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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—

Constitution (Prescribed Matters) (No. 2) Order, 2005—(Legal Notice No. 267 of 2005).

2132

APPOINTMENT TO ACT AS MINISTER OF TRADE AND INDUSTRY

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. DANNY MONTANO, a Senator, to act in the Office of the Honourable KENNETH VALLEY, Minister of Trade and Industry, with effect from 23rd October, 2005 and continuing during the absence from Trinidad and Tobago of the said the Honourable Kenneth Valley, M.P., in addition to the discharge of his normal duties.

24th October, 2005.

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

2133

APPOINTMENT TO ACT AS MINISTER OF LOCAL GOVERNMENT

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. JARRETTE NARINE, a Member of the House of Representatives, to act in the Office of Senator the Honourable RENNIE DUMAS, Minister of Local Government, with effect from 24th October, 2005 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Rennie Dumas, in addition to the discharge of his normal duties.

24th October, 2005.

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

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APPOINTMENT TO ACT AS MINISTER OF ENERGY AND ENERGY INDUSTRIES

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. CONRAD ENILL, a Senator, to act in the Office of the Honourable ERIC WILLIAMS, Minister of Energy and Energy Industries, with effect from 27th October, 2005 and continuing during the absence from Trinidad and Tobago of the said the Honourable Eric Williams, M.P., in addition to the discharge of his normal duties.

24th October, 2005.

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

**GOVERNMENT OF THE REPUBLIC
OF TRINIDAD AND TOBAGO**

**Central Administrative Services Tobago
in Compliance with Section 7, 8 and 9 of
The Freedom of Information Act, 1999 (FOIA)**

In accordance with Section 7,8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Central Administrative Services Tobago is required by law to publish the following statements which lists the documents and information which would be 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 Central Administrative Services Tobago as approved by the Minister of State in the Office of the Prime Minister (Tobago Affairs).

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of Central Administrative Services Tobago

Mission Statement

The Central Administrative Services, Tobago is committed to the effective and efficient delivery of services in Tobago in keeping with the functions and responsibilities conferred upon it by virtue of the Tobago House of Assembly Act (No 40 of 1996).

Central Administrative Services, Tobago is the Department through which the Government of the Republic of Trinidad and Tobago conducts its business relating to Tobago. The Department is responsible for the functions listed at the Sixth and Seventh Schedules of the Tobago House of Assembly Act #40 of 1996.

SIXTH SCHEDULE

[Section 26 (1)]

Matters for which the Assembly shall not be responsible

- The President;
- National Security;
- Foreign Affairs;
- Civil Aviation;
- Meteorology;
- Immigration;
- Legal Affairs including the registration of legal documents;
- Judiciary;
- Auditor General;
- Ombudsman;
- Service Commissions.

SEVENTH SCHEDULE

[Section 26 (1)]

SERVICES TO BE PERFORMED OR DELIVERED IN TOBAGO

- the Supreme Court;
- all Service Commissions;
- the Ombudsman;
- the Treasury, Comptroller of Accounts and Pensions Division;
- the Government Printery;
- the Registrar General;
- the Probate Registry
- the Director of Public Prosecutions;
- the Chief Parliamentary Counsel;
- the Telecommunications Division in respect of issuance of licences;
- the National Training Board;
- the Ministry responsible for Industry and Commerce in respect of the granting of licences;
- the Ministry responsible for Agriculture in respect of the granting of licences;
- CARIRI;
- the Bureau of standards;

- the National Lotteries Board;
- the Ministry responsible for National Security in respect of the issuance of police certificates of good character, forensic science, work permits and residency applications;
- the Ministry of Health in respect of laboratory tests that are unable to be performed in Tobago;

For purposes of the Freedom of Information Act the following Divisions which fall under the organizational structure of Central Administrative Services, Tobago are treated as separate authorities:

- Registrar General
- Civil Aviation
- Meteorological Services

There are five sections, under the direction and control of Central Administrative Services, Tobago which perform the following functions:

a) PERSONNEL (HUMAN RESOURCE MANAGEMENT)

The Personnel Section is located at the Administration Building, Jerningham Street, Scarborough. It is the responsible for execution of the authority delegated by the Public Service Commission to the Permanent Secretary, Central Administrative Services, Tobago to appoint persons or recruitment from outside the Civil Service in a temporary capacity to an office in a Ministry or Department located in Tobago (exclusive of the Prison and Fire Services).

Human Resource Management and Industrial Relations functions are carried out for the Divisions under Central Administrative Services, Tobago.

b) TREASURY

The Treasury Division is situated at the ground floor of the Administration Building, Jerningham Street, Scarborough, Tobago.

Among the functions of the Division are encashment of cheques of Old Age Pensions, Public Assistance and Monthly Pensions (retired persons).

The Treasury is responsible for issuing cheques to the Tobago House of Assembly in respect of funds disbursed by the Ministry of Finance.

Assistance is provided to the public in respect of matters relating to Government Bonds and Pensions.

A wide range of forms and publications are available at the Treasury.

c) **SERVICES**

The Services Section is located the Administration Building, Jerningham Street, Scarborough.

This section is comprised of the Registry and Office Management. Transportation, maintenance of the residences of the President and Prime Minister and all support services for the Central Administrative Services, Tobago are done through this section.

Persons who travel to Trinidad for medical services that are not available in Tobago, seek a refund of airfare at this Section.

d) **PRICES, WEIGHTS AND MEASURES**

The Prices, Weights and Measures Inspectorate is located at the Administration Building, Jerningham Street, Scarborough, Tobago – (Ground Floor of the Annexe, entrance on Bacolet Street).

There are two officers in the Division. They are known as Inspectors, Price Weight and Measures.

This Division is responsible for enforcement of the 1878 Weight and Measures Act, The Weight and Measures Ordinance (Chapters 31 No. 15) and the Weight and Measures, Amendment Regulations 1996).

The Law requires traders offering goods for sale by weights or measure, to give just weights and measure of goods purchases, failing which they may be prosecuted.

In the performance of their duties, the Inspectors visit business places to inspect the accuracy of instruments used for weighing and measuring goods sold to the public.

Certifying of instruments is conducted every Tuesday at the “Stamping Station” (Office Address above).

An Inspector may seize and detain any weight, counterpoise, measure or weighting instrument which he/she has reason to believe is false or unjust or which is liable to be forfeited under the Law.

Fees ranging from \$5.00 to \$50.00 are payable for (ownership of) instruments under the Law.

e) **STATISTICS**

The role of the Central Statistical Office located at the Administration Building, Scarborough, Tobago , at present, is primarily a library service.

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The office is responsible for dissemination of statistical data on population, the economy, overseas trade, travel and agriculture to Government, Private Bodies and the wider community.

Assistance is rendered to Agencies that require help in the conduct of surveys other than those done by the Central Statistical Office.

**RESPONSIBILITIES OF THE SECTIONS OF GENERAL ADMINISTRATION,
CENTRAL ADMINISTRATIVE SERVICES, TOBAGO.**

- Management of the Office of the Prime Minister in Tobago
- Management of the residences of the President and Prime Minister in Tobago.
- Recruitment of persons into the Public Service.
- Encashment of cheques.
- Weights and Measure.
- Statistics

These sections are located at the Administration Building, Jerningham Street, Scarborough, Tobago and are responsible for the efficient and effective functioning of the Department.

**CATEGORIES OF DOCUMENTS IN THE POSSESSION OF CENTRAL
ADMINISTRATIVE SERVICES, TOBAGO**

Central Administrative Services, Tobago was established in 1980 to administer the residual functions in Tobago which were not assigned to the Tobago House of Assembly in accordance with Act #38 of 1980. The documents in the Department cover an extensive period of Tobago's administration and relate to a diverse range of Government policy matters, administration, development and services. These documents include current and dormant files.

Current

- Circulars re Scholarships
- Cabinet Notes
- Files pertaining to the staff of the Department
- Files pertaining to the property of the Department
- Files re financial administration of the Department
- Ledgers - Rent
 - Loans
- Statistical Data

Dormant

- Files pertaining to the appointment of officers in the Ministry for Tobago Affairs.
- Files on the Personnel of the Ministry of Tobago Affairs.
- Files on Development Programmes and Projects.
- Files on matters regarding land acquisition
- Files relating to Government Buildings.
- Cabinet Notes
- Circulars
- Files relating to Celebrations and Commemoration
- Files relating to Awards
- Files relating to visits of Dignitaries to Tobago
- Files relating to Financial (Control) Administration
- Files relating to Award of Contracts

Additionally the following documents are provided to members of the Public upon request.

Salary assignment forms

Life Certificates

Establishment Receipts

Letters of Indemnity

Pensions Bank Authorization Forms

Various other Documents are made available to members of the Public occasionally at a fee e.g Acts of Parliament

- Civil Service Act and Regulations
- Central tenders Board Ordinance No 22 of 1961 and amendments
- Exchequer and Audit Ordinance 1959
- Traveling Regulations Chapter 23:50

**PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM
GENERAL ADMINISTRATION, CENTRAL ADMINISTRATIVE SERVICES,
TOBAGO**

To access a copy of a document from General Administration, Central Administrative Services, Tobago, that is not readily available in the public domain, the applicant must complete the prescribed form, obtainable from any Section of the Division.

The application form, duly completed, must be delivered to the Designated Officer or Alternate for consultation on the requested document and quantification of any fees payable.

Where access is provided to a document that is in the Division, a charge shall not be imposed.

Where the applicant is liable to pay a charge in respect of the request, the charge shall be paid to the Treasury after the request, but before the copy of the document is provided.

The receipt shall be presented to the “Designated Officer” before the applicant takes possession of the copy of the document requested.

The Designated Officer for General Administration, Central Administrative Services, Tobago is Mrs. Ula Armstrong and the Alternate to the Designated Officer is Mrs. Marilyn Jerry-Jack.

Both officers are located at the Main Office, Central Administrative Services, Tobago, Administration Building, Jerningham Street (Bacolet Street Entrance), Scarborough, Tobago. Telephone: 639-2652-7.