



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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No. 166

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act for the incorporation of Freedom House and for matters incidental thereto”—(56 cents).

1833

SUPPLEMENT TO THIS ISSUE

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

Legal Supplement Part C—

Bill entitled “An Act for the incorporation of Freedom House and for matters incidental thereto”.

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PUBLICATION OF BILL

NOTICE is hereby given that the following Bill is published as a Supplement to this *Trinidad and Tobago Gazette* for public information:

The Freedom House (Incorporation) Bill, 2006.

Copies of the Bill may be purchased from the Government Printery Sales Section, 2–4, Victoria Avenue, Port-of-Spain.

J. SAMPSON-JACENT

13th October, 2006.

Clerk of the House

1835

PRIVATE BILL—AN ACT FOR THE INCORPORATION OF FREEDOM HOUSE AND FOR MATTERS INCIDENTAL THERETO

PUBLIC NOTICE is hereby given in accordance with Standing Order No. 83(3)(b)(i) of the House of Representatives that it is intended to introduce in the House of Representatives the above-mentioned Bill.

2. Notice of the intended introduction of the Bill is being given in the *Trinidad and Tobago Gazette* and copies of the Bill may be purchased from the Government Printer.

3. The object of the Bill, among other things, is to incorporate the Freedom House of Corner Railway Road and Eastern Main Road, Arouca, in order to enable it to hold property and to otherwise carry out its aims and objectives.

4. Any person wishing to be heard in opposition to the Bill must lodge with the Clerk of the House a petition showing the nature of his objections to the Bill and stating whether his objections extend to the whole or some part of the preamble or to the clauses of the Bill and praying that he may be heard by himself or his counsel against the Bill.

J. SAMPSON-JACENT

Clerk of the House

(3 ins.)

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

Updated Public Statement of the Ministry of Local Government in Compliance With Sections 7, 8 and 9 of The Freedom of Information Act, 1999 (FOIA)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Local Government 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 Ministry.
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 Ministry of Local Government as approved by the Minister of Local Government.

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

FUNCTION AND STRUCTURE OF THE MINISTRY OF LOCAL GOVERNMENT

MISSION STATEMENT

The Ministry of Local Government shall ensure the sustainable development of our local communities through effective policy guidance, facilitation and monitoring of Municipal and Regional implementation agencies in a network that promotes high quality, partnerships, wide participation in governance and the continuous development of our human resource.

STRUCTURE OF THE MINISTRY

The Ministry of Local Government is comprised of the following Units:

- ❖ General Administration
- ❖ Finance and Accounts
- ❖ Human Resource Management
- ❖ Planning/Project
- ❖ Technical Unit:
 - Engineering
 - Project Implementation
- ❖ Information Technology
- ❖ Unemployment Relief Programme
- ❖ Municipal Corporations Relations
- ❖ Decentralization
- ❖ Audit

LOCAL GOVERNMENT COMPONENT

1. ENGINEERING

The Engineering Division is responsible for the implementation of Civil/Structural Engineering projects from inception to commissioning; provision of technical

advice and assistance to Regional Corporations in respect of projects they plan to undertake. The Division also conduct site visits, surveys and prepare detailed estimates, drawings and contract documents which include conditions of contract and specifications supported with consultancy services during construction phase.

2. PROJECT UNIT

The Project Planning Unit is responsible for facilitating the enhancement of managerial, structural and technical capabilities of Municipal Corporations, the empowerment of citizens by involving them in Local Government via mechanisms of communication and education in Local Government. Also, for collaborating with Municipal Corporations to pursue measures for stimulating and sustaining corporate productivity and supporting developmental programmes with project management capability.

3. PLANNING UNIT

The Planning Unit is responsible for collecting, collating and analyzing socio-economic data in general and in particular Local Government data; interpreting such data for the formulation of planning policies; preparing and presenting research reports on assigned Local Government issues; investigation and monitoring development projects; compiling, investigating and analyzing economic and statistical data and the maintaining of these records; and in general, providing technical assistance to Municipal Corporations.

4. THE UNEMPLOYMENT RELIEF PROGRAMME

The Unemployment Relief Programme is responsible for creating short-term employment for the poor; providing skills development and enhancement; and developing the social, economic and physical infrastructure of the communities.

5. MUNCIPAL CORPORATIONS RELATIONS

All Municipal/Regional Corporations are classified as public authorities under the Freedom of Information Act. Requests for Information from these entities are to be made directly to the assigned Designated Officers; these authorities will be publishing statements of their own behalf.

6. **DECENTRALIZATION UNIT**

The Decentralization Unit is the institutional mechanism created by the Government of the Republic of Trinidad and Tobago (GORTT) to coordinate and promote its local government reform and decentralization programme. This programme is an integral part of the GORTT's National Strategic planning initiative (Vision 2020). The functions of this Unit includes developing, planning, organizing, executing, monitoring and reviewing decentralization programmes and activities; facilitating capacity building programmes; and providing and developing appropriate decentralization policies, programmes and strategic initiatives.

STATUTORY BOARDS AND OTHER BODIES

The Statutory Boards/Bodies which fall under the purview of the Ministry of Local Government are as follows:

- ❖ The Trinidad and Tobago Association of Local Government Authorities (TTALGA)
- ❖ Port of Spain City Corporation (POSCC)
- ❖ San Fernando City Corporation (SFCC)
- ❖ Arima Borough Corporation (ABC)
- ❖ Point Fortin Borough Corporation (PFBC)
- ❖ Chaguanas Borough Corporation (CBC)
- ❖ Diego Martin Regional Corporation (DMRC)
- ❖ San Juan/Laventille Regional Corporation (SJLRC)
- ❖ Tunapuna/Piarco Regional Corporation (TPRC)
- ❖ Sangre Grande Regional Corporation (SGRC)
- ❖ Princes Town Regional Corporation (PTRC)
- ❖ Couva/Tabaquite/Talparo Regional Corporation (CTTRC)
- ❖ Penal/Debe Regional Corporation (PDRC)
- ❖ Siparia Regional Corporation (SRC)



UNDER THE PURVIEW OF THE MINISTER OF LOCAL GOVERNMENT

- ❖ Eastside Plaza
- ❖ New City Mall

SECTION 7 (1) (a) (ii)**CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE MINISTRY**

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry.
2. Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirement, leave, vacation etc.
3. Files dealing with the accounting and financial management functions of the Ministry.
4. Financial records (cheques, vouchers, receipts, journals, etc.)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents.
7. Maps, Charts, Photographs.
8. News releases and speeches originating in the Ministry.
9. Policy and Procedure documents.
10. Internal and external correspondence files.
11. Documents relating to strategic review of the Ministry.
12. Legislation and legal instruments.
13. Legal opinions and related matters

14. Files dealing with training – local, foreign and technical co-operation.
15. Minutes/Agenda of Meetings
16. Files dealing with Circulars/Memoranda, Notices, Bulletins, etc.
17. Reports: Statistical, Annual/Monthly/Quarterly, Audit, Technical and Valuation.
18. Files dealing with official functions, conferences and events hosted and attended by the Ministry.
19. Briefing Papers.
20. Inventories.
21. Files dealing with complaints.
22. Files dealing with acquisition of lands for public purposes on behalf of Municipal/Regional Corporations, that is, markets, recreation grounds, pavilions/parks, playgrounds/playfields, roadways, etc.
23. Files dealing with leases.

SECTION 7 (1) (a) (iii)

Material prepared for publication or inspection.

Not applicable at this time.

SECTION 7 (1) (a) (iv)

Literature available by subscription.

Not available at this time.

SECTION 7 (1) (a) (v)**Procedures to be followed when accessing a document from the Ministry of Local Government**

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 1999 (FOIA) (e.g. 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 the General Administration office or from our Designated Officer, for information that is not readily available to members of the public [see Section 7 (1) (a) (vii)].

▪ **Addressing the Request**

To facilitate prompt handling of your request, please address it (the requested via appropriate form) to:

The Designated Officer
- Freedom of Information Act
Permanent Secretary's Secretariat
Kent House, Maraval

[see Section 7 (1) (a) (vi) of the Act].

▪ **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 FOIA**

A request under the FOIA will not be processed, if what is asked for is information which is currently available in the public domain, either from this Ministry or from another public authority (e.g. brochures and pamphlets, etc.)

RESPONDING TO YOUR REQUEST

- **Retrieving Documents**

The Ministry 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 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. Extra copies will be provided at the cost of reproduction.

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

- (a) Create new documents
- (b) Perform research for you

Time Limits

- **General**

The Freedom of Information Acts 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 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 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.**

SECTION 7(1) (a) (vi)

Officers in the Ministry responsible for:

- (1) The initial receipt and action upon notices under Section 10;
- (2) Requests for access to documents under Section 13; and
- (3) Application for correction of Personal Information under Section 36 of the FOIA.

The Designated Officer is:

Mrs. Sally Suraj-Rampersad
Administrative Officer IV
Ministry of Local Government
Kent House,
Maraval
Telephone Nos. 622-9426 or 628-1323-5 Ext.257

The Alternate Designated Officer is:

Ms. Nola George
Administrative Officer II
Ministry of Local Government
Kent House,
Maraval
Telephone Nos. 622-7410 or 628-1323-5 Ext.334

SECTION 7 (1) (a) (vii)**Advisory Boards, Councils, Committees and other bodies**

At the present there are no bodies that fall within the meaning of this Section of the FOIA.

SECTION 7 (1) (a) (viii)**Library/Reading Room Facilities**

Not available at this time.

SECTION 8 STATEMENTS**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.

Governing Legislation include:

- Municipal Corporations Act 21 of 1990 (and amendments)
- Civil Service Act and Regulations Chapter 23:01
- Public Service Commission Regulations 1966 (Amendments) to Chapter XI of the Civil Service Act Ch.23:01
- Industrial Relations Act 1972
- Exchequer and Audit Ordinance 1959
- Financial Regulations 1965
- Travelling Regulations Chapter 23:50
- Central Tenders Board Ordinance No.22 of 1961 (and amendments)
- Freedom of Information Act No.26 of 1999 as amended by Act No.92 of 2000
- Land Acquisition Act Chapter 48:01

These are available for purchase at the Government Printery.

SECTION 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being document containing information on the procedures to be employed or the objectives to be pursued.

Not applicable at this time.

SECTION 9 (1) (a) to (m)

Not applicable at this time.