



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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No. 60

638



FOI PUBLIC STATEMENT
GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
OFFICE OF THE PRIME MINISTER
(SOCIAL SERVICES DELIVERY)
In compliance with Sections 7, 8, and 9 of the Freedom of Information Act 1999
(FOIA)

In accordance with Sections 7, 8, and 9 in of the Freedom of Information Act 1999 (FOIA), the 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:

1. A legal right for each person to access information held by the Office of the Prime Minister (Social Services Delivery);
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 the adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

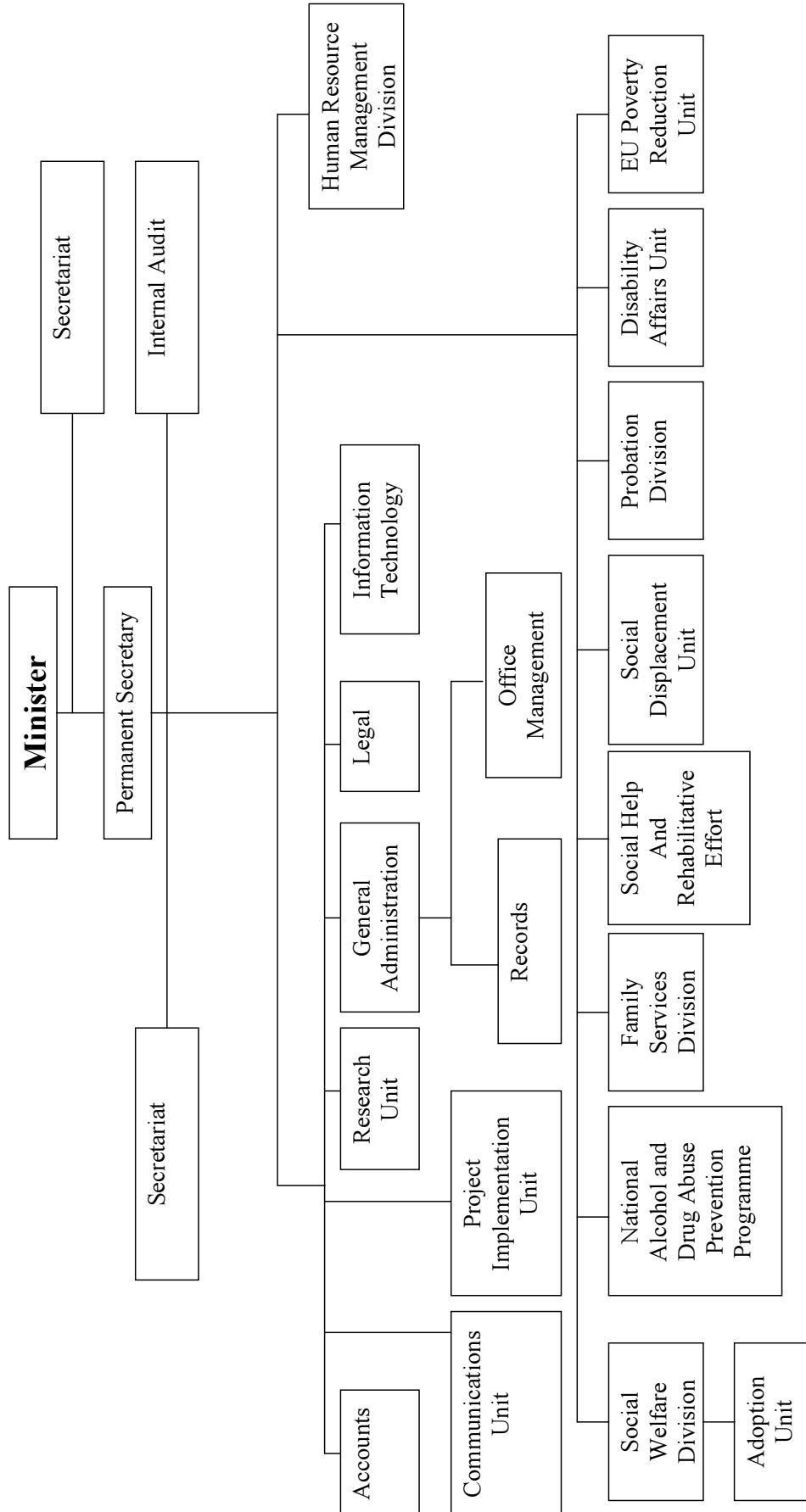
Function and Structure of the Public Authority

Mission Statement:

The Office of the Prime Minister (Social Services Delivery) is to deliver a network of integrated, effective and accessible social services through high quality programmes and projects that foster dignity and respect in the lives of citizens of Trinidad and Tobago.

The Organisational Structure of the Ministry can be reflected in the following diagram:

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Effect of Functions on Members of the Public:**(a) ADOPTION UNIT****Mission**

The pursuit of the child's best interest as it relates to adoption placements.

Core Role and Functions of the Adoption Unit

- To perform casework investigations and reporting for local and international agencies, which relate to children and family issues.

Core Role and Functions of the Adoption Board

- To receive applications from the Adoption Unit from birthparents, guardians and adopters in respect of the adoption of children.
- To prepare and present leading evidence to the Court for the consideration of adoption applications.

(b) DISABILITY AFFAIRS UNIT**Mission**

To promote programmes, practices and attitudes which facilitate the full inclusion of persons with disabilities (PWDs) in all spheres of life.

Core Role and Functions

- To provide technical support and referral for persons with disabilities, their families, and all other persons interested in learning about disabilities.
- To disseminate information on trends impacting persons with disabilities.
- To evaluate requests for assistance from Non-Governmental Organisations (NGOs) and individuals.
- To network with pertinent NGOs, mass media, and International Organisations in order to collect information on disabilities.
- To implement programmes to empower persons with disabilities.
- To sensitise and increase public awareness of issues pertaining to persons with disabilities.

(c) EU-SPONSORED POVERTY REDUCTION PROGRAMME**Mission**

The programme is part of the Government's holistic vision of poverty eradication and social development in Trinidad and Tobago. Its overall objective is to contribute to the reduction of poverty in Trinidad and Tobago. The programme supports the Government in formulating and implementing a National Poverty Reduction Strategy that is more responsive to the needs of the most vulnerable groups of the population, and implementing the decentralization of the delivery system for social services.

Core Role and Functions

- To improve the delivery of poverty reduction services by the decentralization of poverty interventions through the use of the Regional Social and Human Development Councils (RSHDC).
- To strengthen the institutional framework for poverty reduction through the Network of Civil Society Organisations.
- To strengthen the information base on poverty and poverty reduction programmes through surveys and Poverty Profiles.

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(d) **NATIONAL FAMILY SERVICES**

Mission

To promote healthy family functioning through the provision of preventive, developmental and remedial programmes and services.

Core Role and Functions

- Investigation of children and families at risk.
- Crisis Interventions
- Individual and Family Counselling
- Collection and dissemination of data, research and analysis on issues affecting the family in Trinidad and Tobago
- Public Education
- Sensitisation of Stakeholders regarding Child Rights
- Consultancy services
- Referrals to relevant Ministry divisions and external agencies.

(e) **NATIONAL ALCOHOL AND DRUG ABUSE PREVENTION PROGRAMME (NADAPP)**

Mission

To develop, coordinate, facilitate, implement and evaluate the national efforts in the reduction of the demand for licit and illicit drugs.

Core Role and Functions

- To develop a research capability for continuous assessment of the extent and peculiarities of the problem of alcohol and other drug abuse.
- To develop a cohesive and well-coordinated partnership among government agencies, non-governmental organisations, community groups, international agencies and foreign governments in the offensive against alcohol and other drug abuse.
- To effect improvement in the health and well being of the population by instituting appropriate alcohol and other drug-related policies and legislation.
- To reduce demand by the nation's population for alcohol and other drugs through development of a Public Education and Information Programme, a Community-based Prevention Activities Programme, a School Prevention Programme, a Treatment and Rehabilitation Programme, and an Employee Assistance Programme.

(f) **PIPARO EMPOWERMENT CENTRE**

Mission

To provide for the total rehabilitation and empowerment of persons affected by substance abuse, employing the principles of responsible love and concern, with the highest professional standards, using all available resources and networking with relevant agencies.

Core Role and Functions

- To receive referrals from divisions within the Office of the Prime Minister (Social Services Delivery), as well as external institutions.
- To maintain linkages with relevant departments of the Ministry and other agencies.
- To provide rehabilitative and developmental services.

(g) **PROBATION SERVICES**

Mission

To promote the Rehabilitation of Probationers, Offenders, victims and dysfunctional families through education, research and advocacy.

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Core Role and Functions

- To prepare reports in Legal Custody and Access applications and supervising access orders.
- To mediate in Maintenance and other Matrimonial Applications.
- To counsel and prepare reports in Domestic Violence matters.
- To prepare suitability reports and supervise persons placed on Community Service.
- To prepare Probation Reports on children liable to be sent to orphanages and Children's Home.
- To supervise Children at Risk.

(h) RESEARCH UNIT**Mission**

To provide policy support and timely, relevant data on clients, client needs and services delivered by the Ministry in a collaborative and effective manner.

Core Role and Functions

- To develop in collaboration with the Divisions of the Ministry, a Research Agenda for the Ministry.
- To initiate and conduct where appropriate, investigative and specialized research in collaboration with and on behalf of the Divisions of the Ministry.
- To develop and maintain a central data base on socio-economic trends.
- To monitor socio-economic trends and indicators as they relate in particular to the mandate of the Ministry.
- To analyse reports and data-bases provided by the Division on a periodic basis.
- To coordinate quarterly and annual reports for the Ministry.
- To keep abreast of current local and international research studies relevant to the social sector.
- To make sociological data available to the public.
- To collaborate with international organizations in the design and implementation of development projects.
- To provide policy support and advice on the Ministry's programmes and projects.

(i) SOCIAL DISPLACEMENT UNIT**Mission**

To create and monitor a network of treatment and rehabilitation alternatives that would empower socially displaced persons and facilitate their reintegration into society.

Core Role and Functions

- To liaise with all agencies involved in the provision of services to the socially displaced with a view to ensuring the following:
 - The implementation of recommendations contained in the Holistic Plan
 - The maintenance of programmes for the socially displaced
 - The establishment of formal linkages with other relevant agencies which provide services to the socially displaced
- To assess rehabilitees at the Assessment Centre.
- To implement rehabilitation programmes at the Assessment Centre for rehabilitees who await relocation.
- To make referrals or place rehabilitees at appropriate care facilities according to predetermined rehabilitation paths.
- To monitor rehabilitees' progress at referral agencies.
- To maintain a database on all rehabilitees.
- To monitor rehabilitees who are provided with housing.

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- To establish a database of referral agencies including employment sources and skills development agencies.
- To monitor programme performance by agencies participating in the rehabilitation of socially displaced persons.
- To ensure that appropriate legislative strengthening vis a vis the needs of the programme for the socially displaced is carried out.
- To facilitate appropriate public education and promotion campaigns to highlight and motivate support for efforts to address social displacement.
- To mount programmes aimed at preventing social displacement.
- To negotiate financial support for social displacement projects.
- To manage the Social Displacement Fund.
- To provide advice to the Central Government on programmes to address Social Displacement.
- To provide reports to the Central Government on the progress of efforts to address Social Displacement.

(j) SOCIAL WELFARE DIVISION

Mission

To assist in empowering some of the vulnerable in society to enjoy a better quality of life by providing financial and social assistance and also to provide adoption services in accordance with existing laws, regulations and policies.

Core Role and Functions

- Administration of Old Age Pension Grant
- Administration of the Public Assistance Grant
- Administration of the Disability Assistance Grant
- Administration of grants from the Emergency Cases Fund
- Administration of Urgent Temporary Assistance

(k) INFORMATION TECHNOLOGY UNIT

Mission

To provide quality, innovative and accessible technology in computing, media and telephone services that enable the employees of the Ministry to effectively meet their goals of delivering the highest quality of social services.

Core Role and Functions

- Planning, directing and coordinating Information Services consistent with formulated Policies.
- Provide technical and networking systems support to the Ministry.
- Provide a viable and effective means of collecting, storing and monitoring data and Information systems.
- Design, implement and manage a reliable, synchronized Information Technology infrastructure and ensure integrity and security of data.
- Implement solutions to manage the flow of information within the Ministry.
- Maintain and upgrade existing infrastructure.
- Resolving and troubleshooting computer and software related issues.

(l) SOCIAL HELP AND REHABILITATIVE EFFORTS (S.H.A.R.E.) PROGRAMME

Mission

To work in partnership with governmental and Non- Governmental Organizations (NGOs) in achieving self-sustainable development by empowering the socially vulnerable and disadvantaged through training and the provision of relevant resources toward the creation of a better quality of life for all.

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Core Role and Functions

- To source NGOs in all communities to enable the mandate of S.H.A.R.E.
- To monitor the work of the NGOs who act on behalf of the programme.
- To disburse funds to the NGOs on behalf of the Government in order to facilitate the provisions of aid.
- To enable development efforts in order to facilitate self-sustainable strategies via partnering with NGOs.
- To collaborate with other Government and non-Government agencies, corporate bodies, and other financial donor agencies to enable the social services delivery process.
- To develop strategies to enable clients of the programme to become self-sustainable in the shortest period.

(m) COUVA SOCIAL SERVICES CENTRE**Mission**

To provide integrated social services to the region in a decentralized setting.

Core Role and Functions

- To foster greater awareness of the services available to members of the Couva/Tabaquite/Talparo region.
- To develop a comprehensive database on the community clients.
- To conduct conferencing and small group counseling.
- To coordinate and monitor the delivery of social services at the Centre.

Local Board Offices – Social Welfare Division**A. St. George Central**

125 Eastern Main Road, Barataria
675-4728/674-3144

B. St. George East

2323 Chai Building,
Eastern Main Road, Tunapuna
662-5347/662-3560

C. Caroni

Eleanore Street, Chaguanas
665-3282/671-4978

D/E. St. Andrew/ St. David

Cor. Savi & Boodooville
Cir Road, Sangre Grande
668-7929/668-3366

F. Nariva/Mayaro

Cunapo Road, Rio Claro
644-2389/644-0724

G. Victoria West

82 Independence Avenue, San Fernando
657-5866/653-6068

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H. Victoria East

Lothians Road, Princes Town
655-2377/655-4319

J. St. Patrick East

Ministry of Works Bldg., High Street
Siparia
649-2428/649-1942

K. St. Patrick West

4 Furlonge Street, Point Fortin
648-3295

L. Tobago

11B Hamilton Street
Caroline Building, Scarborough
639-2673

M. St. George West

Co. Richmond and Duke Streets
Port of Spain
623-0503/623-3875

Local Board Offices – Adoption Unit

82 Independence Avenue
San Fernando
653-6356

11B Hamilton Road
Scarborough, Tobago
639-2673

Local Board Offices – S.H.A.R.E.

S.H.A.R.E. Secretariat
Fairfield Complex
Bacolet
Tobago
639-6597

Section 7 (1) (a) (iii)

Material prepared for publication of inspection

The public may inspect and/or obtain requested information between the hours of **9:00am – 4:00pm** on normal working days at:

Head Office
Office of the Prime Minister (Social Services Delivery)
45A –C St. Vincent Street
Port of Spain
Telephone 624-5319 / 624-8328

Section 7 (1) (a) (iv)

Literature available by subscription

Not Applicable

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Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Public Authority****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 (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 Library/Reception/Lobby etc., for information that is not readily available in the public domain.

*** Addressing Requests**

To facilitate prompt handling of your request, please address it to the Designated Officer of the Office of the Prime Minister (Social Services Delivery). (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.

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 currently available in the public domain, either from the Ministry or from another public authority, for example, 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. Information stored in the National Archives or another storage center, will be retrieved in order to process your request. Prior to the commencement of the Freedom of Information Act 1999, old records may have been destroyed. The granting of a request for such documents may, therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed. As guided by, The Exchequer and Audit Act, Chap. 69:01.

*** 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 attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

PLEASE NOTE WE ARE NOT COMPELLED TO DO THE FOLLOWING:

- (a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- (b) 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. We will try diligently to comply with the time limits, but 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 misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

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* **Fees and Refunds**

Not applicable

Section 7 (1) (a) (vi)

Officers in the Public Authority responsible for:

- (1) The initial receipt of and action upon notices under section 10,**
 - (2) Requests for access to documents under the section 13**
- and**
- (3) Applicants for correction of personal information under section 36 of the FOIA**

The Designated Officer(s) is/are:

Information and Research Officer
Office of the Prime Minister (Social Services Delivery)
Tricia Henry
45A- C St. Vincent Street
Port of Spain
Telephone 624-5319 ext. 2239

The Alternate Officer(s) is/are:

Research Assistant II
Office of the Prime Minister (Social Services Delivery)
Jillian Sammy-Pardasio
45A – C St. Vincent Street
Port of Spain
Telephone 624-5319 ext. 2128

Section 7 (1) (a) (vii)

**Advisory Boards, Councils, Committees, and other bodies
(Where minutes/meetings are open to the public)**

Not applicable.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

None – Space does not permit.

Policy of the Public Authority for the Provision of copies of documents that are readily available to the public:

- (1) We advise that the public supply your own paper for photocopies.**

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SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

Documents containing interpretations of particulars of written law or schedules administered by the Public Authority, not being particulars contained in another written law.

The Ministry is governed principally by the following legislation:

- Probation of Offenders Act, Chapter 13:51
- Domestic Violence Act 1999
- Matrimonial Proceedings Property Act of 1971
- Family Law Act, No. 15 of 1981
- Children's Act, Chapter 46:01
- Community Service Order Act, No. 19 of 1997
- Adoption Act, Chapter 43:03
- Old Age Pension Act, Chapter 32:02
- Public Assistance Act, Chapter 32:03

Section 8 (1) (b)

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

- There are procedures to access the social services offered by the Ministry. These can be sourced at the Ministry's Head Offices located at St. Vincent Street, Port of Spain.
- Forms for the Ministry's Grants can be obtained at the Head Offices located in Port of Spain, or at the Local Board Offices located in all districts throughout Trinidad and Tobago.
- There is a directory for government Social Services. This information can be sourced at 1st administrative building located at St. Vincent Street, Port of Spain.

SECTION 9 STATEMENTS

Section 9 (1) (k)

A report of a test carried out within the public authority on a product for the purpose of purchasing equipment.

Not applicable.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

Not applicable.

Government of the Republic of Trinidad and Tobago
Public Statement of The Industrial Court of Trinidad and Tobago
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 Industrial Court of Trinidad and Tobago** 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 Industrial Court;
- (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 Industrial Court

Mission Statement:

The Industrial Court's mission is to be an efficient and independent organization dispensing social justice, setting standards for management and labour jurisprudence, promoting industrial peace and contributing to the total development of Trinidad and Tobago.

The Industrial Court was established on March 20th, 1965 by section 5(1) of the Industrial Stabilisation Act. This act was repealed and replaced by the Industrial Relations Act, Chapter 88:01 on July 31st 1972. The Industrial Court is a superior court of record. As a superior court of record it has a status that is equivalent to that of the High Court of Justice. It is a specialised court with its own peculiar jurisdiction. It is responsible for dispensing social justice.

The principal role of the Court is to settle unresolved disputes and other matters which arise between employers and trade unions representing the workers employed by the employers under the Industrial Relations Act, Chapter 88:01 (I.R.A.), the Retrenchment and Severance Benefits Act, No. 32 of 1985, the Maternity Protection Act, No. 4 of 1998 and the Minimum Wages (Amendment) Act, No. 11 of 2000.

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The Court consists of –

- a) A President of the Court who may be either:
 - i) A Judge of the Supreme Court of Judicature designated, with his consent, by the President of Trinidad and Tobago after consultation with the Chief Justice; or
 - ii) A person who has the qualification (age excepted) to be appointed a Judge of the Supreme Court of Judicature and is appointed by the President of Trinidad and Tobago after consultation with the Chief Justice.
- b) A Vice-President of the Court, who shall be a barrister or solicitor of not less than ten years standing, appointed by the President of Trinidad and Tobago;
- c) Such number of other members as may be determined by the President of Trinidad and Tobago from time to time who shall be appointed by the President of Trinidad and Tobago from among persons experienced in industrial relations or qualified as economists or accountants, or who are barristers or solicitors of not less than five years standing.

The Court sits in two Divisions:

- a) The General Services Division which exercises the jurisdiction of the Court as set out in section 7 of the Industrial Relations Act, Chapter 88:01 with respect to services other than essential services ; and
- b) The Essential Services Division which exercises the jurisdiction of the Court as set out in section 7 of the Industrial Relations Act, Chapter 88:01 with respect of essential services.

The Special Tribunal established by the Civil Service Act, Chapter 23:01 hears and determines disputes in the Civil Service, the Police Service, the Fire Service, the Prison Service, the Teaching Service, the Supplemental Police and Central Bank.

In addition to its inherent powers as a superior court of record, the Court has jurisdiction –

- a) to hear and determine trade disputes;
- b) to register collective agreements and to hear and determine matters relating to the registration of such agreements;
- c) to enjoin a trade union or other organization or workers or other persons or an employer from taking or continuing industrial action;
- d) to hear and determine proceedings for industrial relations offences under this Act;
- e) to hear and determine any other matter brought before it, pursuant to the Act.

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The current Judges of the Court are:

H.H. MR. Addison M. Khan	-	President
H.H. Mrs. Gladys Gafoor	-	Vice-President
H.H. Mr. Cecil Bernard	-	Chairman, Essential Services Division

MEMBERS – ESSENTIAL SERVICES DIVISION

H.H. Mr. Vernon Ashby
H.H. Mr. Gregory Baker
H.H. Mrs. Judy Rajkumar-Gualbance
H.H. Mrs. Victoria Harrigin

MEMBERS – GENERAL SERVICES DIVISION

H.H. Mr. Lloyd Elcock
H.H. Mr. Albert Aberdeen
H.H. Mr. George Ramsubeik
H.H. Mr. Fitzroy Regis
H.H. Mr. Patrick Rabathaly
H.H. Mr. Ramchand Lutchmedial
H.H. Mrs Sandra Ramparas
H.H. Ms. Bindimattie Mahabir
H.H. Mr. Sam Maharaj
H.H. Mr. Herbert Soverall
H.H. Mrs. Lenore Harris
H.H. Mrs. Ruby Thompson-Boddie
H.H. Mr. Augustus Ramrekeringh
H.H. Mrs. Eleanor Donaldson-Honeywell
H.H. Mrs. Deborah Thomas-Felix
H.H. Mr. Gregory Rousseau

The Court also has a Registrar and other public officers who are required to provide the necessary support services for the smooth, effective and efficient performance of the Court's work.

Section 82(i) of the Industrial Relations Act establishes the Office of Economic and Industrial Research which has the following functions:

- a) to collect and compile in accordance with the directions of the Court, information which may be of assistance to the Court in the exercise of its powers and functions under the Act;
- b) to keep information as collected and compiled up-to-date; and
- c) to carry out research in respect of such matters as the Court may direct.

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Section 82 (3) stipulates that:

- (3) Information collected and compiled and the results of research carried out, under this section shall be furnished to any person, trade union or other organization desiring to obtain that information or those results.

Effect of functions on members of the public

The work of the Court impacts directly on members of the public. The Court in its decisions lays down key principles and guidelines for the conduct of good industrial relations thus setting the climate for industrial stability.

Section 7(1)(a)(ii)

Categories of Documents in the possession of the Industrial Court:

1. Files dealing with administrative support and general administrative documents for the operations of the Industrial Court.
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 Industrial Court.
4. Financial Records (cheques, vouchers, receipts, journals etc.).
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Internal and External correspondence files.
7. Legislation and Legal Instruments.
8. Files dealing with Circulars, memoranda, notices, bulletins, etc.
9. Legislation and other legal instruments (Laws of TT, Gazettes and subsidiary legislation)
10. Registry files dealing with all trade disputes, industrial relations offences, essential services disputes, Retrenchment and Severance Benefits Disputes, Maternity Protection Disputes, Minimum Wages Disputes, applications for interpretations, interim decisions, injunctions, hearings de novo, etc. These files contain notes of evidence and arguments particular to the dispute.
11. Court decisions 1965 – present
12. Local newspaper clippings on commentary on the Court, industrial relations, labour, trade unions, employment conditions, public sector policies.

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13. Research notes produced by the Office of Economic and Industrial Research.
14. Registered collective agreements; registered memorandum of agreements.
15. Verbatim notes of evidence.
16. ILO reports, law reports, books and periodicals on industrial relations, employment, trade unions, management, economics and other peripheral subjects.

Section 7(1)(a)(iii)

Material prepared for publication or inspection

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

The Library
Industrial Court of Trinidad and Tobago
Cor. Queen and St. Vincent Streets, P.O.S.
Tel: 623-1304-8 exts. 2274-77
Fax: 623-6179

- Judgments of the Court from 1965 – present
- Annual bound volumes of Industrial Court Judgments. Presently available are volumes for years 1991, 1994, 1995, 1996 & 1997. Cost per volume is \$600.00.
- Labour legislation (I.R.A., R.S.B. Act, Minimum Wages Legislation, Maternity Protection Act). Cost per set is \$25.00.

The public can refer to the catalogue located in the Library for details on Court judgments.

The public may also inspect and/or obtain copies of the following material between the hours of 8.00 a.m to 4.00 p.m. on normal working days at:

The Office of Economic and Industrial Research
Tel: 623-1304-8 exts. 2296, 2301-4

- Registered collective agreements
- Research notes on economic and industrial relations data.

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Section 7 (1) (a) (iv)

Literature available by subscription

Members of the public may subscribe for the following material:

- Current year's judgments - - quarterly subscription. Cost varies per quarter depending on the number of pages per judgment. Requests to be made in writing to:

The Librarian
Industrial Court of Trinidad and Tobago
St. Vincent St., P.O.S.
Tel: 623-1304-8 ext. 2274-77

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Industrial Court

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 (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 **Library/Registry**, for information that is not readily available in the public domain.

▪ *Addressing Requests:*

To facilitate prompt handling of your request, please address it to the Designated Officer of the Industrial Court (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.

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 currently available in the public domain, either from this Court or from another public authority, for example brochures and pamphlets etc.

Responding to your Request

▪ *Retrieving Documents:*

The Industrial Court is required to furnish copies of documents only when they are in our possession or where 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.

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NOTE: Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed. For example, The Exchequer and Audit Act, Chap. 69:01.

▪ *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.

Please note we are not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- (b) 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. We will try diligently to comply with the time limits, but 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 misaddressed 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. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.

▪ Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven day of payment of the relevant fee. If we fail to provide the information within the seven days period you are entitled to a refund of the fees paid in addition to access to the document/s requested.

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Section 7 (1) (a) (vi)

Officers in the Industrial Court 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 corrections of Personal Documents under section 36 of the FOIA.**

The Designated Officer(s) is/are:

Lucyanna Moy Hing, Librarian III,
2nd Floor
Industrial Court of Trinidad and Tobago
Tel: 623-1304-8, ext. 2277

The Alternate Officer (s) is/are:

Ms. Verna Mc Ewen, Ag. Clerk III
Human Resource Unit,
4th Floor
Industrial Court.

Section 7 (1) (vii)

This section is not applicable to the Court.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Information in the public domain can be accessed in our Library. You may make general enquiries to our Librarian/Library Staff at 623-1304-8 ext. 2274-77.

The Library is located on the second floor of the Industrial Court Building. The Library is open to the public from Mondays to Fridays between the hours of 8 a.m to 4 p.m.

Policy of the Industrial Court for provision of copies of documents held in the public domain

- Small charges for photocopies
- No bags allowed in the Library
- No smoking, eating or drinking is allowed in the Library
- Cell phones to be kept on mute mode

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Section 8 Statements

Section 8 (1) (a) (i)

This section is not applicable.

Section 8 (1) (a) (ii)

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

Not applicable

Section 8 (1) (b)

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

Not applicable

Section 9

This section is not applicable.

**Public Statement of the Point Fortin Borough Corporation
In
Compliance with Sections 7, 8 and 9 of the
Freedom of
Information Act 1999**

(1) Organisation

Point Fortin Borough Corporation

Description of the Borough of Point Fortin

Boundaries of the Borough of Point Fortin

The Borough of Point Fortin comprises the area which is bounded as follows:-

NORTH – From a point on the coast at the northern end of Erin Road at the eastern boundary of Cedros Ward proceeding in a generally north-easterly direction along the said coast to the point on the West Bank of the Vancee River.

EAST – From the last mentioned point proceeding in a generally south-easterly direction along the West bank of the said river to the point where it meets the southern side of the Southern Main Road.

SOUTH – From the last mentioned point proceeding in a generally south-westerly direction along the southern side of the Southern Main Road to the point where it crosses the eastern boundary of Cedros Ward at Erin Road.

WEST – From the last mentioned point proceeding in a generally northerly direction along Erin Road (The eastern boundary of Cedros Ward) to the seacoast at the point of commencement.

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VISION STATEMENT

Point Fortin is the preferred community to live. Our leaders ensure the availability of sustainable, physical and social infra-structure within a safe and healthy environment, where opportunities for investment in employment, education, industrial development, sports, art and culture exist for our people.

MISSION STATEMENT

Strategically located in the Hub of Industrial and Cultural activity, we are committed to good governance and vision focused leadership. We facilitate our community through appropriate technologically sound environmental, physical and social infrastructure, equally and equitably distributed. We are a catalyst for development and change through a staff characterized by professionalism and dedicated to service excellence and continuous improvement.

ROLE OF THE CORPORATION

The Point Fortin Borough Corporation provide a range of Infrastructural, Public Health and Social Services to the Local Community. The Corporation act as catalyst and facilitator in the development of activities in the Borough of Point Fortin.

STRUCTURE

The Point Fortin Borough Corporation is an organization whose governance structure consists of elected Councillors and Aldermen, with a Mayor elected from the majority party of the elected Councillors. At the present time, the members belong to the governing party of Trinidad and Tobago.

The structure consists of the following:-

- Council
- Management/Administration

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COUNCIL:-

The Council is made up of eight (8) members with the Mayor being Mr. St. Clair Natta, who is an Alderman, one (1) other Alderman and six (6) Councillors representing the following Electoral Districts namely:-

Alderman St. Clair Natta	Mayor
Alderman Ronald Smart	Alderman
Councillor Marlon Richardson	Deputy Mayor – Electoral District – Newlands/Mahaica
Councillor Paul A. Sean Bharat	Electoral District – Cap-de-Ville
Councillor Cheryl Nicholas	Electoral District – Techier/Guapo
Councillor Kennedy Richards	Electoral District – Hollywood
Councillor Natasha Hagley	Electoral District – Fanny Village
Councillor Valentine Ferdinand	Electoral District – Egypt

MANAGEMENT/ADMINISTRATION:-

Engineering Department

Human Resource Department

Building Inspectorate

Finance and Accounting

General Administration

Public Health

Municipal Police

Assessment

FUNCTIONS

The following are exercisable by the Corporation:-

- (a) The distribution of truck – borne water subject to the provisions of the Water and Sewerage Act, Chapter 54:40;

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- (b) The provision and maintenance and control of all Corporation 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 the maintenance of all drains and water courses except main water courses and highway water courses and drains and main water courses along main roads and highways;
- (f) The provision and 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 the development within the municipality in accordance with plans approved by the Minister with the 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 the 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 nuisance and dissemination of information for primary health care;
- (j) The coordination 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;

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- (l) 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 provisions of the Recreation Grounds and Pastures Act;
- (n) The collection of property rates and taxes;
- (o) Such other function as the President may from time to time by Order prescribe.

OTHER SERVICES PROVIDED BY THE CORPORATION:-

- (1) Grant final approval for Building Plans and Building Area Layouts; monitor to ensure compliance with details of specifications;
- (2) Issue Completion Certificate;
- (3) Provide advice on land development and building construction to the public;
- (4) Grant provisional approval for land development.
- (5) Enforcement of Litter Act; (Litter Prevention Wardens);
- (6) Cleaning of cesspits and septic tanks;
- (7) Supply of Food Handlers Badges;
- (8) The Registration of Food Premises;
- (9) Grant of financial assistance for charitable and needy cases from Mayor's Fund;
- (10) Removal of derelict vehicles;
- (11) Markets and Abattoirs;
- (12) Municipal Police Service;
- (13) Animal Control.

DECISION MAKING POWERS

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

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Section 7 (1) (a) (ii)

Categories of Documents held by the Point Fortin Borough Corporation

Legal Documents

Financial and Accounting Documents

Strategic Review and Strategic Plans of the Point Fortin Borough Corporation

Circulars, Memoranda, Notices, Brochures

Registers

Contract Documents pertaining to procurement of supplies, services and equipment

Reports

Minutes/Agendas of Council Meetings

Maps of the Borough

Policy Documents

Financial Records (Files, Cheques, Vouchers)

Files dealing with Personnel Matters

Manuals

Correspondence to the Chief Executive Officer, Mayor and decisions taken with respect to requests/complaints.

General correspondence, complaints.

Section 7 (1) (a) (iii)

Material Prepared for Inspection by the Public:-

The following documents may be accessed by the Public:-

Annual Reports

Statutory Minutes

Brochures/Pamphlets

Role and Function of the Point Fortin Borough Corporation

Manuals of Operating Procedures

Newsletter of the Point Fortin Borough Corporation

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Section 7 (1) (a) (iv)

Literature available by subscription:-

NIL

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the 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 (e.g. the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to official Documents) available from our Designated Officer for information that is not readily available in the public domain.

ADDRESSING REQUESTS

To facilitate prompt handling of your request, please address to the Designated Officer of the Point Fortin Borough 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 you are not sure how to write your request or what details to include, communicate with our Designated Officer.

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TIME LIMITS

General

The FOIA sets a time limit of thirty (30) Calendar days for determination of your request for access to documents. If the Corporation fails to meet this deadline, the FOIA gives you the right to proceed as though 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 of its status. Since there is a possibility that requests 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) days 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.

Section 7 (1) (a) (vi)

Officers in the Ministry are 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.

The Designated Officer is:-

The Administrative Assistant (Ag.)

Ms. June Knott

Point Fortin Borough Corporation

Town Hall, George Road,

Mahaica, Point Fortin.

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Section:- C.E.O.'s Department
Telephone:- 648-2124/2868/2869/0555 – Ext 241
Fax: 648-4424
E-mail:- pfbc@tstt.net.tt
Web Site:- pfbcott.com

The Alternate Officer is:-

The Deputy Town Clerk (Ag.)
Ms. Dianne Charles
Point Fortin Borough Corporation
Town Hall, George Road,
Mahaica, Point Fortin.

Section:- C.E.O.'s Department
Telephone:- 648-2124/2868/2869/0555 – Ext 258
Fax: 648-4424
E-mail:- pfbc@tstt.net.tt
Web Site:- pfbcott.com

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other bodies. (Where meetings/minutes are open to the public).

STATUTORY MEETINGS

Section 7 (1) (a) (viii)
Library/Reading Room Facilities

A Reading Room is available for public use at the Point Fortin Borough Corporation. It is located in the Council Chamber.

It is open to the public from Mondays to Fridays between the hours of 1:00 p.m. – 4:00 p.m.

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Section 9 (1) (h)

In enforcing written laws or schemes administered by the Point Fortin Borough Corporation where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

Not applicable at this time.

Section 9 Statements

Section 9 (1) (a - m)

A report or a statement containing the advice or recommendations of a body or entity established within the Point Fortin Borough Corporation.

Not applicable at this time.

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Section 8 (1) (b)

In enforcing written laws or schemes administered by the Point Fortin Borough Corporation where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

Not applicable at this time.

Section 9 Statements

Section 9 (1) (a - m)

A report or a statement containing the advice or recommendations of a body or entity established within the Point Fortin Borough Corporation.

Not applicable at this time.

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SPECIAL LICENSING SESSIONS
(*Liquor Licences Act, Chap. 84:10*)

PORT-OF-SPAIN

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of the County of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 28TH DAY OF APRIL, 2005 at 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Bhash Keranand Ramnarine, of No. 3 Aranguez Road, for a Certificate authorizing him to carry on the business of a Spirit Retailer in respect of premises situate at No. 4 Broadway, Port-of-Spain.

Dated this 8th day of April, 2005 at the Port-of-Spain Magistrates' Court.

E. PRINCE
*Secretary, Licensing Committee,
St. George West*

642

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of the County of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 28TH DAY OF APRIL, 2005 at 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of John Kitson, of 28, Spanid Road, Diego Martin, for a Certificate authorizing him to carry on the business of a Wine Reatiler in respect of premises situate at No. 44 Henry Street, Port-of-Spain (Hadeed Centre Mall).

Dated this 8th day of April, 2005 at the Port-of-Spain Magistrates' Court.

E. PRINCE
*Secretary, Licensing Committee,
St. George West*

643

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of the County of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 28TH DAY OF APRIL, 2005 at 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Luger De Silva of Light Pole No. 71, 14, Extension Road, Cantaro Village, Santa Cruz, for a Certificate authorizing him to carry on the business of a Special Restaurant in respect of premises situate at Light Pole No. 71, 14, Extension Road, Cantaro Village, Santa Cruz.

Dated this 13th day of April, 2005 at the Port-of-Spain Magistrates' Court.

E. PRINCE
*Secretary, Licensing Committee,
St. George West*

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NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of the County of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 5TH DAY OF MAY, 2005 at 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Four Roses Pub (Sandra John), of 20, Saddle Road, San Juan, for a Certificate authorizing her to carry on the business of a Spirit Retailer in respect of premises situate at 24, Second Street, San Juan.

Dated this 11th day of April, 2005 at the Port-of-Spain Magistrates' Court.

E. PRINCE
*Secretary, Licensing Committee,
St. George West*

645

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of the County of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 5TH DAY OF MAY, 2005 at 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of S & J Pub (Sandra John) of 20, Saddle Road, San Juan, for a Certificate authorizing her to carry on the business of a Spirit Retailer in respect of premises situate at 24, Second Street, San Juan.

Dated this 11th day of April, 2005 at the Port-of-Spain Magistrates' Court.

E. PRINCE
*Secretary, Licensing Committee,
St. George West*

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TRANSFER OF LICENCE
(*Liquor Licences Act, Chap. 84:10*)

VICTORIA (EAST)

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of the County of Victoria (East), Princes Town/Moruga Area, by Diaram Ramrattan of No. 640 Naparima-Mayaro Road, New Grant, that it is his intention to apply to the Licensing Committee at the Princes Town Magistrate's Court on MONDAY THE 25TH DAY OF APRIL, 2005 at 9.00 o'clock in the forenoon for a transfer of the Spirit Retailer's Licence now held by Denesh Abraham in respect of premises situate at No. 640 Naparima-Mayaro Road, New Grant.

Dated this 4th day of April, 2005 at the Princes Town Magistrate's Court.

E. SUPERSAD
*Secretary, Licensing Committee,
Princes Town/Moruga*