



TRINIDAD AND TOBAGO GAZETTE

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2513

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
UPDATED PUBLIC STATEMENT OF
THE MINISTRY OF WORKS AND TRANSPORT
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA), the Ministry of Works and Transport is required by law to publish the following statement, which lists the documents and information generally available to the public.

The Act gives members of the public: -

- i. A legal right for each person to access information held by the Ministry.
- ii. A legal right for each person to have official information relating to him/her self amended where it is incomplete, incorrect or misleading.
- iii. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- iv. 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 Ministry of Works and Transport

MISSION STATEMENT

The mission of the Ministry of Works and Transport is:

“We provide world class infrastructure which includes land, sea and air transportation services that support the development of a ‘united, resilient, productive, innovative and prosperous’ Trinidad and Tobago; through a motivated team of employees working in collaboration with local and international partners”

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VISION STATEMENT

“The Ministry of Works and Transport is a strong, innovative, client-centered, well respected institution committed to the social and economic development of the people of Trinidad and Tobago, through the provision of high quality infrastructure development and transportation services that enable the growth of safe, healthy communities and globally competitive businesses within a vibrant natural environment”

STRUCTURE OF THE MINISTRY

The Ministry of Works and Transport is one of the largest Ministries of Government, and a major generator of employment opportunities in the country. The organization impacts directly and indirectly on all citizens of the country, and continually strives to enhance the quality and timely delivery of the services, which it provides to the national community.

The Ministry’s Head Office is located at the Corner of Richmond and London Streets, Port of Spain. District offices are located throughout the country.

The Ministry of Works and Transport is comprised of an Administrative arm which includes the following departments/units:

- **General Administration**
- **Human Resources**
- **Accounts**
- **Facilities Management**
- **Information Technology**
- **Corporate Communications**
- **Legal Services**
- **Internal Audit**
- **Central Planning**
- **Programme Monitoring & Evaluation**

The Operational arm of the Ministry is comprised of two main elements, namely, the Works component and the Transport component. The Works component of the Ministry is associated with those Agencies and Divisions of the Ministry engaged in the provision and maintenance of physical infrastructure, while the Transport component is associated with those departments engaged in the regulation of the Transport sector, and includes the Statutory Boards and similar bodies.

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The details are as follows: -

WORKS COMPONENT

i. HIGHWAYS DIVISION

The Highways Division is responsible for the planning, design, construction, preservation, maintenance and repair of the existing road network that include highways, main and secondary roads under the Ministry's authority. This responsibility also includes maintenance works such as widening and altering road levels, upgrading verges and culverts, reconstruction of bridges and traffic management.

ii. DRAINAGE DIVISION

The Drainage Division is responsible for the development and maintenance of main watercourses, the provision and maintenance of irrigation systems, for land reclamation and for protection of lands against water, which includes coastal protection. The Division also provides advice to government agencies which implement and approve development projects.

iii. CONSTRUCTION DIVISION

The Construction Division is responsible for the design, planning and executing of works relating to the construction and rehabilitation of public buildings and facilities, the restoration of historical buildings and sites, and the procurement and provision of furniture fittings and equipment for these buildings.

The Division is also responsible for providing building consultancy and advisory services to Government, and design consultancy and contract administration in the implementation of major building projects.

iv. MAINTENANCE DIVISION

The Maintenance Division is responsible for maintaining, restoring and repairing the stock of Government properties, buildings, physical plant, furnishings and surrounding land.

v. MECHANICAL SERVICES DIVISION

The Mechanical Services Division is responsible for repairing, servicing, maintaining and transporting vehicles, plant and equipment belonging to the Ministry of Works and Transport and other Agencies in a reliable, effective, efficient and safe manner. It also provides sound technical advisory services to other Government Departments and Agencies as and when required.

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vi. MAJOR HIGHWAY PROJECT MONITORING UNIT

This Unit was established in 1996 and is responsible for managing major road development projects, which are financed by international lending agencies, namely, the Inter-American Development Bank, the Caribbean Development Bank and the European Development Fund. It aims at improving the system of road maintenance through institutional reform measures and making priority investments in the road network through the rehabilitation of roads and bridges and the expansion of trunk roads.

vii. ENVIRONMENTAL, SAFETY AND HEALTH UNIT

The Environmental, Safety and Health Unit was established in 1996 in order to oversee the Environmental Health and Safety Management of infrastructure projects in the Ministry. The Unit procures Certificates of Environmental Clearance and monitors projects to ensure compliance with laws and regulations.

viii. PROGRAMME FOR UPGRADING ROAD EFFICIENCY (PURE)

The PURE Unit is a specialised unit of the Ministry that emerged out of a restructuring of the Ministry's Highway Division in 2002. This Unit aims through strategic project implementation, individual, team, and organisational competence and private sector partnering/inter-agency and inter-Ministerial cooperation to achieve the sustenance of national economic development and the increased and improved accessibilities of all communities. This Unit focuses on four main areas which include slope stabilization, road rehabilitation, alternative access routes and traffic management measures.

TRANSPORT COMPONENT

i. TRAFFIC MANAGEMENT BRANCH

The Traffic Management Branch, which falls under Highways Division, is responsible for the management and control of traffic on the roadways of Trinidad and Tobago. The Branch also implements and monitors road traffic regulations, co-ordinates and implements efforts to reduce road traffic congestion, and ensures the effective operation of all traffic control devices, which include, road markings, signs and traffic signals.

ii. MARITIME SERVICES DIVISION

The Maritime Services Division is the main regulatory agency in sea transport created to administer the provisions of the Shipping Act (No. 24 of 1987) and other maritime national legislation. The Division's main responsibilities are to ensure the Safety and Security of Life at Sea, the safety of Navigation and the

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Protection of the Marine Environment from ship pollution. The Division plays a pivotal role in the development of the National Maritime Sector and represents the country's interests at the International Maritime Organization conferences. It also acts as the implementation, monitoring and compliance authority for most of the State's obligation in respect of international maritime conventions to which Trinidad and Tobago is party.

iii. TRANSPORT DIVISION

The Transport Division is sometimes referred to as the Licensing Department. Its functions include registration, classification, licensing and inspection of vehicles, issuance of driving permits, law enforcement under the Motor Vehicle and Road Traffic Laws, administration of the Maxi Taxi Act, monitoring of private car inspection garages and collection of revenues associated with those activities.

SPECIAL REGULATORY BODIES

The Special Regulatory Bodies, which fall under the purview of the Ministry of Works and Transport, are as follows:

- Trinidad Transport Board
- Air Transport Licensing Authority
- Pilotage Authority

Trinidad Transport Board, the Air Transport Licensing Authority and the Pilotage Authority are dependant on the Ministry of Works and Transport for administrative support and are therefore not classified as public authorities under the Freedom of Information Act. They do not publish a public statement and requests for information under the Freedom of Information Act are to be made through the Designated Officer of the Ministry of Works and Transport.

i. TRINIDAD TRANSPORT BOARD

The Trinidad Transport Board is a body established in accordance with the Motor Vehicle and Road Traffic Act, Chapter 48:50 in the Revised Laws of Trinidad and Tobago. It is an advisory body, appointed by the President, with the Chief Technical Officer of the Ministry being the Chairman. Other members of the Board include nominees from the Police Service (First Division), Licensing Authority, the Road Safety Association, the Automobile Association and representatives of local government, commerce, industry, agriculture and labour.

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The Board advises the President on all matters pertaining to road traffic, hears and determines any appeal submitted by an aggrieved person against any order or decision of the Licensing Authority and makes recommendations to the Chief Technical Officer with respect to the licensing of special types of motor vehicles and trailers.

ii. AIR TRANSPORT LICENSING AUTHORITY

The Air transport Licensing Authority is a body established in accordance with the Air Navigation (Licensing of Air Services) Regulations, 1951-1953. This Authority shall consist of at least three members, appointed by the President, and is responsible for the granting of licences to carry passengers, mail or cargo by air, subject to such conditions as may be specified in the licence.

iii. PILOTAGE AUTHORITY

The Pilotage Authority, appointed by the Minister of Works and Transport and under the chairmanship of the Director of Maritime Services, is responsible for overseeing all matters relating to the licensing and conduct of pilots and the safe pilotage of ships into Trinidad and Tobago.

STATUTORY AUTHORTIES

The Statutory Authorities which fall under the purview of the Ministry of Works and Transport are as follows:

- Airport Authority of Trinidad and Tobago
- Port Authority of Trinidad and Tobago
- Public Transport Service Corporation
- Trinidad and Tobago Civil Aviation Authority

They are classified as “public authorities” under the Freedom of Information Act and therefore publish their own public statements and requests for information are to be made directly to their respective Designated Officers.

STATE ENTERPRISES

There are five (5) State Enterprises which fall under the purview of the Ministry of Works and Transport, namely:

- The Vehicle Maintenance Corporation of Trinidad and Tobago Limited (VMCOTT): wholly-owned
- The National Helicopter Services Limited: majority-owned
- Caribbean Airlines: wholly-owned

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- National Maintenance Training and Security Company Limited (M.T.S.): wholly-owned
- National Infrastructure Development Company Limited (NIDCO): wholly-owned
- LIAT (1974) Limited : minority owned

These Enterprises are classified as ‘public authorities’ under the Freedom of Information Act and will publish statements on their own behalf.

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, retirements, leave, vacation, etc...
3. Files dealing with the accounting and financial management function 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, speeches originating in the Ministry.
9. Policy and Procedure documents.
10. Internal and External correspondence files.
11. Customer files
12. Documents relating to strategic review of the Ministry.
13. Legislation and legal instruments.
14. Legal opinions and related matters.
15. Files dealing with training – local and foreign and technical co-operation.
16. Minutes/Agenda of meetings.
17. Files dealing with Circulars, Memoranda, Notices, Bulletins etc.
18. Reports: Statistical, Annual/Monthly/Quarterly, Audit, Consultant, Technical, Valuation.
19. Environmental Impact Assessment
20. Briefing Papers.
21. Files dealing with official functions, conferences and events hosted and attended by the Ministry.
22. Inventories.
23. Files dealing with complaints.
24. Registers, Certificates, Permits, Licences etc.
23. Periodicals and publications

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Section 7 (1) (a) (iii)

Material prepared for Publication or Inspection

Maritime Services Division

The public may inspect and/or obtain copies of certain documents with respect to the Division's functions and operations and the Pilotage Authority, between the hours of 8.00 a.m. and 12.00 p.m. on Mondays, Wednesdays and Fridays at:

Maritime Services Division
ANSA House (2nd Floor)
Corner Queen & Henry Streets
Port-of-Spain

An administrative cost of \$1.00 per page may be charged. A list of information available can be obtained at the Maritime Services Division.

Section 7 (1) (a) (iv)

Literature available by Subscription

Not applicable at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Ministry

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 (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 Reception area, or from our Designated Officer, for information that is not readily available in the public domain. [See Section 7(1)(a)(vi)].

- **Addressing Requests**

To facilitate prompt handling of your request, please address it to the Designated Officer of the Ministry. [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.

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- **Requests 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 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:-

- i. Create new documents
- ii. Perform research for you

Time Limits

- **General**

The Freedom of Information Act 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 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.**

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Section 7 (1) (a) (vi)

Officers in the Ministry responsible for: -

- i. The initial receipt of and action upon notices under Section 10;**
- ii. Requests for access to documents under Section 13; and**
- iii. Applications for correction of Personal Information under Section 36 of the FOIA.**

The Designated Officer is: -

*Ms. Paula Sobion, Records Manager II
First Floor, Ministry of Works and Transport Head Office
Corner Richmond and London Streets, Port of Spain
Tel. No: 625-1225 ext 2339/ 2320 Fax No.627-7588*

The Alternate Officer is: -

*Ms. Simone Yallery, Legal Researcher
First Floor, Ministry of Works and Transport Head Office
Corner Richmond and London Streets, Port of Spain
Tel. No: 625-1225 ext 2430 Fax No. 623-7984*

Section 7 (1) (a) (vii)

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

Section 7 (1) (a) (viii)

Information can be accessed through **the Designated Officer** during **the hours of 8:30a.m. and 3:00p.m. from Mondays to Fridays, at First Floor, Corner Richmond and London Streets, Port of Spain.**

SECTION 8 - STATEMENTS

Section 8 (1) (a) (i)

Governing Legislation

The Motor Vehicle and Road Traffic Act (Chapter 48:50)
The Maxi Taxi Act (Chapter 48:52)
The Motor Vehicles and Road Traffic (Enforcement and Administration) Act (Chapter 48:53)
The Pilotage Act (Chapter 51:02)
The Harbours Act (Chapter 50:06)
The Motor Launches Act (Chapter 50:08)
The Droghers Act (Chapter 50:07)
The Port Authority Act (Chapter 51:01)

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The Civil Aviation Act (No. 11 of 2001)

The Shipping Act (No. 24 of 1987)

Civil Service Act, Chapter 23:01, inclusive of the amended Code of Conduct (L.N.217 of 1996).

Air Navigation (Licensing of Air Services) Regulations, 1951 - 1953

Public Service Commission Regulations, 1966, Chapter 88:01

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, No. 28 of 1994

Highways Act, Chapter 48:01

Waterworks and Water Conservation Act, Chapter 54:41

The Engineering Profession Act, No. 34 of 1985

The Architecture Profession Act, No. 19 of 1992

Land Surveyors Act, No. 33 of 1996

Land Surveyors Regulations, 1998

The Occupational Safety and Health Act

These are available for purchase at the Government Printery.

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents.

Transport Division

The Public may purchase copies of the following publications at the various offices of the Transport Division:

- i. Light Motor Vehicle Driver: Examination Study Guide - \$15.00
- ii. Goods Vehicle: Study Guide - \$15.00
- iii. Public Service Vehicles: Study Guide - \$15.00

A copy of the Highway Code and Hand Signals are given free of charge with the purchase of the study guides.

Section 8 (1) (b)

Not applicable at this time

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SECTION 9 – POSSESSION OF REPORTS AND STATEMENTS
Documents created since February 20, 2001

A list of the reports is available at the Ministry's Library:

**Ground Floor,
Ministry of Works and Transport Head Office,
Corner Richmond and London Streets, Port-of-Spain.**