



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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No. 33

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**371**

### APPOINTMENT TO ACT AS MINISTER OF FINANCE

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. VASANT VIVEKANAND BHARATH, a Senator, to act in the Office of the Honourable WINSTON CHANDARBHAN DOOKERAN, Minister of Finance, with effect from 23rd March, 2011 and continuing during the absence from Trinidad and Tobago of the said the Honourable WINSTON CHANDARBHAN DOOKERAN, M.P. in addition to the discharge of his normal duties.

E. DANIEL-LIVERPOOL  
*Acting Secretary to His Excellency  
the President*

22nd March, 2011.

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**372**

### APPOINTMENT TO ACT TEMPORARILY AS A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that, under the provisions of Section 40(2)(c) and Section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President, has appointed MR. RABINDRA MOONAN, to be temporarily a Member of the Senate, with effect from 22nd March, 2011 and continuing during the absence from Trinidad and Tobago of Senator KEVIN CHRISTIAN RAMNARINE.

E. DANIEL-LIVERPOOL  
*Acting Secretary to His Excellency  
the President*

18th March, 2011.

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**373**

### REVOCATION OF APPOINTMENT TO PERFORM THE FUNCTIONS OF PRIME MINISTER

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 (1) of section 78 of the Constitution of the Republic of Trinidad and Tobago and all other powers thereto him enabling, has revoked with effect from the evening of 21st March, 2011 the authority conferred on the Honourable WINSTON CHANDARBHAN DOOKERAN, M.P., by Instrument dated 11th March, 2011 to perform the functions of the Prime Minister.

E. DANIEL-LIVERPOOL  
*Acting Secretary to His Excellency  
the President*

22nd March, 2011.



## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

Updated Public Statement of Lake Asphalt of Trinidad and Tobago (1978) Limited In Compliance with sections 7 (1) (b), 8 (2) (b) and 9 (2) (b) of The Freedom of Information Act (FOIA) 1999

### Introduction

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 ("FOIA"), Lake Asphalt of Trinidad and Tobago (1978) Limited is required by law to publish the statements contained herein, which list the documents and information generally available to the public.

The Act gives members of the Public (hereinafter referred to as "the applicant"):

- (i) A Legal Right for each person to access information held by Lake Asphalt of Trinidad and Tobago (1978) Limited
- (ii) A Legal Right for each person to have official information relating to him or herself amended where it is incomplete, incorrect or misleading
- (iii) A Legal Right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA and
- (iv) A Legal Right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under this FOIA.

### Part I - Section 7 : Statements Section 7 (1) (a) (i)

#### 1. Mission Statement

**"To be a profitable, dynamic company of high integrity, providing quality asphalt products, surpassing customer and other stakeholders' expectations, empowering dedicated and satisfied employees, working in harmony with our community and environment."**

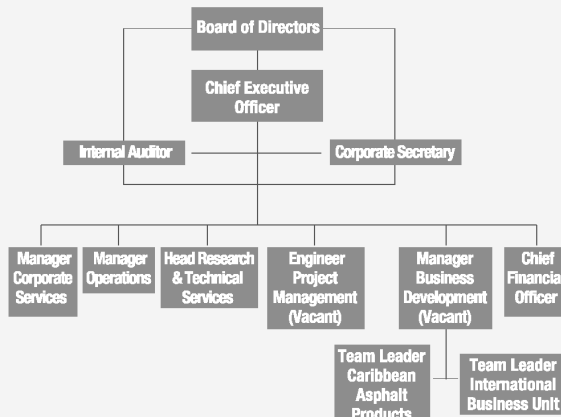
#### 2. Function and Structure

Lake Asphalt of Trinidad and Tobago (1978) Limited (Lake Asphalt) is a wholly owned state enterprise falling under the purview of the Ministry of Energy and Energy Affairs. The Company was incorporated in 1978 under the Companies Ordinance and continued under Section 343 of the Companies Act 1995. Its registered office is located at LP 4717, Brighton, La Brea.

Lake Asphalt is engaged in the mining, processing and distribution of **Trinidad Lake Asphalt** or Dried Asphalt which is extracted from the Pitch Lake in La Brea, Trinidad. In addition, the company manufactures and markets Asphalt Cement, Cationic Bitumen Emulsions and a range of industrial coatings and paints marketed under the Brand name – LASCOCO. The Company's Revenue is primarily generated from Export Sales, the major markets being Europe and the Far East.

#### 2.1. Organizational Structure

**Lake Asphalt of Trinidad and Tobago (1978) Limited**  
Chief Executive Officer Department Structure:



The Company is headed by a Board of Directors appointed by the Government. The Directors which are listed hereunder control the overall direction and policy of the Company:

<b>Mr. Kuarial Rampersad</b>	-	Chairman
<b>Mr. Hugh Leong Poi</b>	-	Deputy Chairman
<b>Mr. Khemraj Singh</b>	-	Director
<b>Ms. Joanne Haynes</b>	-	Director
<b>Mrs. Margaret Parks</b>	-	Director
<b>Mr. Peter Machikan</b>	-	Director
<b>Mr. Ernesto Kesar</b>	-	Director
<b>Mr. Vallence Rambharat</b>	-	Director

The Board is supported by a Corporate Secretary whose responsibilities include ensuring that good corporate governance practices are adhered to.

The Management Team is responsible for the management of the Company and reports to the Board via the Chief Executive Officer. The Company currently employs 169 permanent/contract employees and 90 casual workers and is divided into six (6) responsibility centres – Corporate Services, Finance, Marketing and Business Development, Engineering, Production and Research and Technical Services.

#### Effect of functions on members of the public

The Company's main interface with members of the public is in the form of the Customer – Supplier relationship in which case, the "public" refer to commercial entities and individuals in the Road Paving Industry, which include small, medium and large contractors.

It should be noted that the organization's interest in the Pitch Lake is of a commercial nature only and does not include the tourism aspect of the Lake and that the Pitch Lake as a tourist site does not fall under its jurisdiction. The Company has no relationship with any tour guides, official or otherwise who are attached to the Pitch Lake.

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

##### Categories of Documents in the possession of Lake Asphalt

#### Administrative

1. Files dealing with administrative support and general administrative documents for the operations of Lake Asphalt.
2. Personnel files relating to staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation.
3. Internal and External Correspondence Files
4. Files dealing with training
5. Minutes and other documents pertaining to meetings
6. Circulars, Memorandums, Notices, Bulletins
7. Licenses and Permits
8. Policies and Procedures
9. News Releases and Speeches
10. Files relating to the Strategic Intent of Lake Asphalt
11. Pension Plan documents
12. Files relating to the Company's Corporate Communication initiatives including matters relating to Corporate Social Responsibility

#### Legal

1. Legal Opinions and related matters
2. Industrial Agreements
3. Legislation
4. General Contracts

**Financial**

1. Financial and Accounting Files
2. Financial Policy Statements
3. Vouchers, Receipts, Cheques
4. Accounts Payable and Receivable Records
5. Invoices
6. Files relating to procurement of supplies and services
7. Fixed Asset Register
8. Files relating to Information Technology

**Marketing**

1. Customer Files
2. Magazines and brochures on products
3. Sales & Production Statistics

**Technical**

1. Books
2. Pamphlets, periodicals and publications
3. Feasibility Studies
4. Technical Information on the composition of the Lake for educational purposes
5. Technical Brochures on Trinidad Lake Asphalt and projects using Trinidad Lake Asphalt
6. Technical Specifications for Trinidad Lake Asphalt

**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 **9:00 a.m. - 3:30 p.m.** on normal working days at:

**Lake Asphalt's Administration Building  
Brighton, La Brea**

**Telephone No.: 648-7583 Fax No.: 648-7433**

**Email: [lat@trinidadlakeasphalt.com](mailto:lat@trinidadlakeasphalt.com)**

**Website: [www.trinidadlakeasphalt.com](http://www.trinidadlakeasphalt.com)**

- Technical information on the composition of the Lake for educational purposes.
- Technical Brochures on Trinidad Lake Asphalt and projects using Trinidad Lake Asphalt.
- Published News Releases on Lake Asphalt of Trinidad and Tobago (1978) Limited and its products.
- Technical Specifications for Trinidad Lake Asphalt.

**Section 7 (1) (a) (iv)****Literature available by subscription**

There are no publications available by subscription at this time.

**Section 7 (1) (a) (v)****Procedure to be followed when accessing a document from Lake Asphalt****How to Request Information**• **General Procedure**

Our policy is to respond to 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 complete the appropriate form "**Request for Access to Official Documents**" which is available from the Receptionist/ Telephone Operator in the Company's Administration Building, Brighton, La Brea. This form is used for information that is not readily available in the public domain.

• **Addressing Requests**

To facilitate prompt handling of your request, the Form should be addressed to the Designated Officer of Lake Asphalt of Trinidad and Tobago (1978) Limited  
[see section 7(1) (a) (vi) for further details]

• **Details in Request**

Applicants should provide sufficient details that will allow for ready identification and location of the records being requested. If insufficient information is provided clarification will be sought from the applicant in an attempt to comply with the request. If you are not sure how to write your request or what details to include, please contact the Designated Officer.

**Requests not handled under the FOIA**

- A request **under the FOIA** will not be processed if the information requested is currently available in the public domain, either from Lake Asphalt or another public authority.

**Time Limits**• **General**

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or 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 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.

**Responding to your Request**• **Retrieving Documents**

The public authority 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.

• **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.

**Section 7 (1) (a) (vi)**

**Officers in Lake Asphalt of Trinidad & Tobago (1978) Limited responsible for Implementation of the Freedom of Information Act.**

The Designated Officer in the Company with responsibility 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 is

**Ms. Sati Jagmohan**  
**Corporate Secretary**  
**Lake Asphalt of Trinidad and Tobago (1978) Limited**  
**Brighton, La Brea**  
**Telephone (868-648-7555/6) Ext. 203**  
 sjagmohan@trinidadlakeasphalt.com

The alternative Officer is:

**Ms. Marsha Marchan**  
**Corporate Communications Officer**  
**Lake Asphalt of Trinidad and Tobago (1978) Limited**  
**Brighton, La Brea**  
**Telephone (868-648-7555/6)**  
 mmarchan@trinidadlakeasphalt.com

**Section 7 (1) (a) (vii)**  
**Advisory Board, Councils, Committees and other bodies**  
**(where meetings / minutes are open to the public)**  
 This section is not applicable at this time.

**Section 7 (1) (a) (viii)**  
**Library / Reading Room Facilities**  
 Certain information can be accessed at our Reading Room or through our website at [www.trinidadlakeasphalt.com](http://www.trinidadlakeasphalt.com)

**Location:** The Reading Room is located at the Company's Head Office and is **open to the public from Mondays to Fridays between the hours of 9:00 am and 3:30 pm**

**Reading Room Rules:** Please note that there is to be no smoking, eating or drinking in the Reading Room.

## **Section 8 : Statements**

**Section 8 (1) (a) (i)**  
**Documents containing interpretation or particulars of written laws or schemes administered by the public authority not being particulars contained in another written law.**  
 There are no documents of this nature held by the Company at this time.

**Section 8 (1) (a) (ii)**  
**Manuals, rules of procedure, statements of policy, records of decisions, letter of advice to persons outside the company, documents containing rules, policies, guidelines, practices or precedents.**  
 Financial Policy Statements  
 Corporate Policies and Procedures  
 Employee Handbook  
 Collective Agreements

**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 or schemes.**  
 Tender Rules & Procedures

## **Section 9 : Statements**

**Section 9 (1) (a)**  
**A report, or a statement containing the advice or recommendations, of a body or entity established within the public Company.**  
 There are no documents of this nature held by the Company at this time.

**Section 9 (1) (b)**  
**A report or a statement containing advice or recommendation, (1) of a body or entity established outside the company by or under a written law (2) or by a Minister of Government or**

**other public authority for the purpose submitting a report or reports, providing advice or making recommendations to the company or to the responsible Minister.**  
 Performance Monitoring Manual.

**Section 9 (1) (c)**  
**A report or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the public authority.**  
 There are no documents of this nature held by the Company at this time.

**Section 9 (1) (d)**  
**A report, or a statement containing the advice or recommendations, of a committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of the company or to another officer of the Company who is not a member of the committee**  
 There are no documents of this nature held by the Company at this time.

**Section 9 (1) (e)**  
**A report (including a report concerning the results of studies, surveys or tests) prepared for the public authority by a scientific or technical expert, whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.**  
 There are no documents of this nature held by the Company at this time.

**Section 9 (1) (f)**  
**A report prepared for the public authority by a consultant who was paid for preparing the report.**  
 Records Management Reports

**Section 9 (1) (g)**  
**A report prepared within the public authority and containing the results of studies, surveys or tests carried out for the purpose of assessing or making recommendations on the feasibility of establishing a new or proposed Government policy, programme or project.**  
 There are no documents of this nature held by the Company at this time.

**Section 9 (1) (h)**  
**A report on the performance or efficiency of the public authority, or an office, division or branch of the public authority whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority.**  
 There are no documents of this nature held by the Company at this time.

**Section 9 (1) (i)**  
**A Statement prepared within the public authority and containing policy directions for the drafting of legislation.**  
 There are no documents of this nature held by the Company at this time.

**Section 9 (1) (j)**  
**A report of a test carried out within the public authority on a product for the purpose of purchasing equipment**  
 • **Tender Assessment reports for:**  
 - Telephone System Acquisition

**Section 9 (1) (k)**  
**An environmental impact statement prepared within the public authority.**  
 Trinidad Lake Asphalt - Asphalt Cement Upgrade Project.

**Section 9 (1) (l)**  
**A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.**  
 There are no documents of this nature held by the Company at this time.

