

# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1302

# Government of the Republic of Trinidad and Tobago

# Public Statement of Couva/Tabaquite/Talparo Regional 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 Couva/Tabaquite/Talparo Regional 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 Couva/Tabaquite/ Talparo 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 FOIA.

Section 7 STATEMENTS

Section 7 (1) (a) (i)

#### <u>FUNCTION AND STRUCTURE OF THE COUVA/TABAQUITE/TALPARO REGIONAL</u> <u>CORPORATION</u>

#### Mission Statement:

The Couva/Tabaquite/Talparo Regional Corporation exist to provide basic infrastructural and social facilities, maintenance and upgrading of these facilities so as to complement and provide a better way of life to the citizens of the Couva/Tabaquite/Talparo Region and to unite and integrate communities through social, cultural and sporting activities.

# **Role of the Corporation :**

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

# <u>Structure :</u>

The structure consist of the following :-

- Council
- Management / Administration

# Council :

The Council constitutes fourteen (14) members, Twelve (12) Councillors and two (2) Aldermen.

# Management / Administration :

- Technical and Project Unit
- Human Resource Unit
- Building Inspectorate
- Finance and Accounts
- General Administration
- Public Health
- Municipal Police Force
- Rates and Taxes Assessment Unit (in the process of being implemented)

### **Functions :**

The following functions are exercisable by the Corporation:-

- (a) The distribution of truck-borne water subject to the provision of the Water and Sewerage Act Chap. 54.40 Act.
- (b) The provision, maintenance and control of all Corporations 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 drains and water courses except main watercourses and highway 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-ordinator 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.
- (1) 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 provision 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, monitoring to ensure compliance with details of specifications.
- (2) Issuing 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) Granting of financial assistance for charitable and needy cases from Chairman's Fund.
- (8) Removal of derelict vehicles.
- (9) Assessment Services collection of property rates and taxes (in the process of being implemented).
- (10) Municipal Police Service
- (11) Canine Control (Corporation to acquire resources).
- (12) Markets Provision and Maintenance of Market Infrastructure and Amenities.

# **Decision Making Powers:**

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

# Sections 7 (1) (a) (ii)

# CATEGORIES OF DOCUMENTS HELD BY THE COUVA/TABAQUITE/TALPARO REGIONAL CORPORATION :

- Legal Documents
- Financial and Accounting Documents

#### 1302-Continued

- Strategic Review and Strategic Plans of Couva/Tabaquite/Talparo Regional Corporation
- Registers
- Contract Documents pertaining to procurement of supplies, services and equipment.
- Reports
- Minutes / Agenda of Council Meeting
- Maps of Region
- Policy Documents
- Records / Financial (files, cheques, vouchers)
- Manuals
- Correspondence to the Chief Executive Officer, Chairman with respect to requests/ complaints
- Circulars, memoranda, notices, brochures

# Section 7 (1) (a) (iii)

# MATERIALS PREPARED FOR INSPECTION BY THE PUBLIC:

- □ Policy Statements Role and Functions of the Corporation
  - Annual Reports
  - Brochures / Pamphlets
  - Assets vested in the Corporation (to be completed)
  - Strategic Plan

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

Couva/Tabaquite/Talparo Regional Corporation Railway Road Couva. Between the hours of 9:00 a.m. to 3:00 p.m. on normal working days Telephone :- 636 – 9054/1872/3875. Fax :- 636 – 9161.

# Section 7 (1) (a) (iv)

# LITERATURE AVAILABLE BY SUBSCRIPTION

The Couva/Tabaquite/Talparo Regional Corporation has no literature available by way of subscription at this time.

### Section 7 (1) (a) (v)

# <u>PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE</u> <u>COUVA/TABAQUITE/TALPARO REGIONAL CORPORATION</u>

#### **How to Request Information**

#### **General Procedure**

Our policy is to answer all requests both oral and written, for information. However, in order to exercise the rights bestowed on 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 requests, please address it to the Designated Officer of the Couva/Tabaquite/Talparo Regional 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, 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, reports etc).

#### **Responding to your Request**

#### **<u>Retrieving Documents</u>**

The Couva/Tabaquite/Talparo 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 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 thirty (30) Calendar days as required by Section 15 of the FOIA.

# Section 7 (1) (a) (vi)

#### **Officers in the Couva/Tabaquite/Talparo Regional Corporation 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 Information under Section 36 of FOIA.

# The Designated Officer is :

Administrative Officer II Couva/Tabaquite/Talparo Regional Corporation, Railway Road, Couva. Telephone : (868) 636 – 9054 / 3875 / 1872 Fax : (868) 636 – 9161 E mail: <u>cttrc@tstt.net.tt</u>

#### The Alternate Officer is :

Complaints Officer Couva/Tabaquite/Talparo Regional Corporation, Railway Road, Couva. Telephone : (868) 679 - 8467 Fax : (868) 636 – 9161 E mail: <u>cttrc@tstt.net.tt</u>

#### **Section 7 (1) (a) (vii)**

#### <u>Members of Council for the Couva/Tabaquite/Talparo Regional Corporation for the Term</u> 2003 – 2006 are :

Jeewan Mangroo	-	Alderman (Chairman)
Lennox Sankersingh	-	Alderman (Vice Chairman)
Parasram Ramoutar	-	Councillor for Edinburgh / Chickland
Premanth Ramnath	-	Councillor for Freeport / Calcutta
Ranjit Ramnarine	-	Councillor for Perseverance / St. Mary's / Waterloo
Allan Seepersad	-	Councillor for Felicity / Calcutta / Mc Bean
Rhonda John	-	Councillor for California / Pt. Lisas
Shaffimoon Taj	-	Councillor for Balmain/ Esperanza / Forres Park
Harold B. Rambharath	-	Councillor for Claxton Bay / Pointe-a-Pierre
Manohar Gosyne	-	Councillor for Las Lomas/ San Raphael / Talparo
Sahadeo Boondoo	-	Councillor for Caratal / Tortuga
Feeraz Ali	-	Councillor for Gasparillo / Bonne Aventure
Henry Awong	-	Councillor for Piparo / San Pedro / Tabaquite
Boya Sahadeo	-	Councillor for Caratal / Tortuga

#### **Committees :**

#### **Standing Committees :-**

- 1. Physical Infrastructure Committee
- 2. Finance, Planning and Allocation of Resources Committee
- 3. Public Health Committee
- 4. Personnel Committee

### **Other Committees:**

- 1. Sports Committee
- 2. Co-ordinating Committee (in accordance with Part XI, Act No. 21 of 1990)
- 3. Building Committee
- 4. Tenders Committee
- 5. Tourism Committee
- 6. Environmental Committee
- 7. Multi-Cultural Committee
- 8. Education Committee

#### Meeting open to the Public :

Statutory Meeting

#### Section 7 (1) (a) (viii)

#### **Reading Room of the Couva/Tabaquite/Talparo Regional Corporation :**

A reading room is available for public use at the Couva/Tabaquite/Talparo Regional Corporation. It is located in the Council's Chamber.

#### **Hours of Availability**

Monday	-	9:00a .m.	-	3:00 p.m.
Wednesday	-	9:00 a.m.	-	3:00 p.m.
Friday	-	9:00 a.m.	-	3:00 p.m.

# Section 8 STATEMENTS

#### Section 8 (1) (a) (I)

Documents containing interpretations or particulars of written laws or schemes administrated by the Couva/Tabaquite/Talparo Regional Corporation, not being particulars contained in another written law.

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

# GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO PUBLIC STATEMENT OF THE MAYARO-RIO CLARO REGIONAL 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 (FOIA), 1999 the Mayaro-Rio Claro Regional Corporation as a "public authority" 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:

- The legal right for each person to access information held by the Mayaro-Rio Claro Regional Corporation;
- 2) The legal right for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the Freedom of Information Act.
- 4) The legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the Freedom of Information Act.

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# (Section 7 Statements)

Section 7(1)(a)(i)

# <u>FUNCTION AND STRUCTURE OF THE MAYARO-RIO CLARO REGIONAL</u> <u>CORPORATION</u>

### **Mission Statement**

"To provide efficient and adequate municipal services while fostering meaningful community participation".

# **ORGANISATION STRUCTURE**

The Mayaro-Rio Claro Regional Corporation (hereafter referred to as 'The Corporation'), consists of a Political Arm and an Administrative Arm and is comprised of the following divisions:-

- Council
- Administrative
- Accounting
- Technical
- Municipal Police
- Clerical
- Secretarial
- Manipulative

Under the Freedom of Information Act (FOIA), 1999, responsibility for the Corporation as a 'public authority' is assigned to the **'responsible Minister'**, of the Ministry of Local Government.

For the purposes of this Act, the Chief Executive Officer, Mr. Motilal Ramsingh is the 'decision maker' in respect of requests made to the Corporation by members of the public.

The Corporation, which falls under the Ministry of Local Government, is guided by the administrative decisions and policies of the Ministry and the Council, its primary responsibility being to provide local government services to the regional community within the limits of its boundaries, as described in Parts V11 and V111 of the First Schedule of the Municipal Corporations Act, 1990.

# **ORGANIZATION STRUCTURE (Continued)**

Major functions of the Corporation include:-

- Providing and maintaining recreational facilities
- Managing the Local Health Environment
- Maintaining all secondary roads, traces and bridges
- Collecting rates and taxes.

Miscellaneous functions as described under Part X11, Section 232 of the Municipal Corporations Act, 1990 are exercisable by the Corporation in addition to those already vested in it under the Act. These include:-

- 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 centres established by the Corporation;
- The construction and maintenance of all drains and water-courses except main watercourses 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 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;
- 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;

# TRINIDAD AND TOBAGO GAZETTE

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# **ORGANISATION STRUCTURE (Continued)**

- 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 Governments;
- 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;
- Such other functions as the President may from time to time by Order prescribe.

While provision has been made under Section 36 (1) of the Municipal Corporations Act, 1990 for five Chief Officers of a Corporation to include:

- A Chief Executive Officer;
- A Corporation Secretary;
- A Treasurer;
- An Engineer; and
- A Medical Officer of Health.

The Corporation operates at present only with the Chief Executive Officer and line reporting officers comprised of administrative, technical, accounting, clerical, secretarial, and manipulative staff in the monthly-paid establishment.

The Corporation's miscellaneous functions are executed by means of employees comprised of a daily-paid labour force distributed throughout the several units of the Technical and Accounting Divisions.

As provided for under Section 45 of the Municipal Corporation's Act, 1990 the daily-paid establishment is fixed by the Council, which is responsible for the appointment, promotion, discipline, suspension, and dismissal of these employees.

# **EFFECT OF FUNCTIONS ON MEMBERS OF THE PUBLIC**

The powers of the Corporation are exercised by its Council, acting through its Chief Officers and staff. The business of the Corporation is carried out in accordance with the provisions of the Municipal Corporations Act, 1990 and with the bye-laws, regulations and resolutions of the Council.

Members of the public may be affected by decisions taken by way of resolutions passed at the level of Council during meetings of its Standing Committees, and ratified at its Statutory Meetings, which are carried out by the Administrative, Accounting and Technical Divisions of the Corporation through the Chief Executive Officer.

Complaints by members of the public concerning any decisions taken or functions carried out by officers of the Corporation, can be addressed to the:-

Complaints Officer, Mr. David Bisram Mayaro-Rio Claro Regional Corporation, High Street, Rio Claro.

Telephone Numbers: 644-2261 or 3760 for 3761 Extension 226.

# Section 7 (1) (a) (ii)

# CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE MAYARO-RIO CLARO REGIONAL CORPORATION

# Administrative Services

- Policy Files relating to administration of functions/services.
- Personal Files containing record of service of monthly paid/daily rated employees.
- Strategic Plans/Reviews.
- Inventories of Office Furniture, Equipment, Stores.
- Standard operating procedures for each Division/Unit.
- Application Forms for access to information under Section 13 of the FOI Act, 1999.
- Documents relating to seniority list and Establishment for daily-rated employees.

# **CATEGORIES OF DOCUMENTS (Continued)**

- Collective Agreements Signed daily-rated cadres (permanent/regular/casual) -٠ J.N.C. Agreement.
- Documents relating to policy directives and procedures for monthly paid/daily-rated employees.
- Conditions of Contracts:
  - a) List of registered Petty Contractors
  - b) Schedules
  - c) Tender Documents
  - d) Contract Completion Forms
  - e) Summary of Tenders Invited
  - f) Return of Award of Contracts

# Accounting Services

- Draft Estimates of Revenue and Expenditure - Development and Recurrent
- Audited/Un-audited monthly/annual financial statements •
- Schedule of Fees
- Register for Markets Allotments for stalls etc. ٠
- Application forms for obtaining market stalls •
- Market Bye-Laws

# **Technical Services**

- Schedule of Assets - Road Network; Drain Network; Recreation Grounds; Parks; Vehicles; Plant and Heavy Equipment; Local Government Buildings.
- Records relating to approval for plans. •
- Plans, sketches, diagrams and photographs of project and programmes.

# **CATEGORIES OF DOCUMENTS (Continued)**

# **<u>Committee/Council Services</u>**

- Application forms: (a) for use of recreation grounds
  - (b) for purchase of cemetery allotments
- Correspondence relating to applications for services.
- Municipal Corporations Standing Orders 1996.
- Minutes of Statutory Meetings inclusive of Reports and Programme of Works.
- Register for Cemetery Allotments.

# Section 7 (1) (a) (iii)

# MATERIAL PREPARED FOR PUBLICATION OR INSPECTION.

None available.

# Section 7 (1) (a) (iv)

None available for subscription.

# Section 7 (1) (a) (v)

# PROCEDURE TO BE FOLLOWED TO ACCESS DOCUMENTS

- A request for access to an official document must be made in writing, on the prescribed form, to the Designated Officer of the Corporation.
- A request shall provide sufficient information to enable the Designated Officer to identify the official document/s requested.
- A request may specify whether the applicant wishes to be given access in printed or audio-visual form.
- Consultation with an applicant to clarify or reduce the scope of a request may be necessary. Consultation is initiated by the Designated Officer.

#### PROCEDURE TO BE FOLLOWED (Continued)

• The Act requires that the applicant be notified of the approval or refusal of a request in writing no later than 30 calendar days after the day the request is made. This time limit is suspended if consultation is required.

#### Section 7 (1) (a) (vi)

Arrangements can be made to obtain copies of or to inspect documents by contacting <u>the Designated Officer</u>, <u>Mr. David Bisram or the Alternate Designated Officer</u>, <u>Mr. Heeralal Rattan</u>.

All notices or requests for access for a document/s, or queries for amendment of information concerning an individual in the possession of the Corporation should be addressed to:-

The Designated Officer, Mr. David Bisram, or Alternate Designated Officer, Mr. Heeralal Rattan, Mayaro-Rio Claro Regional Corporation, High Street, Rio Claro. Telephone Numbers : 644-2261, 3760 or 3761 Extension 226.

# Section 7 (1) (a) (vii)

# DETAILS OF COUNCIL AND ITS COMMITTEES

# The Council of the Mayaro-Rio Claro Regional Corporation is constituted as follows:-

Chairman	Alderman Ramlochan Panchoo	
Vice Chairman	Councillor Hazarie Ramdeen	- Rio Claro North Electoral District
	Councillor Glen Ram	- Biche/Charuma Electoral District
	Councillor Gangaram Ramlogan	- Rio Claro South Electoral District
	Councillor Fitzroy Ottley	- Cocal/Mafeking Electoral District
	Councillor Matthew Pierre	- Mayaro/Guayaguayare Electoral $\operatorname{District}$
	Councillor Dansam Dhansook	- Ecclesville Electoral District
	Alderman Grace Ramsajan	

The Chairman and Vice-Chairman of the Council, by virtue of their offices, are Ex-officio Justices of the Peace for the Municipality.

Meetings of the Council are held once a month or as determined by the Council. The Chairman may at any time convene a special meeting of the Council.

The Standing Committees of the Corporation are as follows:-

Physical Infrastructure Committee	-	Chairman, Councillor Glen Ram Meetings held on the 2nd Thursday of every month at $9.00 \ \mathrm{a.m.}$
Public Health Committee	- -	Chairman, Alderman Grace Ramsajan Meetings held on the 3rd Thursday of every month at $9.00 { m a.m.}$
Personnel Committee	-	Chairman, Councillor Hazarie Ramdeen Meetings held on the 2nd Thursday of every month at $1.30 a.m.$
Finance, Planning and Allocation of Resources Committee	-	Chairman, Councillor Gangaram Ramlogan Meetings held on the 2nd Tuesday of every month at $1.00 \text{ a.m.}$
Open Spaces, Beach Enhancement and Beautification Committee	-	Chairman, Councillor Fitzroy Ottley Meetings held on 3rd Thursday of every month at $1.00 a.m.$
Culture and Festivals Committee	-	Chairman, Councillor Hazarie Ramdeen Meetings held on 2nd Tuesday of every month at 9.30 a.m.

Public Safety, Disaster and Transport Committee	-	Chairman, Alderman Ramlochan Panchoo Meetings held on 2nd Tuesday of every month at $10.30 \text{ a.m.}$
Sports, Educatiion and Youth Affairs Committee	-	Chairman, Councillor Glen Ram Meetings held on 2nd Thursday of every month at $2.30 \ a.m.$
Buildings Committee	-	Chairman, Councillor Glen Ram Meetings held on 3rd Thursday of every month at $11.00 \text{ a.m.}$
Co-ordinating Committee	-	Chairman, Alderman Ramlochan Panchoo Meetings held on the last Tuesday of every month at $9.00 \text{ a.m.}$
Statutory Meeting	-	Chairman, Alderman Ramlochan Panchoo Meetings held on last Thursday of every month at $9.30~\mathrm{a.m.}$

Meetings of the Standing Committees are not open to the public.

Statutory Meetings which are public meetings are held on the last Thursday of each month.

# The Municipal Police Force

Provision has been made under the Municipal Corporations Act, 1990 for the establishment of a Municipal Police Force for each Municipality, for service in connection with the duties of the Corporation. This Division of the Corporation has not yet been fully established.

# Section 7 (1) (a) (viii)

# Library/Reading Facilities

A reading room is available to the public at the Corporation's Office, High Street, Rio Claro on Monday - Friday from 8.00 a.m. - 4.15 p.m.

# Section 8 (1) (a)

# PART B

The following publications are available as indicated. Unless noted otherwise publications are free and available from the originating section of the Corporation, or the Designated Officer. Documents available for purchase will not be made available in compliance with a request under the Freedom of Information Act, 1999.

Telephone Enquiries: 644-2261, 3760 or 3761.

# Administration – Registry/Personnel Unit

Civil Service Act and Regulations, Chapter 23 : 01	-	Available at Government Printery for inspection and purchase.	
The Public Service Commission Reguklations 1966, Chapter 88: 01	-	Available at Government Printery for inspection and purchase.	
Code of Conduct	-	Available at Government Printery for Inspection and purchase.	
Circular Memoranda from Chief Personnel Officer	-	Photocopies only.	
Manual of Terms and Conditions Of Employment	-	Available at Government Printery for inspection and purchase.	
<u> Administration – Tenders Unit</u>			
Circular Memoranda from the Central Tenders Board	-	Photocopies only.	
Award of Contracts by Corporation	-	Photocopies only.	
Annual List of Awards	-	Available at Government Printery for Inspection and purchase.	

# PART B (SECTION 8 STATEMENTS (Continued)

# Administration – P.I.R.O. Unit

Collective Agreement	-	Available at Government Printery for inspection and purchase.		
Industrial Relations Act, 1972	-	Available at Government Printery for inspection and purchase.		
Circular Memoranda from C.P.O.	-	Photocopies only.		
<u> Administration – F.O.I. Unit</u>				
Freedom of Information Act No. 26 of 1999	-	Available at Government Printery for inspection and purchase.		
Freedom of Information (Fees and Charges) Regulations, 2000	-	Available at Government Printery for inspection and purchase.		
Freedom of Information (Publication of Arrangements) Regulations, 2000	-	Available at Government Printery for inspection and purchase.		
Accounting Division				
Exchequer and Audit Ordinance, 1959	-	Available at Government Printery for inspection and purchase.		
Financial Regulations, 1965	-	Available at Government Printery for inspection and purchase.		
Circular Memoranda from the Ministry of Finance	-	Photocopies only.		
Fee Structure/Schedule	-	Photocopies only		
Draft Estimates of Revenue and Expenditure – Development and Recurrent	-	Photocopies only		

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# PART B (SECTION 8 STATEMENTS) (Continued)

# <u>Technical Division – Public Health Unit</u>

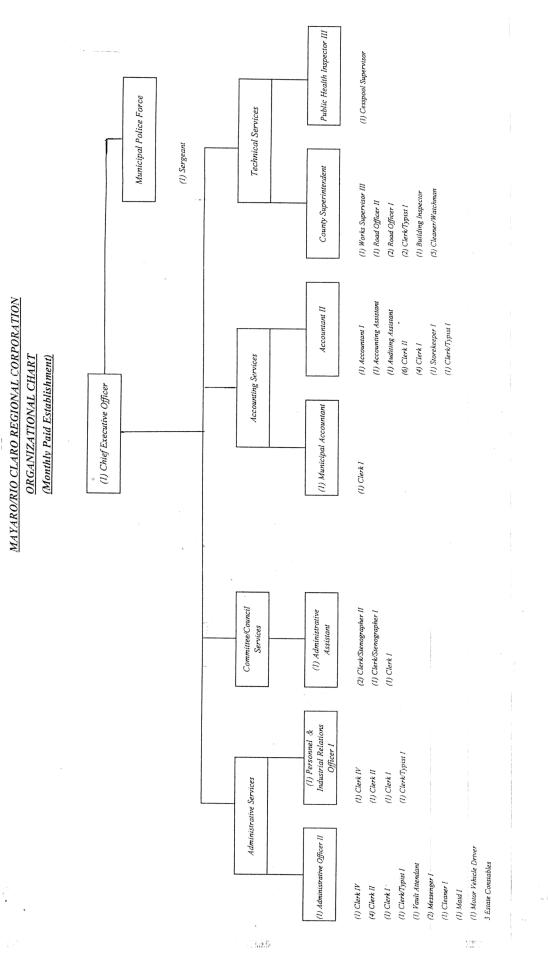
Public Health Act, Chapter 12 No. 4	-	Available at Government Printery for inspection and purchase.
Litter Amendment Act No. 10 of 1981	-	Available at Government Printery for inspection and purchase.
<u>Committee</u>		
Municipal Corporations Act No. 21 of 1990	-	Available at Government Printery for inspection and purchase.
Market Bye-Laws	-	Photocopies only.
Municipal Corporations Standing Orders, 1996	-	Photocopies only.

# (SECTION 9 STATEMENTS)

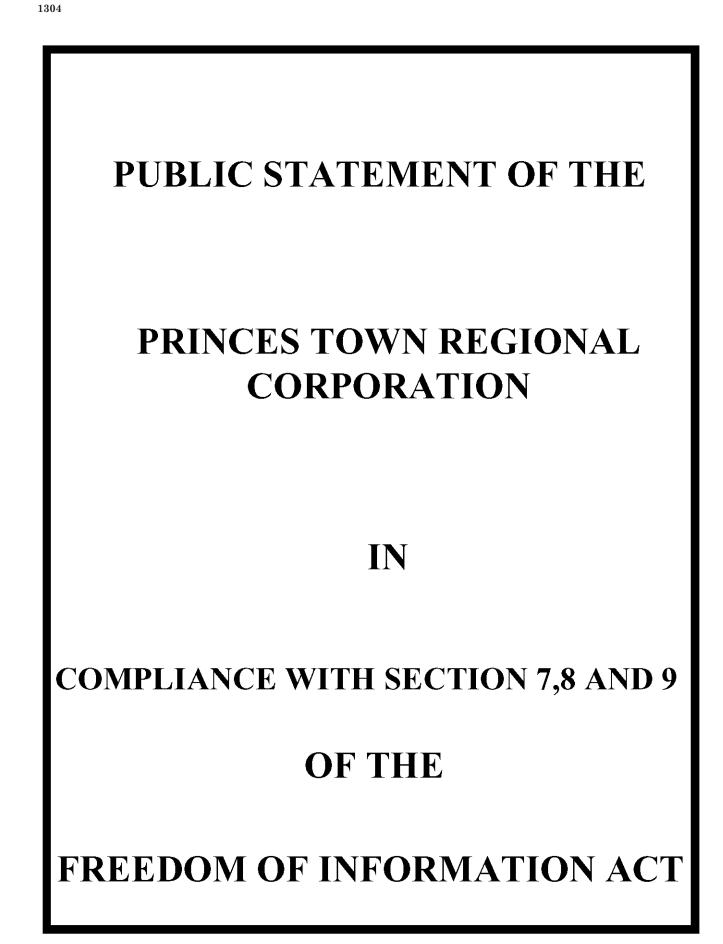
# Section 9 (1) (f)

A report prepared for the public authority by a consultant who was paid for preparing the report.

Valuation report on rental of vending booths.



827



#### 1304 - Continued

# Part A Section 7 (1) (a) (i)

#### Role, Functions and Structure of the Princes Town Regional Corporation

(i) Organisation

**Princes Town Regional Corporation** 

#### MISSION STATEMENT:

The Princes Town Regional Corporation is a service-oriented organisation working in harmony with the community to deliver a more efficient and quality service in a timely fashion with competence, commitment and passion.

#### ROLE OF CORPORATION:

The Princes Town Regional Corporation provides a range of 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 nine (9) Councillors and two (2) Aldermen

-

# Committee and Electoral Areas:

# COMMITTEE

- Physical Infrastructure
- Public Health
- Finance, Planning and Allocation of Resources
- Personnel
- Cultural Committee
- Women, Children and Socially Displaced Persons
- Environmental, Beautification and Tourism
- Agricultural and Business

#### ELECTORAL DISTRICTS

- (Corinth/Cedar Hill)
- (Fifth Company)
- (Hindustan/Indian Walk/St. Mary's)
- (Ben Lomond/Hardbargain/Williamsville)

-

#### 1304—Continued

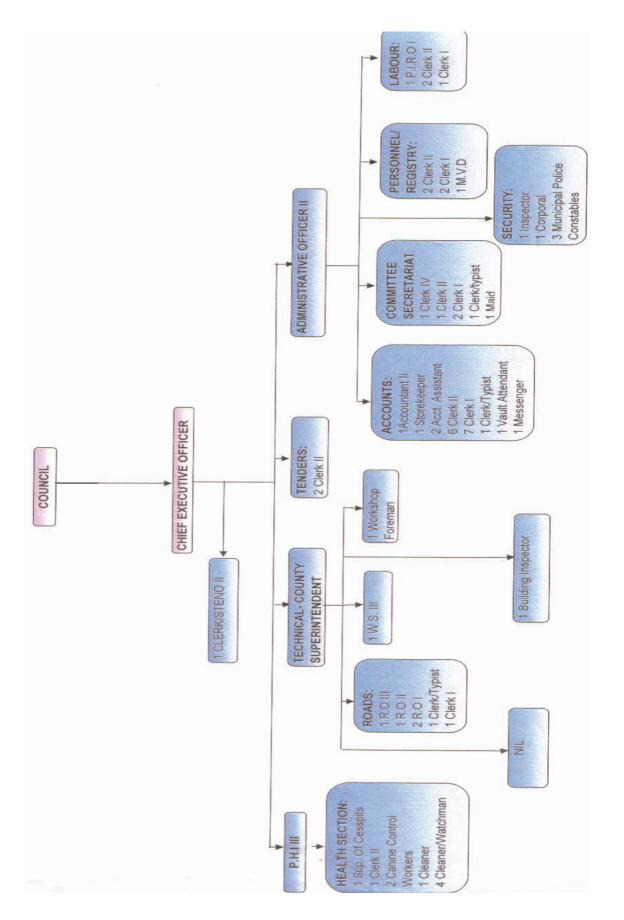


ELECTORAL DISTRICTS

- (New Grant/Tableland)
- (Moruga)
- (Lengua/St. Julien)
- (Inverness/Princes Town)
- (Reform/Manahambre)

#### **TECHNICAL ADMINISTRATION:**

- Technical Unit
- Building Inspectorate
- Finance and Accounts
- General Administration
- Public Health
- Organisational Chart –(see on page 5)



#### $1304 \\-Continued$

#### FUNCTIONS:

The following functions are exercisable by the Corporation:-

- the distribution of truck-borne water subject to the provisions of Water and Sewerage Chap. 54.40 Act;
- (b) the provision, maintenance and control of all Corporation Buildings;
- (c) the construction and maintenance of all drains and water courses except main water-courses and highway water-courses.
- (d) 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;
- (f) the maintenance of state property including such police stations, health centers, post offices and other government buildings as may by Order be determined by the Minister to whom responsibility for construction and maintenance of buildings is assigned;

- (g) 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 nuisance and dissemination of information for primary health care;
- (h) the co-ordination of local and regional trade fairs, athletic events, cultural displays and entertainment;
- the collection and distribution of forms issued by Department of Governments;
- (j) the maintenance and control of burial grounds subject to the provisions of the Public Burial Ground Act;
- (k) the provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds and Pastures Act;
- such other functions as the President may from time to time by Order prescribe.

#### $1304 \\-Continued$

#### 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.
- (2) Issuance Completion Certificates.
- (3) Provision of advice on land development and building construction to the public.
- (4) Granting of provisional approval for land development.
- (5) Enforcement of Litter Act. (Litter Wardens),
- (6) Cleaning of cesspits and septic tanks.
- (7) Supply of Food Badges.
- (8) 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 PRINCES TOWN REGIONAL CORPORATION:

- Legislation Administered by the Princes Town Regional 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
- Infrastructural matters.
- General Administrative Documents.
- Policy Document.

#### ${\bf 1304} {-\!\!\!-\!} Continued$

# 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 FORM THE PRINCES TOWN REGIONAL CORPORATION:

- arrangements can be made to obtain copies of documents

or to inspect documents by contacting the following:

# Part A Section 7 (1) (a) (vi)

#### DESIGNATED OFFICER:

Designation	<ul> <li>Administrative Officer II Mrs. Rajkumarie Singh</li> </ul>
Address	<ul> <li>Princes Town Regional Corporation Hosein's Building HighStreet Princes Town.</li> </ul>
Telephone	- 655 - 2416, 655 - 2417, 655 - 2239
Fax	- 655 - 9280
E-Mail	- princorp@tstt.net.tt

#### 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 Princes Town Regional Corporation should be addressed to the following designated officer:-

Designation	-	Ag. Personnel & Industrial Relations Officer Mrs. Angela Arjoon
Address	-	Princes Town Regional Corporation Hosein's Building High Street Princes Town.
Telephone	-	655 - 2416, 655 - 2417, 655 - 2239
Fax	-	655 -9280
E-Mail	-	princorp@tstt.net.tt

# Part A Section 7 (1) (a) (vii)

#### ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES (WHERE MEETINGS, FLASH MINUTES ARE OPENED TO THE PUBLIC:

# **Staturory Meetings**

# Part A Section 7 (1) (a) (viii)

#### READING ROOM OF THE PRINCES TOWN REGIONAL CORPORATION

A reading room is available for public use at the Princes Town Regional Corporation. It is located in the Council's Chamber.

#### Hours of Operation:

Monday	-	9:00 a.m.	-	4:00 p.m.
Tuesday	-	9:00 a.m.	-	4:00 p.m.
Wednesday	-	9:00 a.m.	-	4:00 p.m.
Thursday	-	9:00 a.m.	-	4:00 p.m.
Friday	-	9:00 a.m.	-	4:00 p.m.

# 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)

- (a) Standing Orders, Legal Notice No. 13
  - (b) Manual of Operating Procedures
  - (c) Manual of Policy Statements
  - (d) Statutory Minutes and Reports

# Part B Section 8 (1) (b)

Classifications - Daily Paid and Monthly Paid

#### 5

# Part C Section 9 (1) Statements:

- (a) Strategic Review of the Princes Town Regional Corporation.
- (b) Strategic Plan of the Princes Town Regional 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 Programme.
- (g) Planning Bill.