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SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Common External Tariff (Suspension) Order—(Legal Notice No. 81 of 2005).

Common External Tariff (Variation of Duty) Order—(Legal Notice No. 82 of 2005).

Common External Tariff (Suspension) (No. 2) Order—(Legal Notice No. 83 of 2005).

Common External Tariff (Variation of Duty) (No. 2) Order—(Legal Notice No. 84 of 2005).

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APPOINTMENT TO ACT AS MINISTER OF NATIONAL SECURITY

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. FRANKLIN KHAN, a Member of the House of Representatives, to act in the Office of Senator the Honourable MARTIN JOSEPH, Minister of National Security, with effect from 20th March, 2005 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Martin Joseph, in addition to the discharge of his normal duties.

11th March, 2005.

H. HEMNATH
*Secretary to His Excellency
the President*

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APPOINTMENT TO ACT TEMPORARILY AS MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that, under the provisions of section 40 and section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President, acting in accordance with the advice of the Prime Minister, has appointed Ms. ROSE JANNEIRE, to be temporarily a Member of the Senate, with effect from 15th March, 2005 and continuing during the absence from Trinidad and Tobago of Senator CHRISTINE SAHADEO.

11th March, 2005.

H. HEMNATH
*Secretary to His Excellency
the President*

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IT IS HEREBY NOTIFIED for general information that, under the provisions of section 40 and section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President, acting in accordance with the advice of the Prime Minister, has appointed Ms. ROSE JANNIERE, to be temporarily a Member of the Senate, with effect from 22nd March, 2005 and continuing during the absence from Trinidad and Tobago of Senator MARTIN JOSEPH.

11th March, 2005.

H. HEMNATH
*Secretary to His Excellency
the President*

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

Public Statement of the Siparia Regional Corporation In Compliance with Sections 7, 8 and 9 of the FREEDOM OF INFORMATION ACT (FOIA) 1999

The Act gives members of the public:

- (1) A legal right for each person to access information held by the Siparia 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 the FOIA.

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Siparia Regional Corporation

(1) Organisation

SIPARIA REGIONAL CORPORATION

Descriptions of the Region of Siparia

Boundaries of the Region of Siparia

The Region of Siparia comprises the area which is bounded as follows:

- NORTH** From Los Gallos Point on the sea coast proceeding in a generally North-Easterly direction along the said coast to the Guspo-Cap-de-Ville Road. (The Eastern Boundary of Cedros Ward); thence southwards along Guspo-Cap-de-Ville Road (Eastern Boundary of Cedros Ward) to the Southern Main Road to the point where it crosses the East Bank of the Vance River, thence in a generally North-Westerly direction along the east bank of the Vance River to its mouth on the sea coast; thence in a generally North-Easterly direction along the said sea coast to the point at the mouth of the Godinez River.

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EAST From the last mentioned point proceeding in a generally South-Easterly direction along the South bank of the Godinean River (the Northern boundary of the Siparia Ward) to the point where the South-Eastern boundary of Lands of G. Parbhoo and others (4a.3r.32p.) meets it; thence proceeding South-Westerly along an imaginary straight line to the point on Blackwater Channel; thence South-Easterly along Blackwater Channel to its confluence with Coora River; thence in a generally South-Westerly direction along the West bank of the Coora River to the point where it crossed by Coora Road to Penal-Quinam Road; thence in a generally Southerly direction along Penal-Quinam Road to the point on the sea coast.

SOUTH AND WEST From the last mentioned point proceeding Westerly and thence North-Easterly along the said sea coast to Los Gallos Point at the point of commencement.

MISSION STATEMENT:

The Siparia Regional Corporation will function as an efficient people oriented business unit, providing total quality Social and Infrastructural Services for the sustainable development of its region, whilst achieving financial viability through goal – oriented management and fully trained, efficient and highly motivated staff.

Role of the Corporation:

The Siparia Regional Corporation provides a range of services to the Local Community. The Corporation act as catalyst and facilitator in the development of regional activities.

Structure

The structure consist of the following:-

- Council
- Management Administration

Council

Eight (8) Councillors and two (2) Aldermen

Management Administration

Core Functions

- 1) Maintenance of Secondary roads and drains.
- 2) Inspection of all food outlets.

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The core functions of the Corporation relates to the duties of the four (4) Standing Committees of Council which relates to the following matters.

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

Functions

Miscellaneous

The following functions are exercisable by the Corporation:-

- (a) the distribution of truck-borne water subject to the provisions of the Water and Sewerage Chap. 54:40 Act;**
- (b) the provision 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 centers established by the Corporation;**
- (e) the construction and maintenance of all drains and water courses except drains and main water-courses and drains along main roads and highways;**
- (f) the provision, maintenance and control of such parks, recreations 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 vector control, abatement of public nuisances and dissemination of information for primary health care;**
- (j) Co-ordination 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;**
- (l) the maintenance and control of burial grounds and crematoria, subject to the provisions of Public Burial Grounds Act and the Cremation Act;**

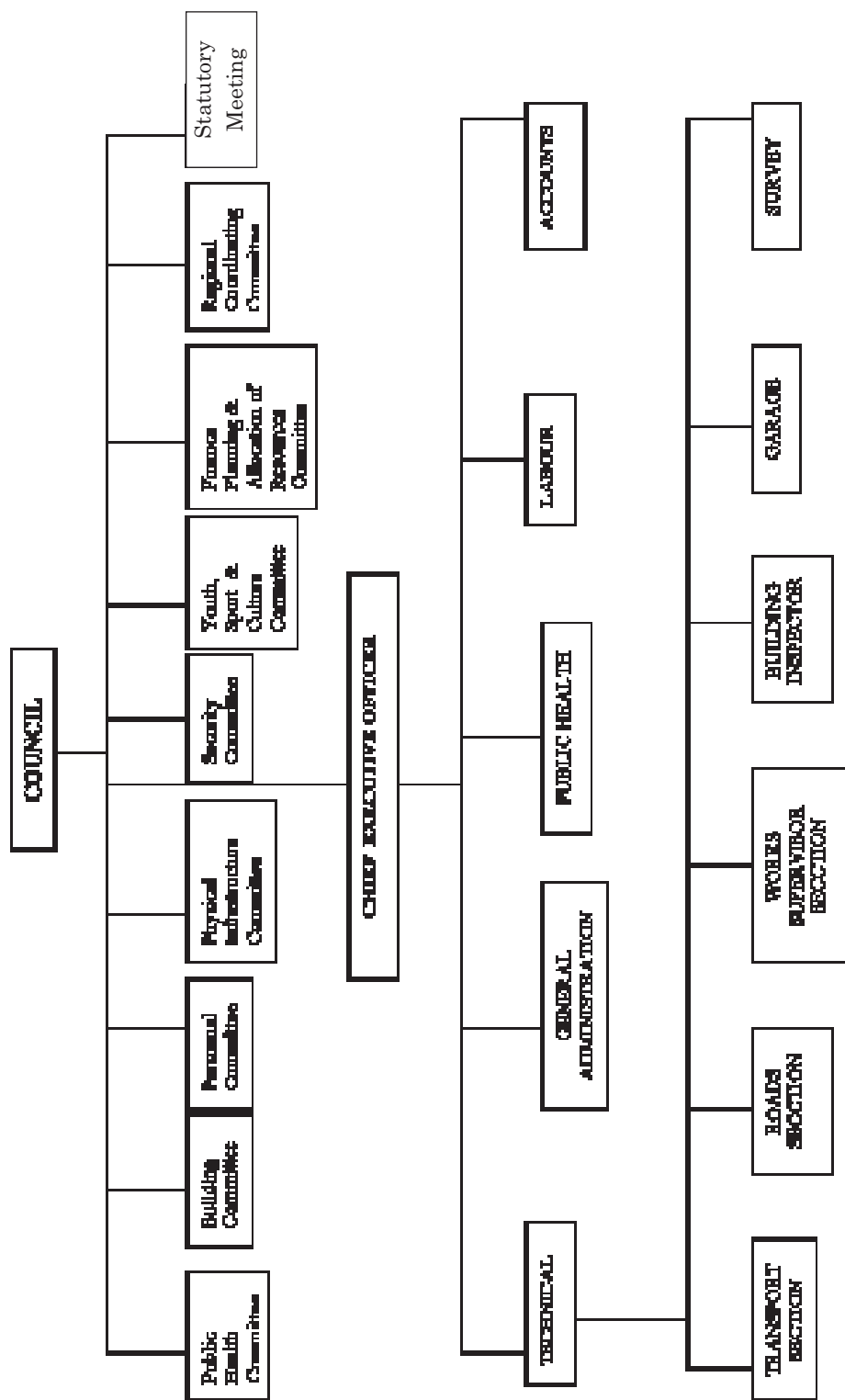
651—Continued

- (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 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.
- (o) the development, construction, maintenance and repair of passenger bus and taxi shelters and benches.
- (p) Collection of Rates and Taxes.

Other Services:

- (1) Grant final approval for Building Plans and Building Area Layouts; monitor to ensure compliance with details of specifications.
- (2) Issue Completion Certificates.
- (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 Wardens).
- (6) Cleaning of Cesspits and Septic Tanks.
- (7) Issuance of Food Badges.
- (8) Grant of financial assistance for charitable and needy cases from Chairman's Fund.
- (9) Canine Control in accordance with Dogs Act, Chap. 67:5 (Corporation to acquire resources).
- (10) Impounding of dangerous dogs; (Act 2000 to be implemented).
- (11) Rental of Corporation Facilities.
- (12) Removal of derelict vehicles.
- (13) Assessment Services for the purpose of collection of property rates and taxes (to be Implemented).
- (14) Markets.
- (15) Policing Services (Municipal Police – to be implemented).

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The above diagram relates to the de facto operations of the Corporation. The law provides for the following positions which are yet to be filled.

- Medical Officer of Health
- Treasurer
- Engineer
- Corporate Secretary

Siparia Regional Corporation was established in accordance with Municipal Corporation Act #21 of 1990.

The Corporation is authorized to have in its employment five hundred and ninety-two (592) employees.

The Corporation has seventy-seven (77) monthly paid officers assigned to it by the Ministry of Local Government.

The Council is headed by the Chairman of Council and Administration is headed by the Chief Executive Officer.

There is one contracted officer and other contracted employees as hire as and when required.

The Corporation is divided into four (4) responsibility centers.

- 1) Finance
- 2) Engineering
- 3) Public Health
- 4) Corporate Affairs

Details of responsibility Centres.

Finance

This role is overseen by the Finance, Planning and Allocation of Resources Committee which meets on the third (3rd) Thursday each month. Every member of Council is a member of this committee.

Engineering.

This role is overseen by the Physical Infrastructure Committee and the Building Committee. The Physical Infrastructure Committee meets on the second (2nd) Thursday of each month and the Building Committee meets on the first (1st) Thursday of each month.

The Physical Infrastructure Committee is responsible for programming Development Activity and monitoring maintenance of the Corporation's assets.

The Building Committee is responsible for approving Building Plans and Sub-division of Lands.

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Public Health.

The Public Health Committee is responsible for monitoring and implementing the duties imposed on the Corporation by the Public Health Ordinance and regulating matters pertaining to the general health and sanitation of the public.

Corporate Secretary.

The Council is required to have monthly Statutory Meetings at which they endorse the recommendations of the various committees of Council.

The Corporate Secretary is responsible for facilitating the smooth functioning of all meetings of Council.

Effects of the Corporation functions on members of the public.

The decisions and policy of the Siparia Regional Corporation relates generally to visitors to our region but more specifically to the residents of the Municipality.

The Statutory meetings of Council are public meetings and as such the public is able to monitor the programmes and policies of the Council.

Members of the public can make recommendations and submit request to the Committees of the Council.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Siparia Regional Corporation

1. Files dealing with administrative support and general administrative documents for the operations of the Corporation.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements leave vacation leave etc.,
3. Files dealing with accounting and management function of the Corporation.
4. Financial Records (cheques, vouchers, receipts, journals etc.,)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Tender Agreements between the Corporation and Private Contractors/Suppliers.
7. News releases.

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8. **Standing Orders and Bye-Laws.**
9. **Internal and External Correspondence files.**
10. **Documents relating to strategic review of the Corporation Information Technology Strategy Training Plans, Corporate Plans and Strategic Plans.**
11. **Tender Agreement Book from Central Tenders Board.**
12. **Files dealing with training – Local.**
13. **Minutes/Agenda of Meetings.**
14. **Files dealing with Circulars, Memoranda, Notices, Bulletins etc.,**
15. **Reports, Annual/Monthly/Quarterly, Audit Consultants, Accidents, Technical, Valuation.**
16. **The Corporation has a library.**
17. **Files dealing with official functions, conferences and events hosted and attended by the Corporation.**
18. **Inventories**
19. **Periodicals and Publications**
20. **Complaint Files**
21. **Registers**
22. **Documents from other public authorities lodged at the Corporation for public view – periodically e.g. (Environmental Management Authority).**
23. **Vehicle Log Books**

Section 7 (1) (a) (III)

Material prepared for publication or inspection.

The public may inspect and/or obtain copies of the following materials between the hours of 9.00 a.m. to 4.00 p.m. on Monday, Tuesday, Wednesday and Fridays between the hours of 9.00 a.m. to 3.45 p.m. not on public holidays at:

Address: High Street
Siparia.

Telephone No. 649-2348/9 Extension – 226/7

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Fax No. 649-2435
E-Mail Address srelg@tstt.net.tt
Website - Nil

- Registers Assets, Revenue, Receipts, Petty Contractor and Bonded Contractors, Approved Building Plans and Sub-divisions, Market and Cemetery Allotment complaints.
- Minutes of Statutory Meetings and Appended Reports.
- Draft Estimates of Revenue and Expenditure Recurrent and Development Programme.
- Approved Estimates of the Development Programme Expenditure and Recurrent Expenditure.
- Audited and Unaudited Financial Reports.
- Collective JNC Agreement
- Signed Bi-Annual Cadre of Employees of the Corporation (available for a period of six (6) months after being signed).
- Annual Administration Report.

Section 7 (1) (a) (iv)

Literature available by subscription

This section is not applicable since no materials are available by way of subscription at this time.

However, the following reports are available as follows.

- a) The Siparia Regional Corporation News Letter printed occasionally and given free of charge.
- b) Annual Administrative Report.
- c) Annual Presidential Report (Parliamentary Report).
- d) Chairman fund Report.
- e) Regional Coordinating Committee Report.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Siparia Regional 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 Freedom of Information Act (for e.g. the right to challenge a decision if your request for information is refused.) **You must take your request in writing.** The applicant must therefore complete the appropriate form (Request for access to Official Documents) available in our Administrative Office 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 Siparia Regional Corporation (see section 7 (i) (a) (vi))

▪ Details on 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.

Request not handled under the Freedom of Information Act.

- A request under the FOIA will not be processed to the extent that it ask for information which is currently available in the public domain, either from the Siparia Regional Corporation or from another public authority, for eg. Brochures and pamphlets etc.,

Responding to your request.**▪ Retrieving Documents**

The Siparia Regional Corporation is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information 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 law, regulations and manuals give the time period for keeping records before they may be destroyed. For example the Exchequer and Audit act Chapter 69:01.

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- **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 Freedom of Information Act set certain limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA give 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 make take longer than the Statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that the requests may be misaddressed or miscounted, you may wish to call or write to confirm that we 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.

Section 7 (f) (a) (v).

- All notices or requests for access for a document or queries for amendment of information concerning an individual in the possession of the Siparia Regional Corporation should be addressed to the following designated officer:-

The Designated Officer is:

| | | |
|-----------|---|---------------------------|
| Job Title | - | Administrative Officer II |
| Name | - | Christina Charles |
| Address | - | High Street, Siparia |

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Telephone - 649 - 2348/9 Extension - 223/6
649 - 2334 - Extension - 223/6

Fax - 649 - 2435

E Mail - src1g@sttt.net.tt

The Alternate Officer is:

Job Title - County Superintendent

Name - Linfield Cudjoe

Address - High Street Siparia

Telephone - 649 - 2348/9 Extension 243/4
649 - 2334 Extension 243/4

Fax - 649 - 2435

E Mail - src1g@sttt.net.tt

Section 7 (1) (a) (vii).

- Statutory Minutes of the Council are available for viewing at the Siparia Public Library or at Council Chamber, High Street, Siparia.

Section 7 (1) (a) (viii)**Library/Reading Room Facilities of the Siparia Regional Corporation:**

Council Chamber,
High Street
Siparia.

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. |
| Friday | - | 9:00 a.m. | - | 3.45 p.m. |

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Policy of the Corporation for provision of copies of documents held in the public domain.

- **Charges for photocopies is .50 cents per page.**
- **No smoking, eating or drinking is allowed in the Reading Room.**

Section 8 (1) (a) (i)

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

- (a) **Municipal Corporations Act 21, 1990 and its amendment Act No.8, 1992.**
- (b) **Public Health ordinance Chapter 12 No.4**
- (c) **Highways Act Chapter 48:01**
- (d) **Market Bye Laws**
- (e) **Abattoir Bye Laws, legal Notice No. 49**
- (f) **Litter Act Chapter 30:52**
- (g) **Dogs Act Chapter 67:5 and Dangerous Dogs Act 32 of 2000**
- (h) **Recreation Ground and Pastures Act Chapter 41:01**
- (i) **Burial Grounds Act Chapter 30:50**
- (j) **Standing Orders, Legal Notice No. 44**
- (k) **Manual of Operating Procedures**
- (k) **Manual of Policy Statements**
- (l) **Statutory Minutes**
- (m) **Exchequer and Audit Act**
- (n) **Town and Country Planning Act**

All the above Act, amendment and Standing Orders are available for purchase from the Government Printer.

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Section 8 (1) (a) (1)

- a) Desk Manual
- b) Statutory Minutes
- c) Collective Agreement between the Chief Personnel Officer representing Central Government Services and County Councils (Regional Corporations) and the National Union of Government and Federated Workers.
- d) Strategic plan of the Siparia Regional Corporation
- e) Terms and condition of service for monthly paid officers.
- f) Civil Service Regulations, 1967
- g) Civil Service Act, 1965
- h) Civil Service (Amendment) Regulations 1996
- i) Environmental Management Authority Regulations Laws and Policies.
- j) Municipal Corporation Act #21 of 1990 and its Amendment Act #8 of 1992.
- k) Building Bye-Laws and Regulations.

Section 9 Statements

Section 9 (1) (a–h), (d–g), (j–k)

At this time we have no reports or statements containing advice or recommendations prepared by a body or entity established within our Corporation.

Section 9 (1) (e)

Report on Staffing: Proposal for a New Productive Order – by the Chief Executive Officer

Section 9 (1) (h)

Auditor General Department Reports.

- a) Audit of the Accounts and Financial Statements of the Siparia Regional Corporation for the year ended 2003 September 30.
- b) Auditor General Department report for Audit of Accounts of the Siparia Regional Corporation for the period 1998 January 01, to 1998 September 30.
- c) Auditor General department report for Audit Survey held on 2004 September 15 at the Siparia Regional Corporation.
- d) Auditor General Department Management letter on the Audit of the Accounts of the Siparia Regional Corporation for the year ended 2004 September 30.
- e) Auditor General Department Audit of the Accounts of the Administering Officer of the Siparia Regional Corporation for the year ended 2003 September 30.
- f) Auditor General department management letter on the audit of the Accounts and Financial Statements of the Siparia Regional Corporation for the period ended 1998 September 30, dated May 8, 2003.
- g) Auditor General department audit of the Accounts of the Administering Officer of the Siparia Regional Corporation for the year 2002 September 30.
- h) Auditor General department audit survey held on 2002 September 06 at the Siparia Regional Corporation.

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- i) Auditor General department - Siparia Regional Corporation audit examination of the system used for the Chief Executive Awards held from 2001 November 21 to 2001 November 23.
- j) Auditor General department management letter on the audit of the Accounts of the Siparia Regional Corporation Road Improvement Fund for the year ended 2001 September 30.
- k) Auditor General department management letter of the audit of the Accounts of the Siparia Regional Corporation Unemployment Fund for the year ended 2001 January 31 dated 2002 March 07.
- l) Auditor General department management letter of the audit of the Accounts of the Siparia Regional Corporation Infrastructure Development for the year ended 2001 September 30.
- m) Auditor General department management letter of the audit of the Accounts and Financial Statements of the Siparia Regional Corporation Infrastructure Development Fund for the year ended 2000 September 30 dated 2001 March 02.
- n) Auditor General Department Audit of Accounts and Financial Statements of the Siparia Regional Corporation Unemployment Fund for the year ended 2000 September 30 dated March 13, 2001.
- o) Auditor General Department Audit Survey held on 17th and 18th May, 2001 at the Siparia Regional Corporation.
- p) Auditor General Department Audit of Accounts and Financial Statements of the Siparia Regional Corporation Infrastructure Development Fund for the year ended 2000 September 30 dated March 02, 2001.
- q) Auditor General Department Audit of Accounts and Financial Statements of the Siparia Regional Corporation Road Improvement Fund for the year ended 2000 September 30 dated March 08, 2001.

Section 9 (1) (i)

Siparia Regional Corporation Revised Strategic Plan – 2004-2006.

Section 9 (1) (m)

Report on valuation advice on Irwin Park Sporting Complex Siparia and property at High Street, Siparia for the Insurance purposes conducted by Raymond and Pierre Ltd., Chartered Valuation Surveyors, Real Estate Agents Property Consultant.