financial Records relating to income and expenditure of the National Agricultural Marketing and Development Corporation (cheques, vouchers, receipts).
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Maps/Charts/Photographs/Compact Discs/ Diskettes/ Abstracts/ Tapes/Catalogues.

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7. News Releases, speeches originating in the National Agricultural Marketing and Development Corporation.
8. Policy and Procedure Documents.
9. Internal and External correspondence files.
10. Customer files.
11. Documents relating to strategic review of the Public Authority, Information Technology Strategy and Training Plans.
12. Legislation and Legal Instruments.
13. Legal Opinions and related matters.
14. Files dealing with training – local and foreign and technical co-operation.
15. Minutes/Agenda of meetings.
16. Files dealing with Circulars, memoranda, notices, bulletins, etc
17. Reports: monthly reports from Audit, Markets, Packinghouse, Accounts, Marketing Department, Human Resource, and Valuation.
18. Briefing Papers.
19. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings.
20. Files dealing with official functions, conferences and events hosted and attended by the National Agricultural Marketing and Development Corporation.
21. Inventories.
22. Periodicals and publications.
23. Registers/Certificates/Permits/Licenses etc

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

The public may inspect and/or obtain copies the materials listed on NAMDEVCO'S catalogue of information between the hours of 8 a.m to 4 p.m on normal working days at:

The National Agricultural Marketing and Development Corporation
Siparia Erin Road, Debe
Tel: 1(868) 647 3218/3467/7576/1340
Fax: 1(868) 647-8087
e-mail: namdevco@tsll.net.tt
Website: www.namdevco.com

Catalogue of Information available at the above address or a NAMDEVCO'S website
www.namdevco.com

Section 7 (1) (a) (iv)

Not applicable

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Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the NAMDEVCO:

- *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. The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents*) available in our *Registry* for information that is not readily available to the public.

- *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of National Agricultural Marketing and Development Corporation (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.

Requests not handled under the FOIA

- A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from this public authority or from another public authority, for example brochures, pamphlets, reports etc.

Responding to your Request

- *Retrieving Documents*

The public authority is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

- *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.

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 documents and/or be provided with copies.

Section 7 (1) (a) (vi)

Officers in the National Agricultural Marketing and Development Corporation responsible for:

- (1) The initial receipt of and action upon notices under section 10,
- (2) Requests for access to documents under section 13 and
- (3) Applications for corrections of personal information under section 36 of the FOIA

The Designated Officer is:

Ms Evangeline Thomas
Clerk 1V
NAMDEVCO
Siparia Erin Road, Debe
Tel: 1(868) 647 3218/3467/7576/1340
Fax: 1(868) 647-6087
e-mail: namdevco@tsft.net.tt
Website: www.namdevco.com

The Alternate Officer is:

Ms Gloria Pierre
Executive Secretary
NAMDEVCO
Siparia Erin Road, Debe
Tel: 1(868) 647 3218/3467/7576/1340
Fax: 1(868) 647-6087
e-mail: namdevco@tsft.net.tt
Website: www.namdevco.com

Section 7 (1) (a)(vii)

Advisory Boards, Councils, Committees, and other bodies

At the present time there are no bodies that fall within the meaning of this section of the FOIA

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Information may be readily accessed at our offices or through our website at www.namdevco.com. You may make general enquiries to our Receptionist/ Telephonist at 1 (868) 647-3218/3467/7576/1340

The Reading Room is located at NAMDEVCO'S Head Office, S.S Erin Road, Debe. The Reading Room is open to the public from Mondays to Fridays between the hours of 8.00 a.m and 4.00 p.m

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Policy of NAMDEVCO for provision of copies of documents that are readily available to the public

- Small charge for photocopies.
- No bags allowed in the reading room
- No smoking, eating or drinking is allowed in the Reading Room

Section 8 Statements

Section 8 (1) (a) (1)

Documents containing interpretations or particulars of written laws or schemes administered by the **National Agricultural Marketing and Development Corporation**, not being particulars contained in another written law

The National Agricultural Marketing and Development Corporation Act, No 16 of 1991

The National Agricultural Marketing and Development Corporation (Southern Wholesale Market) Regulations, 1999

The National Agricultural Marketing and Development Corporation (Northern Wholesale Market) Regulations, 2002

The Industrial Relations Act

The Exchequer and Audit Ordinance

Financial Regulations

Traveling Regulations

Section 8 (1) (a) (ii), Section 8 (1) (b)

Not applicable

Section 9 Statements

Section 9 (1) (a)

Not applicable

Section 9 (1) (b)

Not applicable

Section 9 (1) (c)

Not applicable

Section 9 (1) (d)

Not applicable.

Section 9 (1) (e)

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

Report on a Feasibility Study for Establishment of a Multi Purpose Agro Processing Facility

Establishment of Producer/Exporter Destination Guideline for Agricultural Chemical use in Trinidad and Tobago

The Transport of Perishable Fruits and Vegetables from Trinidad and Tobago

Development of Grades and Standards for Fresh Produce of Trinidad and Tobago

National Market Information System for Agricultural Produce

Papaya Production For Export

Assessing the Impact of Information and Communication to NAMDEVCO'S Clientele

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Consumption of Selected Local Fruits and Vegetables by Hotels and Restaurants in Trinidad & Tobago
Supermarket Pilot Project
Monetising and Marketing of Root Crops in Trinidad and Tobago

Section 9 (1) (f)

Not applicable

Section 9 (1) (g)

Not applicable

Section 9 (1) (h)

Audit Reports and related summaries

Section 9 (1) (i)

A report containing (1) final plans or proposals for the re organization of the functions of the public authority, (2) the establishment of a new policy, programme or project to be administered by the public authority, or (3) the alteration of an existing policy programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the public authority or Cabinet.

Strategic Plan

Business Plan

Section 9 (1) (j)

Not applicable

Section 9 (1) (k)

Not applicable

Section 9 (1) (l)

Not applicable

Section 9 (1) (m)

Not applicable.

**PUBLIC STATEMENT OF THE
CHAGUANAS BOROUGH CORPORATION
IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT**

Part A Section 7 [1] [a] [i]

Role, Functions and Structure of the Chaguanas Borough Corporation

[1] ORGANISATION

Chaguanas Borough Corporation

MISSION STATEMENT

Through the development of our Human Capital, the use of appropriate technology and by the efficient procurement and utilization of our resources, the Chaguanas Borough Corporation will deliver with excellence, quality services and facilities to our Burgesses in a timely, cost effective manner thereby creating satisfaction and delight.

ROLE OF THE CORPORATION

The Chaguanas Borough Corporation provides a range of quality services to the Local Community. The Corporation acts as a catalyst and facilitator in the development of Regional activities.

STRUCTURE

The structure consists of the following:

- Council
- Technical / Administration

COUNCIL

The Council consists of eight [8] Councillors and two [2] Aldermen.

COMMITTEES:

- Physical Infrastructure
- Festival
- Finance, Planning and Allocation of Resources
- Sports Public Health
- Personnel
- Statutory
- Co ordinating

ELECTORAL DISTRICTS:

- Felicity/Endeavour
- Montrose
- Charlieville
- Cunupia
- Munroe Road / Caroni Savannah Road
- Enterprise South
- Enterprise North
- Edinburgh / Longdenville

TECHNICAL ADMINISTRATION:

- Technical Unit
- Building Inspectorate
- Finance and Accounts
- General Administration
- Public Health
- Organisational Chart

FUNCTIONS

The following functions are exercisable by the Corporation:

- the distribution of truck-borne water subject to the provisions of the Water and Sewerage Act;
- the provision, maintenance and control of all Corporation buildings;
- the maintenance and control of homes for the aged established by the Corporation;
- subject to any other written law, the maintenance and control of child care centers established by the Corporation;
- the construction and maintenance of all drains and water courses except main water-courses and highway water courses;
- the provision, maintenance and control of such parks, recreation grounds, beaches and other public spaces as the President may from time to time by Order prescribe;
- the promotion of development within the Municipality in accordance with plans approved by the Minister with responsibility for physical planning;
- the maintenance of state property including – such police stations, health centers, post offices, and other government buildings as the Minister to whom responsibility for the construction and maintenance of buildings is assigned may by order determine;
- the maintenance, control and enhancement of the physical environment including – monitoring water courses, beaches and water front areas, swamps, forests, game sanctuaries, savannahs, parks and other open spaces;

- the disposal of garbage from public and private property, the development and maintenance of sanitary landfills, chemical treatment for insect and vector control, abatement of public nuisances and dissemination of information for primary health care;
- the development, construction, maintenance and repair of passenger bus and taxi shelters and benches;
- the co ordination of local and regional trade fairs, athletic events and cultural displays and entertainment;
- the collection and distribution of forms issued by Departments of Government;
- the maintenance and control of burial grounds and crematoria, subject to the provisions of the Public Burial Grounds Act and the Cremation Act;
- the provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds and Pastures Act;
- the implementation of the Infrastructure Renewal Improvement Development Programme [I.R.I.A.D.];
- the implementation of the Road Improvement Fund [R.I.F.] Programme.
- such other functions as the President may from time to time by Order prescribe.

OTHER SERVICES PROVIDED BY THE CORPORATION

- Granting of final approval for Building Plans and Building Area Layouts; monitoring to ensure compliance with details of specifications.
- Issuance of Completion Certificates.
- Provision of advice on land development and building construction to the public.
- Granting of provisional approval for land development.
- Enforcement of Litter Act.
- Cleaning of cesspits and septic tank.
- Supply of Food Badges.
- Granting of financial assistance for charitable and needy cases from Chairman's Fund.

DECISION MAKING POWERS:

Municipal Corporations Act No. 21 of 1990 and its amendment Act No. 8 of 1992

Part A Section 7 [1] [a] [ii]**CATEGORIES OF DOCUMENTS HELD BY THE CHAGUANAS BOROUGH CORPORATION**

- Legislation Administered by the Chaguanas Borough Corporation
- Financial and Accounting documents
- Strategic Review and Strategic Plans
- Corporate Plans
- Documents from other public authorities lodged at the Corporation for public views e.g. [E.M.A.] Environmental Management Authority, Development Plans etc.
- Registers

- ❑ Contractual Documents
- ❑ Documents relating to Human Resources and Industrial Relations, Policies and other matters
- ❑ Reports
- ❑ Maps
- ❑ Infrastructure matters
- ❑ General Administrative Documents
- ❑ Policy Document

Part A Section 7 [1] [a] [iii]

MATERIALS PREPARED FOR INSPECTION BY THE PUBLIC

- ❑ Minutes of Statutory Meetings and Appended Reports.
- ❑ Draft Estimates of Revenue and Expenditure [Recreation and Development Programme.]
- ❑ Detailed Estimates of Approved Projects.
- ❑ Approved Estimates of Development Programme [Expenditure and Recurrent Expenditure]
- ❑ Audited and unaudited Financial Reports.
- ❑ Annual Administration Report.
- ❑ Magazines, Brochures.
- ❑ Joint Negotiation Committee [J.N.C.] Collective Agreement.
- ❑ Signed Permanent Cadre, Regular and Casual List of Employees of the Corporation.
- ❑ Municipal Corporations Act NO. 21 of 1990 and its Amendment No. 8 of 1992
- ❑ Standing Orders
- ❑ Market and Abattoir Bye-Laws.

- Conditions of Contract:
 - Schedules
 - Tender Documents
 - Summary of Tenders invited
 - Schedule of Awards
 - Return of Awards
 - Manual of operating procedures.

REGISTERS:

- Assets
- Fee Structure
- Food Badges
- Business Places
- Water Applications
- Petty Contractors and Bonded Contractors
- Approved Plans
- Market and Cemetery Allotments
- Complaints.

**Part A Section 7 [1] [a] [iv]
(NOT APPLICABLE)****Part A Section 7 [1] [a] [v]****PROCEDURE TO BE FOLLOWED WHEN ACCESSING DOCUMENTS
FROM THE CHAGUANAS BOROUGH CORPORATION**

Arrangements can be made to obtain copies of documents or to inspect documents by contracting the following:

DESIGNATED OFFICER:

Designation	Administrative Officer II Mrs. Jemima Beckles-Davis
Address	Chaguanas Borough Corporation Corner Taitt and Cumberbatch Streets Chaguanas
Telephone	- 671-9209, 665-5351, 665-5320 Ext. 227
Fax	- 671-7757

ALTERNATIVE DESIGNATED OFFICER:

All notices or requests for access for a document or queries for amendment of information concerning an individual in the possession of the Chaguanas Borough Corporation should be addressed to the following designated officer:-

Designation	- Deputy Chief Executive Officer Mr. Kenny Bullock
Address	- Chaguanas Borough Corporation Corner Taitt and Cumberbatch Streets Chaguanas
Telephone	- 665-6204, 665-5351, 665-5320 Ext. 222
Fax	- 671-7757

Part A Section 7 [1] [a] [vii]**ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES
[WHERE MEETINGS, FLASH MINUTES ARE OPENED TO THE
PUBLIC]:**

Statutory Meetings.

Part A Section 7 [1] [a] [viii]**READING ROOM OF THE CHAGUANAS BOROUGH CORPORATION**

A reading room is available for public use at the Chaguanas Borough Corporation. It is located in the Council's Chamber.

Part B Section 8 [1] [a] [i]

[i]

- a) Municipal corporations Act NO. 21 of 1990 and its Amendment Act No. 8 of 1992
- b) Public Health Ordinance Chapter 12 No. 4
- c) Highways Act Chapter 48:01
- d) Market Bye-Laws, Legal Notice No. 147
- e) Abattoir Bye-Laws, Legal Notice No. 167
- f) Litter Act Chapter 30:52
- g) Dogs Act Chapter 67:5 and Dangerous Dogs Act.
- h) Recreation Ground and Pastures Act Chapter 41:01
- i) Burial Grounds Act Chapter 30:50

These can be purchased at the Government Printery.

Part B Section 8 [1] [a] [ii]

- 1. Standing Orders, Legal Notice No. 13
- 2. Manual of Operating Procedures
- 3. Manual of Policy Statements
- 4. Statutory Minutes and Reports

Part B Section 8 [1] [b]

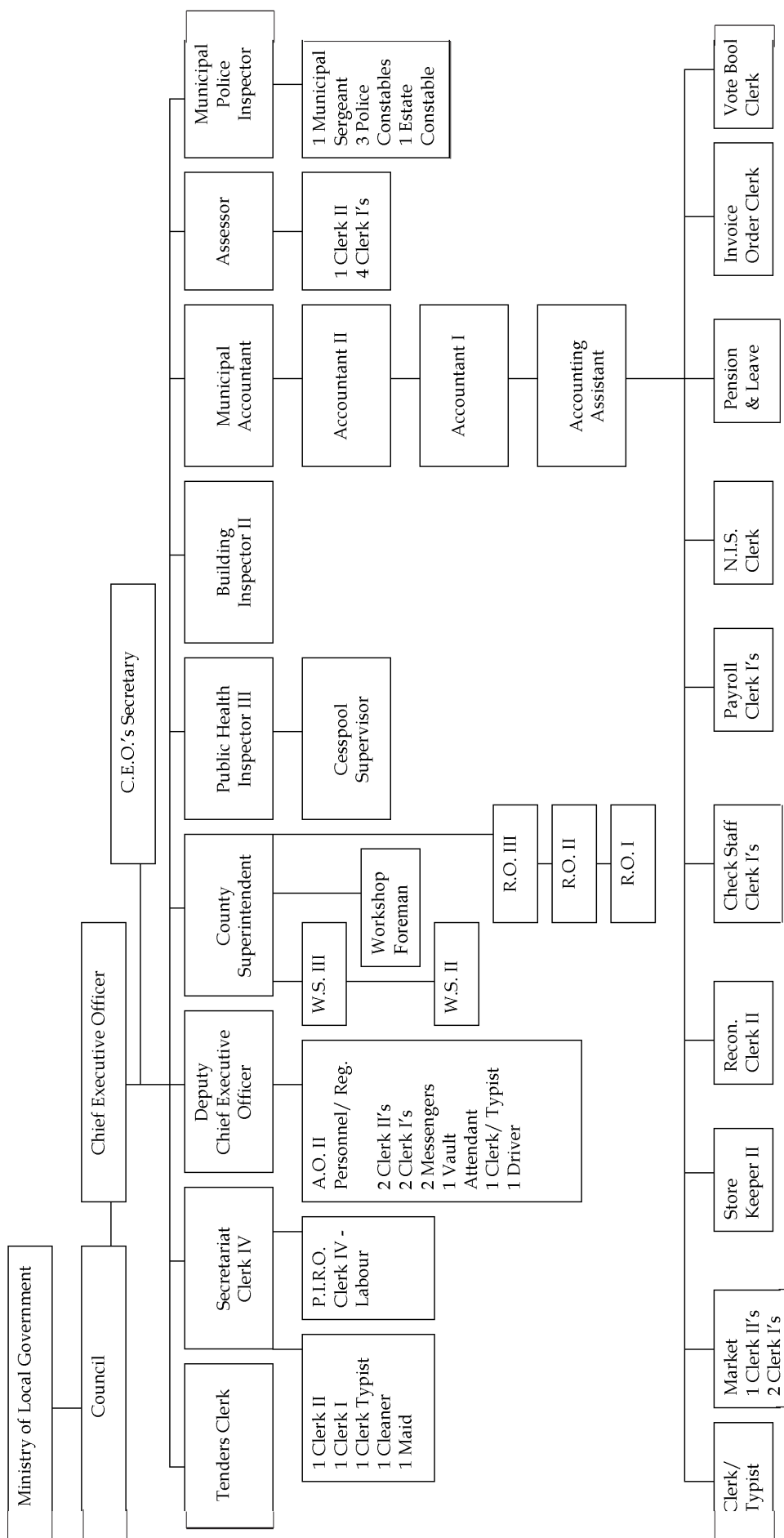
Classifications – Daily Paid and Monthly Paid

Part C Section 9 [1] Statements:

- Strategic Review of the Chaguanas Borough Corporation
- Strategic Plan of the Chaguanas Borough Corporation
- Auditor General Reports
- Committee Minutes and Reports
- Draft Estimates of Revenue and Expenditure Recurrent and Development Programme.
- Approved Estimates of Revenue and Expenditure Recurrent and Development
- Planning Bill

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ORGANISATIONAL CHART 2005



**PUBLIC STATEMENT OF THE TUNAPUNA/PIARCO
REGIONAL CORPORATION
IN
COMPLIANCE WITH SECTIONS 7, 8, 9 OF THE FREEDOM OF
INFORMATION ACT, 1999**

In accordance with section 7, 8 and 9 of the FOIA, 1999, the Tunapuna/Piarco Regional Corporation is required to publish the following statement which lists the documents and information generally available to the public:-

1. A legal right for each person to access information held by the Tunapuna/Piarco Regional Corporation
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 decision made regarding an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The following information is published by the Tunapuna/Piarco Regional Corporation as approved by the Minister of Local Government:

**PUBLIC STATEMENT OF THE
TUNAPUNA/PIARCO REGIONAL CORPORATION
IN
COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE
FREEDOM OF INFORMATION, ACT 1999**

SECTION 7 (1) (a)

**ROLE, FUNCTION AND STRUCTURE OF THE TUNAPUNA/PIARCO
REGIONAL CORPORATION.**

VISION STATEMENT

To be the responsible, dynamic, people-focused, future-oriented organization, dedicated to providing and implementing efficient and effective premier services and facilities to the community it services and its environs.

MISSION STATEMENT

The Tunapuna/Piarco Regional Corporation pledges to provide necessary infrastructure and timely effective and efficient services and to work in partnership with the communities and all stakeholders to institute socio-economic and other programmes that will educate, empower and uplift every burgess, leaving no one behind. The Tunapuna/Piarco Regional Corporation is committed to the eradication of poverty in the region and the growth of a healthy environment that is conducive to the development of all its burgesses.

ORGANISATION:

Tunapuna/Piarco Regional Corporation.

DESCRIPTION OF THE REGION OF TUNAPUNA/PIARCO:

The Corporation is centrally located in the East West Corridor delineated as follows:

North- From the Ward of Tacarigua at the Main Ridge of the hills in the Northern Range;

East- from the source of the Caura River proceeding in a westerly direction to the Northern bank of the Caroni River, thence proceeding southwards;

South- along Cunupia Railway Station road to the junction of Munroe Road, and continuing in a generally westerly direction to the Uriah Butler Highway;

West- proceeding in a northerly direction along the Uriah Butler Highway, Champs Fleurs at its western boundary of the west of Tacarigua thence in a generally northern direction to its northern boundary.

ROLE OF THE CORPORATION:

The Tunapuna/Piarco Regional Corporation provides a range of infrastructural, Public Health and Social Services to the local Community. The Corporation acts as a catalyst and facilitator in the development of the activities in the Region of Tunapuna/Piarco.

STRUCTURE:

The Tunapuna/Piarco Regional Corporation is an organization whose governance structure consists of elected councillors and Aldermen, with a Chairperson elected from the majority party of the elected Councillors. At the present time, the members belong to the two main political parties in Trinidad and Tobago.

The structure consists of the following:

- ❖ Council
- ❖ Management/Administration

COUNCIL:

The Council is bi-partisan comprising (15) members with the Chairperson being Mrs. Patricia Mejias, Councillor for the Electoral District of Don Air/Arouca/Cane Farm.

Thirteen (13) Councillors and two (2) Aldermen represent the following Electoral Districts:

Councillor Patricia Mejias	-	Bon Air/Arouca/Cane Farm
Councillor Chrysantha Joseph	-	Maracas/St. Joseph
“ Vernell Haynes	-	Macoya/Trincity
“ Paul Guerra	-	La Florissante/Cleaver
“ Bernadine Estrada-Sandy	-	Lopinot/Five Rivers
“ Prisca Ferguson	-	Auzonville/St. Benedict
“ Carol Charles	-	Blanchisseuse/Santa Rosa
“ Eric Rebciro	-	Mausica/Maloney
“ Onika Myers	-	Wallerfield/La Horquetta
“ Omadath Ramkissoon	-	Caura/Paradise/Tacarigua
“ Kadijah Ameen	-	Valsayn South/Carapo
“ Rosana Sookdeo	-	Valsayn North/Curepe/Pasca
“ Sharma Deonarine	-	St. Helena/Warrenville
Alderman Roger Joseph	-	
“ Rohan Sinanan	-	

MANAGEMENT/ADMINISTRATION:

Technical and Project Unit

Human Resource Unit

Building Inspectorate

Finance and Accounting

General Administration

Public Health

Municipal Police

Rates and Taxes Assessment Unit

Workshop and Transport

FUNCTIONS:

The following functions are exercisable by the Corporation:

- a) the distribution of truck-borne water subject to the provisions of the Water and Sewerage Act Chap. 54:40;
- b) the provision, maintenance and control of all Corporation buildings;
- c) the maintenance and control of homes for the aged established by the Corporation;
- d) subject to any other written law, the maintenance and control of child care centers established by the Corporation;
- e) the construction and maintenance of all drains and water courses except drains, main water-courses and drains along main roads and highways;
- f) the provision, maintenance and control of such parks, recreation grounds, beaches and other public spaces as the President may from time to time by Order prescribe;
- g) the promotion of development within the Municipality in accordance with plans approved by the Minister with responsibility for physical planning;
- h) the maintenance of state property including such police stations, health centres, post offices and other government buildings as the Minister to whom responsibility for construction and maintenance of buildings is assigned, may by Order determine;
- i) the disposal of garbage from public and private property, the development and maintenance of sanitary landfills, chemical treatment for insect and vector control, abatement of public nuisances and dissemination of information for primary health care;

- j) the co-ordination of local and regional trades fairs, athletic events and cultural displays and entertainment;**
- k) the collection and distribution of forms issued by Departments of Government;**
- l) the maintenance and control of burial grounds and crematoria, subject to the provisions of the Public Burial Grounds Act and the Cremation Act;**
- m) the provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds and Pastures Act;**
- n) such other functions as the President may from time to time by Order prescribe.**

OTHER SERVICES PROVIDED BY THE CORPORATION:

- 1) Granting of final approval for building Plans and Building Area Layouts and Sub-divisions; monitor to ensure compliance with details of specifications;**
- 2) Issuing of Completion Certificates;**
- 3) Providing advice on land development and building construction to the public;**
- 4) Granting provisional approval for land development;**
- 5) Enforcement of Litter Act. (Litter Prevention Wardens);**
- 6) Cleaning of cesspits and septic tanks;**
- 7) Supplying of Food Badges;**
- 8) Grant of financial assistance for charitable and needy cases from Chairman's Fund;**

- 9) Construction, surfacing, strengthening and repairs to roadway;
- 10) Removal of derelict vehicles and equipment;
- 11) Assessment Services – collection of Data for property rates and taxes system (in the process of being implemented);
- 12) Construction and Maintenance of Market Infrastructure and Amenities;
- 13) Municipal Policing Services;
- 14) Canine Control;
- 15) Rodent Evaluation and Control;
- 16) Coordinates its resources as an Emergency Operations Centre in the event of hazardous events or emergencies.

DECISION MAKING POWERS:

The council of the Corporation is the decision making body in accordance with the functions enshrined in the Municipal Corporations Act No. 21 of 1990 and its Amendment Act No. 8 of 1992.

SECTION 7 (1) (A) (II)

Categories of Documents held by the Tunapuna/Piarco Regional Corporation:

- Legal Documents
- Financial and Accounting documents

- **Strategic Review and Strategic Plans of the Tunapuna/Piarco Regional Corporation**
- **Circulars, Memoranda, Notices, Brochures**
- **Contract Documents pertaining to procurement of supplies, services and equipment**
- **Reports**
- **Minutes/Agenda of Council Meetings**
- **Maps of the Region**
- **Policy Documents**
- **Financial Records (files, cheques, vouchers)**
- **Files dealing with personal matters**
- **Manuals**
- **Correspondence to the Chief Executive Officer, Chairman and decisions taken with respect to Request/Complaints**
- **General correspondence, complaints**

SECTION 7 (1) (A) (III)

Material Prepared for the Inspection by the Public

The following documents may be accessed by the Public:

- **Annual Reports**
- **Brochures/Pamphlets**
- **Role and Function of the Tunapuna/Piarco Regional Corporation**
- **Manuals of Operating Procedures**

- **Standing Orders**
- **Market and Abattoir Bye Laws**
- **Manuals of Policy Statements**

**The public may access /inspect copies of these documents by contacting the
FOI Designated Officer at:**

Tunapuna/Piarco Regional Corporation

Centenary Street

Tunapuna

Between the hours of 9.00 am to 3.00 pm on normal working days

Telephone: 662-7835

Facsimile: 662-1612

SECTION 7 (1) (A) (IV)

LITERATURE AVAILABLE BY SUBSCRIPTION

**The Tunapuna/Piarco Regional Corporation has no Literature available by
way of subscription at this time.**

SECTION 7 (1) (A) (V)

PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE DIEGO MARTIN REGIONAL CORPORATION

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 Freedom of Information Act (FOIA) (eg. The right to challenge a decision if your request for information is refused) *you must make your request in writing.*

The applicant must therefore complete the appropriate form (Request for Access to Official Documents) available from our Designated Officer, for information that is not readily available in the public domain.

ADDRESSING REQUESTS

To facilitate prompt handling of your request, please address it to the Designated Officer of the Tunapuna/Piarco Regional Corporation. (See Section 7 (1) (A) (VI).

Details in the Request

Applicant should provide details that will allow for the 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 clear on how to write your request or what details are to be included, you should communicate with our Designated Officer.

Request not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information that is currently available in the public domain, either from this public authority or the Ministry of Local Government or from another public authority eg. Brochures and Pamphlets etc.

Responding to your Request

Retrieving Documents

The Tunapuna/Piarco Regional Corporation is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

Furnishing Documents

An applicant is entitled only to copies of information in the possession, custody or power of the Corporation. The Corporation is required to furnish only one copy of a document. If a legible copy of a document is not available to be released, the Corporation may not attempt to reconstruct it. Instead the Corporation will furnish the best copy possible and note its quality in our reply. Extra copies will be provided at the cost of the reproduction.

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

- Create new documents
- Perform research for you

TIME LIMITS**GENERAL**

The FOIA sets certain time limits within which the Corporation decides whether to disclose the documents you have requested. If the Corporation fails to meet the deadlines, The FOIA gives you the right to proceed as if your request has been denied. If it appears that processing your request may take longer than the Statutory limit, the Corporation will acknowledge your request and advise of its status. Since there is a possibility that requests may be incorrectly addressed or misrouted, you may write or call to confirm whether the request was received and ascertain its status.

TIME ALLOWED

The Corporation will determine whether to grant your request for access to information as soon as practicable but no later than 30 Calendar days as required by Section 15 of The FOIA.

SECTION 7 (1) (A) (VI)

Officers in the Ministry are responsible for:

- (1) The initial receipt and action upon notices under section 10
- (2) Request for access to documents under Section 13 and
- (3) Application for corrections of personal Documents under Section 36 of The FOIA.

The designated Officer is

Mrs Kalawatie Patrick, Administrative Officer 11, Tunapuna/Piarco Regional Corporation, Centenary Street, Tunapuna.

Telephone: (868) 662-7835 Facsimile (868) 662-1612

The Alternate Officer is

**Ms Rosanna Sharma, Administrative Assistant (Ag.), Tunapuna/Piarco Regional Corporation, Centenary Street
Tunapuna.**

Telephone (868) 662-2261 Facsimile (868) 662-1612

SECTION 7 (1) (a) (VII)

Advisory Boards, Councils, Committees and Other Bodies

Statutory Meetings/Minutes

Available to the public at the Tunapuna/Piarco Regional Corporation, located in the Council's chamber, Centenary Street, Tunapuna.

SECTION 7 (1) (a) (V111)

Library/Reading Facilities

The Tunapuna/Piarco Regional Corporation has a Reading room which is available for public use located at the Council's Chamber, Centenary Street Tunapuna.

Hours of Operation

Mondays and Wednesdays 1:00 pm to 4:00 pm,

SECTION 8 STATEMENTS**Section 8 (1) (a) (1)**

Documents containing interpretations or written Laws or schemes administered by the Tunapuna/Piarco Regional Corporation, not being particulars contained in another written law:

- Municipal Corporations Act No. 21 of 1990 and its amendment Act No. 8 of 1992
- Public Health Ordinance Chapter 12 No. 4
- Highways Act Chapter 48:01
- Market Bye Laws 1996, Legal Notice No. 98 Dated December 31, 1996
- Abattoir Bys Laws, Legal Notice No. 165 Dated December 31, 1996
- Litter Act Chapter 30: 52 and its Amendment Act No 10 of 1981
- Dogs Act No 32 of 2000
- Recreation Grounds and Pastures Act Chapter 4:01
- Burial Grounds Act Chapter 30:50
- Standing Orders Legal Notice No. 96 Dated December 20, 1996

These are available from the Government Printery.

SECTION 8(1)**SECTION 8(1) (B)****SECTION 9 STATEMENTS**

Not applicable at this time.

**PUBLIC STATEMENT OF
THE DIEGO MARTIN
REGIONAL CORPORATION**



**IN COMPLIANCE WITH
SECTIONS 7,8,9, OF THE
FREEDOM OF
INFORMATION ACT, 1999**

**PUBLIC STATEMENT OF THE DIEGO MARTIN
REGIONAL CORPORATION
IN
COMPLIANCE WITH SECTIONS 7, 8 AND 9, OF
THE FREEDOM OF INFORMATION ACT, 1999**

In accordance with section 7,8,and 9 of the FOIA, 1999, The Diego Martin Regional Corporation is required to publish the following statements which lists 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 Diego Martin Regional Corporation.
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.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The following information is published by the Diego Martin Regional Corporation as approved by the Minister of Local Government.

Section 7 Statements

(Section 7 (1 (a) (i))

ROLE, FUNCTION AND STRUCTURE OF THE DIEGO MARTIN REGIONAL CORPORATION**VISION STATEMENT**

The Diego Martin Regional Corporation will be a very efficient quality service provider to all our burgesses and other stakeholders, in a holistic and sustainable manner.

MISSION STATEMENT:

The Diego Martin Regional Corporation will provide quality infrastructure and social services in an efficient manner through a competent, highly motivated and innovative team, using all resources, to the satisfaction of our stakeholders.

(I) Organisation

Diego Martin Regional Corporation

Role of the Corporation:

The Diego Martin Regional Corporation provides a range of Infrastructural, Public Health and Social Services to the Local Community. The Corporation acts as a catalyst and facilitator in the development of Regional activities.

Structure

The structure consists of the following:-

- Council
- Management/ Administration

Council

At present there is a legal Council in place which is made up of eleven (11) members with the Chairman being Alderman Steve Castagne

Management/Administration

- Technical and Project Unit
- Human Resource Unit
- Building Inspectorate
- Finance and Accounting

- General Administration
- Public Health
- Life Guards
- Municipal Police
- Rates and Taxes Assessment Unit

Functions

The following functions are exercisable by the Corporation:-

- (a) the distribution of truck-borne water subject to the provisions of the Water and Sewerage Act Chap.54.40.
- (b) the provision, maintenance and control of all Corporation buildings.
- (c) the maintenance and control of homes for the aged established by the Corporation;

- (d) subject to any other written law, the maintenance and control of child care centers established by the Corporation;
- (e) the construction and maintenance of all drains and water courses except drains, main water-courses and drains along main roads and highways;
- (f) the provision, maintenance and control of such parks, recreation grounds, beaches and other public spaces as the President may from time to time by Order prescribe;
- (g) the promotion of development within the Municipality in accordance with plans approved by the Minister with responsibility for physical planning;
- (h) the maintenance of state property including such police stations, health centers, post offices and other government buildings as the Minister to whom responsibility for construction and maintenance of buildings is assigned, may by Order determine;
- (i) the disposal of garbage from public and private property, the development and maintenance of sanitary landfills, chemical treatment for insect and vector control, abatement of public nuisances and dissemination of information for primary health care;

- (j) the co-ordination of local and regional trade fairs, athletic events and cultural displays and entertainment;
- (k) the collection and distribution of forms issued by Departments of Government;
- l) the maintenance and control of burial grounds and crematoria, subject to the provisions of the Public Burial Grounds Act and the Cremation Act;
- (m) the provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds and Pastures Act;
- (n) such other functions as the President may from time to time by Order prescribe.

Other Services provided by the Corporation:

- (1) Granting final approval for Building Plans and Building Area Layouts; monitor to ensure compliance with details of specifications.
- (2) Issuing of Completion Certificates.
- (3) Providing advice on land development & building construction to the public.

- (4) Granting provisional approval for land development.
- (5) Enforcement of Litter Act. (Litter Prevention Wardens).
- (6) Cleaning of cesspits and septic tanks. (Services not provided presently, Corporation to acquire resources).
- (7) Supplying of Food Badges.
- (8) Grant of financial assistance for charitable and needy cases from Chairman's Fund.
- (9) Removal of derelict vehicles.
- (10) Assessment Services – collection of property rates and taxes (in the process of being implemented).
- (11) Markets' Provision and Maintenance of Market Infrastructure and Amenities
- (12) Municipal Policing Services
- (13) Canine Control. (Corporation to acquire resources)

Decision Making Powers:

The Council of the Corporation is the decision making body in accordance with the functions enshrined in the Municipal Corporations Act 21.1990 and its amendment Act No.8 of 1992.

SECTION 7 (1) (a) (ii)**Categories of Documents held by the Diego Martin Regional Corporation :**

- Legislation
- Financial and Accounting documents.
- Strategic Review and Strategic Plans of the Diego Martin Regional Corporation
- Circulars, memoranda, notices, brochures
- Contract Documents pertaining to procurement of supplies, services and equipment
- Reports
- Minutes/Agenda of Council Meetings
- Maps of the Region
- Policy Documents
- Financial Records (file, cheques, vouchers)
- Files dealing with personal matters
- Manuals
- Correspondence to the Chief Executive Officer, Chairman on decisions taken with respect to requests/Complaints

1456—Continued

- General Correspondence file
- Completed complaints forms or letters of complaint

SECTION 7 (1) (a) (iii)

Material Prepared for Inspection by the Public:**The following documents may be accessed by the Public**

- Annual Reports
- Brochures/Pamphlets
- Role and Function of the Diego Martin Regional Corporation
- Manuals of Operating Procedures
- Standing Orders
- Market and Abattoir Bye Laws
- Manuals of Policy Statements

The public may access/inspect copies of these documents by contacting the FOI Designated Officer at

Diego Martin Regional Corporation

2/3 Orchid Drive

Petit Valley

Between the hours of 9:00 a.m to 3:00 p.m on normal working days

Telephone: 637 -8115

Facsimile: 637-8072

SECTION 7 (1) (a) (iv)**LITERATURE AVAILABLE BY SUBSCRIPTION**

The Diego Martin Regional Corporation has no literature available by way of subscription at this time.

SECTION 7 (1) (a) (V)**PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE DIEGO MARTIN REGIONAL CORPORATION****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 Freedom of Information Act (FOIA) (eg. The right to challenge a decision if **your request for information is refused**) **you must make your request in writing.** The applicant must therefore complete the appropriate form (Request for Access to Official Documents) available from our Designated Officer, for information that is not readily available in the public domain.

ADDRESSING REQUESTS

To facilitate prompt handling of your request, please address it to the Designated Officer of the Diego Martin Regional Corporation. (See Section 7 (1) (a) (vi))

Details in the Request

Applicant 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, you can communicate with our designated officer.

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 currently available in the public domain, either from this public authority or the Ministry of Local Government or from another public authority (eg. Brochures and pamphlets etc.

Responding to your Request

Retrieving Documents

The Diego Martin Regional Corporation is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

1456—Continued

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 re-construct it. Instead we will furnish the best copy possible and note its quality in our reply. Extra copies will be provided at the cost of the reproduction.

Please note that we are not compelled to do the following:-

- Create new documents
- Perform research for you

TIME LIMITS**GENERAL**

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines the FOIA gives you the right to proceed as if your request has been denied. 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 misrouted, you may write or call to confirm whether 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 Calendar days as required by Section 15 of the FOIA.

Section 7 (1) (A) (VI)

Officers in the Ministry responsible for:

- (1) The initial receipt and action upon notices under Section 10
- (2) Request for access to documents under Section 13 and
- (3) Application for corrections of Personal Documents under Section 36 of FOIA.

The designated officer is

Mrs. Shakuntala Bharat-Pooran
Administrative Officer II,
Diego Martin Regional Corporation
2/3 Orchid Drive, Petit Valley.
Telephone: (868) 637-8115

The Alternate Officer is

Ms. Soondardaye Singh
Clerk III, Diego Martin Regional Corporation
2/3 Orchid Drive, Petit Valley
Telephone: (868) 637-8115
Facimile (868) 637-8072

SECTION 7 (1) (a) (VII)

Advisory Boards, Councils, Committee and other Bodies

Statutory Meetings/Minutes

Available to the public at the Diego Martin Regional Corporation located in the Council's Chamber, 3 Orchid Drive, Petit Valley.

1456—Continued

Section 7 (1) (a) (VIII)**Library/Reading Facilities**

The Diego Martin Regional Corporation has a Reading Room which is available for public use located in the Councils' Chamber, # 3 Orchid Drive, Petit Valley.

Hours of Operation

Monday to Wednesday 1: 00 p.m to 4:00 p.m,

Fridays 1:00 p.m - 4:00 p.m

SECTION 8 STATEMENTS**Section 8 (1) (a) (I)**

Documents containing interpretations or particulars of written laws or schemes administrated by the Diego Martin Regional Corporation, not being particulars contained in another written law.

- Municipal Corporations Act 21, 1990 and its amendment Act No. 8 1992
- Public Health Ordinance Chapter 12 No. 4
- Highways Act Chapter 48:01
- Market Bye Laws, Legal Notice No. 147 dated 31st December, 1996
- Abattoir Bye Laws, Legal Notice No. 167 dated 31st December, 1996
- Litter Act Chapter 30:52
- Dogs Act No. 32 of 2000
- Recreation Ground and Pastures Act Chapter 4:01
- Burial Grounds Act Chapter 30:50
- Standing Order, Legal Notice No 13 dated 20th December, 1996

These are available from the Government Printery.

SECTION 8 (1) (a) (II)

- Not applicable

SECTION 8 (1) (b)

Not applicable at this time.

SECTION 9 Statements

Not applicable at this time.