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2387

SUPPLEMENT TO THIS ISSUE

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

Minimum Wages Order, 2010—(Legal Notice No. 291 of 2010).

2388

APPOINTMENT OF MEMBERS TO THE NATIONAL LOTTERIES CONTROL BOARD

IN ACCORDANCE with the provisions of section 3(5) of the National Lotteries Act, Chap. 21:04, the public is notified for general information that the Minister of Finance has appointed the following persons to the National Lotteries Control Board for a period of two (2) years with effect from 26th October, 2010:

MR. MITRA MAHABIR	Chairman
MR. BRIAN SAWH	Member
MR. TERRANCE RAMPERSAD	do.
MR. PREM SAMODEE	do.

M. JUMAN
*Permanent Secretary in the
Ministry of Finance*

26th October, 2010.

2389

REVOCATION OF APPOINTMENT OF A PRIVATE WAREHOUSE (*Customs Act, Chap. 78:01*)

IN EXERCISE of the powers conferred upon the Comptroller of Customs and Excise under the Customs Act, Chap. 78:01, I, Fitzroy A. John, Comptroller of Customs and Excise, do hereby revoke the appointment of the place described in the Schedule hereunder as a Private Warehouse, which said place was appointed a Private Warehouse, by the Comptroller of Customs and Excise for the warehousing of certain goods by Agostini's Limited/or Agostini Marketing under the provisions of section 263(2) of the Customs Act, and which said appointment was published as Notice No. 990 on 7th May, 2001 in the *Trinidad and Tobago Gazette*.

SCHEDULE

A bonded warehouse situated in Agostini's Limited Complex Building at Chootoo Road, San Juan with an area measuring 14.62 metres in length by 7.31 metres in width, a total of 106.87 square metres. The bonded area is on the ground floor at the south-western end of the building. The walls are constructed of solid concrete and the roof made of steel decking and beams. The only access to the warehouse is via steel double doors on the northern side. The Customs bonded warehouse is bounded in the south by Patraj Trace, in the north by Agostini's Warehouse and Chootoo Road, in the west by a cold storage room and P.I. Industries Limited and in the east by Agostini's Industries Limited.

F. A. JOHN
Comptroller of Customs and Excise

20th October, 2010



CHAGUANAS BOROUGH CORPORATION

UPDATED PUBLIC STATEMENT

“IN ACCORDANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999 (FOIA), CHAGUANAS BOROUGH 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 Chaguanas Borough 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.”

SECTION 7 STATEMENTS

Section 7 [1] [a] [i]

Function and Structure of the 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.

2390—Continued

STRUCTURE

The organisational of the Chaguanas Borough Corporation structure consists of the following:

- Council
- Technical /Administration [please see → Organisational Chart attached]

COUNCIL

The Council consists of eight [8] Councillors and two [2] Aldermen and is responsible for:

COMMITTEES

- Public Health & Environment Committee
- Market and Vending Committee
- Business Development Committee
- Personnel & Human Resource Management Committee
- Finance, Allocation of Resources & Communication Vending Committee
- Security and Safety Committee
- Sports & Community Development Committee
- Social Services Committee
- Festivals & Culture Committee
- Physical Infrastructure & Planning Committee
- Occupational Safety & Health Act Committee
- Youth Development Committee
- Facilities Management Committee
- City Development Committee
- Public Relations and Imaging Committee
- Beautification of Parks and Cemeteries Committee
- Statutory Meeting
- Co-ordinating Meeting

2390—Continued

ELECTORAL DISTRICTS:

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

TECHNICAL/ADMINISTRATION:

The Technical/Administration of the Chaguanas Borough Corporation comprises

- ❑ Technical Unit
- ❑ Building Inspectorate
- ❑ Finance and Accounts
- ❑ General Administration
- ❑ Public Health
- ❑ Human Resource

FUNCTIONS

The following functions are exercisable by the Corporation:

- ❑ the provision, maintenance and control of all Corporation buildings;
- ❑ the maintenance and control of homes for the aged 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;

2390—Continued

- 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.

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

2390—Continued

- Reports
- Maps
- Infrastructure matters
- General Administrative Documents
- Policy Document

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

2390—Continued

REGISTERS:

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

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

Chaguanas Borough Corporation
Cor. Taitt & Cumberbatch Sts.,
Chaguanas.

Tel.No.: 665-5320 **OR** 665-5351

Fax: 671-7757

E-Mail Address: ChaguanasBoroughCorporation@gmail.com

Section 7 [1] [a] [iv]

‘No literature is available by way of subscription to the Chaguanas Borough Corporation. This section is therefore not applicable.’

Section 7 [1] [a] [v]**PROCEDURE TO BE FOLLOWED WHEN ACCESSING DOCUMENTS FROM CHAGUANAS BOROUGH 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 FOIA, you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at Chaguanas Borough Corporation for information that is not readily available to the public. These forms can be obtained from the Administrative Officer II of the Chaguanas Borough Corporation at the above-mentioned address.

2390—Continued

Addressing Requests – To facilitate prompt handling of your request, please address it to the Designated Officer of the Chaguanas Borough Corporation. (See Section 7(1)(a)(vi) for further details).

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, communication 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.

Time Limits – General

The FOIA sets a time limit of thirty (30) calendar days, from the date the request was received, 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 request 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 thirty (30) calendar days, from the date the request was received, 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.

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 not its quality in our reply.

Please note we are not compelled to do the following:

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

Section 7 [1] [a] [vi]

Arrangements can be made to obtain copies of documents or to inspect documents by contacting the following officers in the Chaguanas Borough 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 correction of personal information under section 36 of the FOIA [Freedom of Information Act]”

2390—Continued

DESIGNATED OFFICER:

Designation - Ag. Administrative Officer
Mrs. Chandai Ramlogan

Address - Chaguanas Borough Corporation
Corner Taitt and Cumberbatch Streets
Chaguanas

Telephone - 671-9209, 665-5351, 665-5320 Ext. 227

Fax - 671-7757

E-Mail Address: ChaguanasBoroughCorporation@gmail.com

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 - Ag. Clerk IV
Mrs. Carmanie Ramnarace

Address - Chaguanas Borough Corporation
Corner Taitt and Cumberbatch Streets
Chaguanas

Telephone - 665-6204, 665-5351, 665-5320 Ext. 238

Fax - 671-7757

E-Mail Address: ChaguanasBoroughCorporation@gmail.com

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

Statutory Meeting which is held on the last Monday of each month.

Section 7 [1] [a] [viii]**LIBRARY/READING ROOM FACILITIES OF THE CHAGUANAS BOROUGH CORPORATION**

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

SECTION 8 STATEMENTS**Section 8 [1] [a] [i]**

Documents containing interpretations of particulars of written laws **OR** schemes administered by the public authority, not being particulars contained in another written law.

- 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 or are available online at www.legalaffairs.got.tt

Section 8 [1] [a] [ii]

Manuals, Rules of Procedure, Statements of Policy, Records of Decisions, Letters etc.

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

Section 8 [1] [b]

In enforcing written laws or schemes administered by the public authority where a member of the public might

Classifications – Daily Paid and Monthly Paid

SECTION 9 STATEMENTS**Section 9 [1] [A – M] Statements:**

- a. Strategic Review of the Chaguanas Borough Corporation
- b. Strategic Plan of the Chaguanas Borough Corporation
- c. Auditor General Reports
- d. Committee Minutes and Reports
- e. Draft Estimates of Revenue and Expenditure Recurrent and Development Programme.
- f. Approved Estimates of Revenue and Expenditure Recurrent and Development
- g. Planning Bill

2390—Continued

<u>No. of Reports</u>	<u>Year</u>	<u>Name of Report</u>	<u>Date of Report</u>
(i)	2007	Management Letter on the Audit of the Accounts and Financial Statements of the Infrastructure Development Fund (IDF), Road Improvement Fund (RIF), Unemployment Relief Programme (URP) and Infrastructure Renewal, Improvement and Development Programme (IRIAD) for the year ended 2007 September, 30.	2008 January 22
(ii)	2006	Audit of the Accounts of the Administering Officer of the Chaguanas Borough Corporation for the year ended 2006 September, 30.	2007 February 26
(iii)	2005	Audit Survey held on 2005 May 2005 and 2006 at the Chaguanas Borough Corporation.	2006 February 06
(iv)		Management Letter on the Audit of Accounts of the Administering Officer of the Chaguanas Borough Corporation for the year ended 2005 September, 30.	2006 February 09
(v)		Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation – Mayor's Fund for the year ended 2005 September, 30.	2006 December 19
(vi)		Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation for the year ended 2005 September, 30.	2007 January 10
(vii)		Addendum to the Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation – Mayor's Fund for the year ended 2005 September, 30.	2007 February 06
(viii)	2004	Audit Survey held on 2004 September, 22 at the Chaguanas Borough Corporation.	2004 November 09
(ix)		Management Letter on the Audit of the Mayor's Fund and Audit Survey held on 2004 June, 03 at the Chaguanas Borough Corporation.	2005 January 25
(x)		Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation for the year ended 2004 September, 30.	2006 December 08
(xi)		Management Letter on the Audit of Accounts and Financial Statements of the Chaguanas Borough Corporation – Mayor's Fund for the year ended 2004 September, 30.	2006 December 08
(xii)		Addendum to the Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation – Mayor's Fund for the year ended 2004 September, 30.	2007 February 06
(xiii)	2003	Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation for the year ended 2003 September, 30.	2005 November 02
(xiv)		Addendum to the Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation ended 2003 September, 30.	2006 February 01
(xv)		Audit Survey held on 2003 May, 12 and May ,13 at the Chaguanas Borough Corporation.	2003 June 25
(xvi)	2002	Audit of the Accounts of the Administering Officer of the Chaguanas Borough Corporation for the year ended 2002 September, 30.	2003 February 11
(xvii)		Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation for the year ended 2002 September, 30.	2005 October 06
(xviii)	2001	Audit Survey held at the Chaguanas Borough Corporation on 2001 August, 08.	2001 August 21

2390—Continued

No. of Reports	Year	Name of Report	Date of Report
(ixx)		Audit examination of the system used for Chief Executive Officer's Awards held from 2001 December, 28 to 2001 December, 30.	2002 January 23
(xx)		Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation for the year ended 2001 September, 30.	2005 January 24
(xxi)		Addendum to Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation for the year ended 2001 September, 30.	2005 November 07
(xxii)	2000	Audit Survey held at the Chaguanas Borough Corporation on 2000 June, 14 to June 16.	2000 August 11
(xxiii)		Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation Infrastructure Development Fund for the year ended 2000 September, 30.	2001 March 1
(xxiv)		Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation Road Improvement Fund for the year ended 2000 September, 30.	2001 March 6
(xxv)		Audit of the Accounts of the Chaguanas Borough Corporation Unemployment Relief Programme for the year ended 2000 September, 30.	2001 March 12
(xxvi)		Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation for the year ended 2000 September, 30.	2005 January 18
(xxvii)	1999	Audit Survey held at the offices of Chaguanas Borough Corporation on 1999 December, 10.	2000 January 31
(xxviii)		Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation Unemployment Fund for the year ended 1999 September, 30	2000 March 10
(ixxx)		Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation for the year ended 1999 September, 30.	2003 August 04
(xxx)	1998	Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation Unemployment Fund for the period ended 1998 September, 30.	1999 March 24
(xxxi)		Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation Infrastructure Development Fund for the period ended 1998 September, 30.	1999 April 09
(xxxii)		Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation for the nine month period ended 1998 September, 30.	2003 August 04
(xxxiii)	1997	Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation for the year ended 1997 December, 31.	2003 August 04
(xxxiv)	1996	Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation for the year ended 1996 December, 31.	2003 July 10
(xxxv)	1995	Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation for the year 1995 December, 31.	2003 July 10
(xxxvi)	1993	Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation for the year ended 1993 December, 31.	2003 June 24
(xxxvii)	1992	Management Letter on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation for the year ended 1992 December, 31.	2003 June 24

2391

SAWMILL LICENCE ISSUED DURING THE MONTH OF OCTOBER, 2010

IT IS HEREBY NOTIFIED as required by section 6 of the Sawmills Act, Chap. 66:02, that a Licence, paid and issued in the month of October, 2010, to carry on the business of a Sawmill for the year ending 31st December, 2010, has been granted as follows:

<i>Licence No.</i>	<i>Name of Sawmiller</i>	<i>Date of Issue</i>	<i>Location of Sawmill</i>
90/2010	... Sundarsan Dass ...	20th October, 2010	... 1/4 Mile Mark, Toco Main Road Sangre Grande

A. RAMNARINE
Conservator of Forests

2392

LICENSING SESSION

SAN FERNANDO

RETURN of Applications for Licensing Committee's Certificates for Licences to sell intoxicating Liquor in the Magisterial District of San Fernando, under the provisions of the Liquor Licences Act, Chap. 84:10 to be considered under the provisions of the Liquor Licences Act, Chap. 84:10, will be considered at the Licensing Session to be held at the San Fernando Magistrate's Court on THURSDAY THE 16TH DAY OF DECEMBER, 2010 at 9.00 o'clock in the forenoon.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
Spirit Retailer's			
Dianne James and Ancil Cozier	... No. 3 Blitz Village Pleasantville San Fernando	No. 3 Blitz Village Pleasantville San Fernando	From 1st January, 2011 to 31st March, 2011
Steve Brian Dass	... No. 163 Coora Road Siparia	No. 26 Lord Street San Fernando	do.
Spirit Grocer's			
Qiu Zhi Hua	... Southland Mall	No. 100 Independence Avenue San Fernando	do.
Special Hotel			
Sherry Sheppard	... 4th Albert Street Marabella	4th Albert Street Marabella	do.
Restaurant			
Su Yi Lian	... No. 587 Naparima-Mayaro Road New Grant	No. 147 Ciperro Road Golconda Village San Fernando	do.
Special Restaurant			
Ria Taylor	... No. 4 Pearl Street Marabella	No. 63 Mucurapo Street San Fernando	do.
Dharamraj Kissoon	... No. 13 Jamoonie Trace Penal	No. 13 Jamoonie Trace Penal	do.

Dated this 3rd day of December, 2010 at the San Fernando Magistrates' Court.

A. ALI
Secretary, Licensing Committee,
Victoria West