



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 56

Caroni, Trinidad, Wednesday 19th July, 2017—Price \$1.00

No. 75

## CORRIGENDUM

In *Trinidad and Tobago Gazette*, Vol. 56, No. 58 dated Thursday 1st June, 2017, Page 749, Item No. 693, appearing under the heading “Notice of Intended Removal of Defunct Companies from Register, [Section 461(3) of the Companies Act, 1995, Chap. 81:01]” the Company “CARAPICHIMA LANDS LIMITED—C 2012112700689” was incorrectly published as “CARAPICHIMA LANDS LIMITED—C 201212700689”. The error is regretted.

909

### APPOINTMENT OF MEMBERS TO THE BOARD OF DIRECTORS OF THE TELECOMMUNICATIONS AUTHORITY OF TRINIDAD AND TOBAGO (TATT)

PURSUANT to the provisions in section 6(2)(8) of the Telecommunications Act, Chap. 47:31, His Excellency the President has appointed the undermentioned persons as Members of the Board of Directors of the Telecommunications Authority of Trinidad and Tobago (TATT), effective 5th June, 2017, for the respective terms:

MR. ERIC BUTLER	...	...	...	...	Member (1 year)
MR. OLIVER TREVOR ELCOCK	...	...	...	...	Member (1 year)
MS. KALANA PRINCE-WILSON	...	...	...	...	Member (1 year)

J. MENDEZ

*Permanent Secretary*

*Ministry of Public Administration and Communications*

13th June, 2017.

910

### EXPIRATION OF TERMS OF APPOINTMENT OF DIRECTORS ON THE BOARD OF DIRECTORS OF THE CENTRAL BANK OF TRINIDAD AND TOBAGO

IN ACCORDANCE with the provisions of Section 13 of the Central Bank Act, Chap. 79:02, notice is hereby given that the following Directors on the Board of the Central Bank of Trinidad and Tobago terms have expired effective 30th June, 2017:

MR. STEVE SEETAHAL  
MR. TREVOR SUDAMA  
MR. JOSEPH TIMOTHY

V. DHANPAUL  
*Permanent Secretary*  
*Ministry of Finance*



**Ministry of Community Development,  
Culture and the Arts**

**UPDATED PUBLIC STATEMENT OF THE  
MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2017  
in Compliance With Sections 7, 8 and 9 of the Freedom of Information Act 1999,  
Chapter 22:02, Laws of Trinidad and Tobago (FOIA)**

In accordance with sections 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA) the Ministry of Community Development, Culture and the Arts is required by law to publish this statement, which lists the documents and information generally available to the public from the Ministry of Community Development, Culture and the Arts.

The FOIA gives members of the public:

- A legal right for each person to access information held by the Ministry of Community Development, Culture and the Arts;
- A legal right for each person to have personal/official information relating to him/herself amended where it is held by the Ministry of Community Development, Culture and the Arts and such information is incomplete, incorrect or misleading;
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- 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)**

The function and structure of the Ministry of Community Development, Culture and the Arts.

**Establishment of the Ministry of the Community Development, Culture and the Arts**

The Ministry of Community Development, Culture and the Arts was established in September 2015 through an amalgamation of the following Ministries: the Ministry of Community Development, the Ministry of the Arts and Multiculturalism, and the Ministry of National Diversity and Social Integration.

**Administrative Structure of the Ministry of Community Development, Culture and the Arts**

The Ministry of Community Development, Culture and the Arts inclusive of its statutory bodies and facilitating agencies is comprised of both public officers and contract employees and comprises the following Departments and Agencies:

**Ministry's Departments and Units:**

- |  |                                     |                                 |
|--|-------------------------------------|---------------------------------|
| • Minister's Secretariat                 | • Permanent Secretary's Secretariat | • General Administration Unit   |
| • Human Resources Unit                   | • Finance and Accounts Unit         | • Internal Audit Unit           |
| • Facilities Management Unit             | • Information Technology Unit       | • Corporate Communications Unit |
| • Planning and Research Unit             | • Library Services Unit             | • Project Unit                  |
| • Legal Unit                             | • Best Village Unit                 | • Regional Complexes            |
| • Transformation and Development Centres | • Planning and Implementation Unit  | • Policy Unit                   |
| • Community Mediation Services Division  | • Community Development Division    | • Culture Division.             |

**Statutory Bodies and Other Bodies:**

- |  |  |  |
|--|--|--|
| • Carnival Institute                                     | • Naparima Bowl                            | • National Academy for the Performing Arts |
| • National Association of Village and Community Councils | • National Carnival Commission             | • National Museum and Art Gallery          |
| • National Philharmonic Orchestra                        | • National Steel Symphony Orchestra        | • National Theatre Arts Company            |
| • Queen's Hall   | • Southern Academy for the Performing Arts | • Village Councils.                        |

**Wholly Owned Enterprises:**

- |  |                                  |  |
|--|----------------------------------|--|
| • Community Improvement Services Limited<br>[wound up in March 2017] | • Export Centres Company Limited | • National Commission for Self Help Limited. |
|--|----------------------------------|--|

**DIVISIONS/ UNITS**

**General Administration Unit**

This Unit is responsible for providing support services to the Minister, Permanent Secretary, Deputy Permanent Secretary and other departments within the Ministry. The Unit handles the procurement of goods and services and ensures that the material requirements of the Ministry of Community Development, Culture and the Arts are supplied. This Unit also maintains the inventory of stationery and supplies along and conducts office maintenance and improvements.

## UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2017

### Human Resources Unit

This Unit is responsible for the management of all human resource functions of the Ministry of Community Development, Culture and the Arts in accordance with the rules, regulations, policies and guidelines relating to the Public Service of Trinidad and Tobago. This Unit maintains personnel records of all members of staff and other matters relating to the terms and conditions of employment.

### Finance and Accounts Unit

The Unit is responsible for the receipt and management of the financial resources allocated to the Ministry of Community Development, Culture and the Arts and for the management of the Ministry's expenditure in accordance with the relevant financial legislation, established procedures, policies and guidelines related to the adherence of proper accounting standards.

### Internal Audit Unit

Internal Audit ensures there is accountability, transparency, efficiency and effectiveness in the financial operations of the Ministry by adopting a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance process. The main functions of the Unit are to:

- Monitor the systems of internal controls and other related documents in the Ministry's financial operations
- Examine the financial processes and supporting documents to ensure there is compliance with the guidelines and procedures prescribed by the Ministry of Finance and the relevant legislation.

### Facilities Management Unit

The Facilities Management Unit is responsible for directing, planning and arranging the operational accommodation, including offices, building and equipment as well as maintenance of projects, ground operations and security.

### Information Technology Unit

This Unit is responsible for providing and managing the information technology and systems policy. This includes planning; administration; information system and application support; networking and communications and service support.

### Corporate Communications Unit

The Communications Unit has the following responsibilities:

- To conduct all communications with internal and external stakeholders;
- To prepare and/or issue press releases, website content and key presentations, and organise events;
- To communicate with the public about the Ministry's functions, policies, programmes and services in order to inform and educate;
- To ensure such information is accurate, reliable, complete, timely, relevant and understandable;
- To ensure that the Ministry is visible, accessible, responsive and answerable to all stakeholders.

### Planning and Research Unit

The main responsibility of the Planning and Research Unit is the development, monitoring and implementation of the Ministry's strategic policy. In addition, the Unit coordinates, monitors and facilitates the implementation of the Public Sector Investment Programme (PSIP) of the Ministry.

### Library Services Unit

This Unit is responsible for storing, cataloguing and recording literature, including texts, periodicals, newsletters and other documents to be used by staff of the Ministry.

### Project Unit

This Unit is responsible for monitoring and evaluation of all infrastructural projects and the implementation of projects of such nature undertaken directly by the Ministry.

### Legal Services Unit

This Unit provides legal advice and representation to the Executive Management and other Heads of Units of the Ministry on matters related to the operations of the departments of the Ministry. The Legal Services Unit is involved in, inter alia, the coordination of procurement procedures, formulation of Requests For Proposals and Terms of Reference for tendering, conducting tender evaluation and the preparation and review of contracts between Contractors and the Ministry. It advances the legislative agenda of the Ministry and also liaises with external counsel on matters relevant to the Ministry.

### Planning and Implementation Unit

This Unit is responsible for the administration of Transformation and Development Centres, and undertakes research and performs monitoring and evaluation functions for the Ministry.

### Policy Unit

The Policy Unit provides strategic direction to the Ministry of Community Development, Culture and the Arts as it relates to policy formulation and review, and the transformation and continuous improvement of the community sector.

### Community Mediation Services Division

The Community Mediation Services Division administers the Community Mediation Programme and provides fora for the resolution of family and civil matters and the development and execution of behaviour modification programmes. The Community Mediation Services Division central administration office is located at:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• <b>Head Office</b><br/>Community Mediation Services Division,<br/>1st Floor, Jobco Building,<br/>51-55 Frederick Street, Port of Spain<br/>Tel.: 225-4267<br/>Tel./Fax.: 625-3911</li> </ul> | <ul style="list-style-type: none"> <li>• <b>North Main Mediation Centre (Port of Spain)</b><br/>1st Floor Jobco Building,<br/>#51-55, Frederick Street, Port of Spain<br/>Tel: 625-2819, 625-6768, 225-4267<br/>Fax: 625-3911</li> </ul> |
|---|--|

911—Continued

### UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2017

**Community Mediation Centres are located at:**

- **Central Main Mediation Centre (Cunupia)**  
 #282 Old Southern Main Road,  
 Warrenville, Cunupia  
 Tel: 693-2831, 693-2342, 693-2568, 693-2955  
 Fax: 693-1606
- **South West Main Mediation Centre (Point Fortin)**  
 #63 Main Road, Point Fortin  
 Tel: 648-2810, 648-2888  
 Fax: 648-4739
- **San Juan Mediation Sub-Centre**  
 MTS Plaza,  
 Aranguez Main Road,  
 Aranguez  
 Tel: 638 8133, Fax: 638-8143
- **Couva Mediation Sub-Centre**  
 Social Services Centre,  
 Camden Road,  
 Couva  
 Tel/Fax: 679-3660, 636-4453 Ext.109
- **East Main Mediation Centre (Arima)**  
 3rd Floor, 10- 10A Devenish Street,  
 Arima  
 Tel: 667-0266, 667-5086  
 Fax: 667-6363
- **Tunapuna Mediation Sub-Centre**  
 Tunapuna Regional Social Services Centre,  
 #107 Eastern Main Road, Tunapuna  
 Tel: 497-1861

**Community Development Division**

This Division is responsible for executing the Ministry's mandate through the provision of services to groups and individuals in communities. The Division also bears the responsibility for the oversight and management of the Best Village Unit, Community Centres, Civic Centres and Regional Complexes:

Administrative District	Office Address	Phone
Caroni	Warrenville Regional Complex	672-1248 / 8042
Nariva/Mayaro	Ramsuair Building, Lot 11 Naparima/Mayaro Road, Rio Claro	644-2346 / 3905
St. Andrew/St. David	358 Brierley Street, Sangre Grande	691-2535 / 3702
St. George East	Tunapuna Administrative Complex, Eastern Main Road & Centenary Street, Tunapuna	662-0621
St. George West	Jobco Building 51-55 Frederick Street, Port of Spain	623-6929
St. Patrick East	Siparia Administrative Complex, High Street, Siparia	649-2473 / 1658
St. Patrick West	20, Agard Street, Point Fortin	648-0818
Victoria East	Marlson Building, High Street, Princes Town	655-2540
Victoria West	Mon Repos Regional Complex, San Fernando	652-5202 / 657-7075

Regional Complexes	Address	Phone
Barrackpore Regional Complex	10 Manohar Maraj Trace, New Colonial Rd, Barrackpore	654-3379
Carenage Regional Complex	Crown Trace, Carenage	694-1647
East Port of Spain Regional Complex	Desperlie Crescent, Laventille Road, Port-of-Spain	624-9909
Esperance Regional Complex	Derrick Road, Esperance Village, San Fernando	653-0795
Fyzabad Regional Complex	Guapo Main Road, Fyzabad	677-3713
La Horquetta Regional Complex	Marjorie Padmore Avenue, La Horquetta	643-2865
Laventille Regional Complex	Trinity Avenue, Eastern Main Road, Laventille	624-0924
Maloney Regional Complex	Maloney Boulevard, North Maloney Gardens, Maloney	642-8231
Mon Repos Regional Complex	Nos.1-3 Tyler Smith Street, Mon Repos, San Fernando	652-5203
Plaisance Park Regional Complex	Long Circular Road, Plaisance Park, Pointe-a-Pierre	659-3009
Point Cumana Regional Complex	Cor. La Horquette Road & Glencoe Gardens, Pt. Cumana	694-1844
St. Augustine Regional Complex	St. John's Road, St. Augustine	663-1831
Ste. Madeleine Regional Complex	Ste. Madeleine Circular Road, Ste. Madeleine	653-0835
Toco Regional Complex	Cemetery Street, Toco Main Road, Toco	670-1503
Vistabella Regional Complex	Ninth Street, Vistabella	653-0910
Warrenville Regional Complex	LP 27 Warren/Munroe Road, Warrenville, Cunupia	693-0928

Civic Centres	Address	Phone
Mayaro Civic Centre	Plaisance Road, Mayaro	630-1933
Point Fortin Civic Centre	45-47 George Road, Mahaica, Pt. Fortin	648-2371
Sangre Grande Civic Centre	Sukhran Street, Sangre Grande	668-2477

Caroni Community Centres	Address	Caroni Community Centres	Address
Balmain Community Centre	Main Road, Balmain, Couva	Brickfield Community Centre	Waterloo Rd, Carapichaima
Carapichaima Community Centre	Sampson Street, Carapichaima	Cawnpore Community Centre	Mon Plaisir Road, Cunupia
Chaguanas Community Centre	Mark St. Ext., Saith Park, Chaguanas	Chickland Community Centre	Chickland Village, Caparo Road
Caroni Community Centre	New Street, Caroni	Enterprise Community Centre	Enterprise Street, Enterprise

CONTINUE ONTO NEXT PAGE

911—Continued

## UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2017

Caroni Community Centres	Address	Caroni Community Centres	Address
Flanagin Town Community Centre	13 Mamoral Road, Flanagin Road	Frederick Settlement Community Centre	Arbuckle Street, Frederick Settlement
Freeport/St. Mary Community Centre	Beaucarro Rd, Freeport St. Mary's	Gordon Village Community Centre	Mayo and Boissiere Trace, Gordon Vill, Couva
Indian Trail Community Centre	Rivulet Road, Indian Trail	Jemingham Junction Community Centre	Corner Dindial and Boodram Streets, Cunupia
La Paille Community Centre	Tulloch Street, La Paille	La Quesa Community Centre	La Quesa Road, Balmain, Couva
Las Lomas #2 Community Centre	Caroni South Bank Road, LAS Lomas #2	Lisas Garden Community Centre	Balise Avenue, Lisas Gardens, Couva
Longdenville Community Centre	St. Cyr Street, Longdenville	Longdenville North/East Community Centre	Ratanee Trace, Longdenville
Mamoral #2 Community Centre	Mamoral #2, Mamoral	Munroe Road Community Centre	Land Settlement Munroe Road, Cunupia
Oplay/Esperanza Community Centre	Esperanza Village, California	Orange Valley Community Centre	Bay Road, Orange Valley
Perseverance/Couva Community Centre	Main Road, Perseverance, Couva	Preysal Community Centre	Polo Ground Road, Inshan Ali Avenue, Preysal
Roystonia/Couva Community Centre	Caryota Drive, Roystonia	Siewdass Road Community Centre	Siewdass Road, Carlsen Field
Spring Village Community Centre	Greig Street, Balmain, Couva	Springvale Community Centre	Mt. Pleasant/Forres Park, Springvale, Couva
Tabaquite Community Centre	Main Road, Tabaquite	Todds Road Community Centre	Main Road, Todds Road
Union Village Community Centre	Union Village, Couva	Waterloo Community Centre	Corner of Main Road and Butler Village, Waterloo

Nariva/Mayaro Community Centres	Address
Biche Community Centre	Baptiste Street, Settlement Village, Biche
Boos Community Centre	Corner Hibiscus Arch and Ecclesville Road, ¼ m.m. Rio Claro, Mayaro Old Rd
Brothers Road Community Centre	769 Torrib Tabaquite Road, Brothers Road Village, New Grant
Cushe Community Centre	21 ¼ m.m. School Street, Cushe Village, Cunapo Southern Main Road
Dades Trace Community Centre	1 ½ m.m. Dades Road, Rio Claro
Fonrose Community Centre	Rajali Street, 22 m.m. Fonrose Village, Naparima/ Mayaro Road, Rio Claro
Guayaguayare Community Centre	L.P. #61 Ferrier Circular Road, Guayaguayare
La Savanne Community Centre	9 ¾ m.m. Warrick Street, New Lands, La Savanne, Guayaguayare
Liberville Community Centre	Old Mayaro road, Liberville
Mafeking Community Centre	37 ½ m.m. Naparima Mayaro Road, Mafeking Village, Mayaro
Nave Community Centre	24 m.m. Cunapo, Southern Main Road, Rio Claro
Ortoire Community Centre	51m.m. Point Radix Road Ext, Manzanilla Mayaro Rd, Ortoire Village, Mayaro
Radix Community Centre	Corner Gould & Cemetery Street, Guayaguayare Road, Mayaro
Rio Claro Community Centre	Nathal Street, Naparima Mayaro Road, Rio Claro
San Pedro Community Centre	25 m.m. Tabaquite Road, San Pedro, Rio Claro, L.P. #162

St. Andrew / St. David Community Centres	Address	St. Andrew / St. David Community Centres	Address
Brooklyn Community Centre	McGuillvary Road, Sangre Rd	Coryal Community Centre	Tamana Hill Road, Coryal
Cumana Community Centre	Toco Main Road, Cumana	Cunaripo Community Centre	Guaico Tamana Road, Cunaripo
Four Roads, Tamana Community Centre	Four Roads, Tamana Junction	Gordon Miller Community Centre	4 ¼ mm, North Oropouche
Grande Riviere Community Centre	Rampanalgas Road, Grand Riviere	Guiaco Tamana Community Centre	Guiaco Tamana Road
L'Anse Noir Community Centre	Paria Main Road, L'Anse Noire	La Tosca Community Centre	Valequez Road, Guaico Tamana
Manzanilla Community Centre	Eastern Main Road, Manzanilla #2	Maraj Hill Community Centre	Cunapo SMR, Maraj Hill
Matelot Community Centre	Paria Main Road, Matelot	Matura Community Centre	Mendoza Road, Matura
Montevideo Community Centre	Paria Main Road, 120 km Montevideo	Nestor Community Centre	Guiaco Tamana Road, Nestor
North Eastern (Duranta Gardens)	Lantana Ave, Sangre Grande		
North Manzanilla Community Centre	North Manzanilla Road	Plum Mitán Community Centre	7 1/4 mm Plum Mitán Main Road
Rampanalgas Community Centre	Paria Man Road, Balandra	Sangre Chiquito Community Centre	Eastern Main Road, Sangre Chiquito
Sans Souci Community Centre	Paria Main Road, San Souci	St. Helena Community Centre	Santa Cruz Road
Upper Sangre Grande	EMR, Upper Sangre Grande	Valencia Community Centre	Quare Road, Valencia
Vega de Oropouche Community Centre	3 ½ Toco Main Rd, Vega de Oropouche		

St. George East Community Centres	Address	St. George East Community Centres	Address
Arima Community Centre	12 Anglican Road, Arima	Aripo Community Centre	Aripo Main Road, Aripo Heights
Arouca Community Centre	Victory Street, Arouca	Bamboo Grove #2 Community Centre	LP #54, Jaffar Street, Bamboo Groove #2
Blanchisseuse Community Centre	Recreation Gd Rd, Upper Village	Bon Air East Community Centre	Emperor Boulevard, Bon Air East
Bon Air West Community Centre	Blue Mussel Street, Bon Air West		
Brasso Seco Community Centre	LP #51-1 Lalaja, School Street, Paria Road via Arima, Brasso Seco	Brazil Community Centre	LP #51, Transport Street, Brazil Village, Arima
	Crown Street, Tacarigua		
Cane Farm / Kandahar Community Centre	LP #137, Caura Royal Road, Caura	Carapo Community Centre	Carapo Main Road, Arima
Caura Activity Centre	Southern Main Road	Champ Fleur Community Centre	LP #65 Quarry Drive, Champ Fleur
Curepe Community Centre	Caura Royal Road, El Dorado	D'Abadie Community Centre	Recreation Ground Road, D'Abadie
El Dorado Community Centre	Aripo Village, Arima	Five Rivers Community Centre	5th Street, Five Rivers
Heights of Aripo Community Centre	Cor Centenary St, Paria Main Rd		
La Fillette Community Centre	Centre Trace, La Seiva, St. Joseph	La Esmeralda Community Centre	Esmeralda Drive, La Esmeralda
La Seiva Community Centre	#4 Las Cuevas Rd, Lluengo Village, Maracas Village, St. Joseph	Las Cuevas Community Centre	Paria Main Road, St. Michael Village
Lluengo Community Centre	Herde Lands, Savannah Road, Arima	Lopinot/La Pastora Community Centre	Lopinot Road, Arouca
	LP #51 Holly Betandier Place, Phase 4		
Mt. Pleasant/Calvary Hill	LP #212 Mome La Croix Village	Maracas Bay Community Centre	Grand Fond Road, Maracas Bay
Malabar Community Centre	via Blanchisseuse Road, Arima	Maracas Valley Community Centre	Corner El Chorro Rd and Royal Rd
Mome La Croix Community Centre		Mundo Nuevo Community Centre	Mundo Nuevo Road, via Talparo

CONTINUE ONTO NEXT PAGE

**UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2017**

St. George East Community Centres	Address	St. George East Community Centres	Address
Pinto Road Community Centre	Pinto Road #1, Arima	Real Spring Community Centre	LP #53/1 NUGFW Housing Development, Valsayn
Red Hill Community Centre	Settlement Road, Red Hill, D'Abadie	San Raphael Community Centre	Arena Road San Raphael Village, Arima
Spring Village Community Centre	LP #55 Kalpoo Street, Valsayn	St. Augustine, South Community Centre	Freeman Road, St. Augustine
St. Joseph Community Centre	Market Street, St. Joseph	Surrey Community Centre	LP #68 Lopinot Road, Surrey Village
Tacarigua Community Centre	Bally Street, Tacarigua	Talparo Community Centre	LP 151 Todds Station Road, Talparo
Tunapuna Community Centre	Cor Centenary St and Priority Bus Route	Upper Malabar Community Centre	LP 21 Malabar Main Rd, Malabar, Arima
Wharf Trace Community Centre	Wharf Trace Maracas, St. Joseph		

St. George West Community Centres	Address	St. George West Community Centres	Address
Aranguuez Community Centre	Mahelal Trace, Aranguuez	Bagatelle Community Centre	Bagatelle Road, Diego Martin
Bamboo Grove #3 Community Centre	17 2nd St, Bamboo Grove Settlement #3	Barataria Community Centre	Lower 6th Avenue Extension, Barataria
Beausejour Community Centre	Blue Basin Road Diego Martin	Beetham Community Centre	Phase 4, Beetham Gardens
Belle Vue Community Centre	LP 9 Belle Vue Trace, Long Circular Rd	Belmont Community Centre	47 Jerningham Avenue, Belmont
Bourg Mulatresse Community Centre	Bourg Mulatresse, Lower Santa Cruz	Cantaro Community Centre	Corner James and Charles Streets, Cantaro V'ge Upper Santa Cruz
Cascade Community Centre	Cascade Valley Road	Central Diego Martin Community Centre	1 Jasper Ave, Diamond Vale, Diego Martin
Chinapoo Community Centre	Laventille Ext. Rd, Chinapoo Village Morvant	Cocorite Community Centre	Lady Hochoy Circular, Waterhole
El Socorro Central Community Centre	Straker Trace, El Socorro Extension, San Juan	Febeau Community Centre	Laventille Road, Febeau V'ge, San Juan
Gasparillo Santa Cruz Community Centre	LP#53 El Carment Rd, Gasparillo Village, Santa Cruz	George Street Community Centre	69-81 George Street, Port of Spain
Gonzales Community Centre	4 Upper Quarry Circular Rd, Gonzales	La Pastora / Susconusco	Corner Capriata and La Pastora Road, Upper Santa Cruz
La Seiva Community Centre	Rifle Range Rd, La Seiva, Morvant	Laventille Extension Community Centre	7 Angelina Terrace, Never Dirty Rd, Morvant
Lower St. Barb's Community Centre	15 Lower St. Barb's, Belmont	Maitagal Community Centre	Bushe Street (North) Petit Bourg
Malick 6th Avenue Community Centre	Princess Royal Avenue, 6th Avenue Malick, Barataria	Mango Rose Community Facility	Cor. Duke and Piccadilly Streets, PoS
Maraval Community Centre	Morne Coco Road, Maraval	Misir Community Centre	St. Francois Valley Road, Morvant
Mon Repos, Morvant Community Centre	Mon Repos Road, Morvant	Morvant Central Community Centre	Plover Street Morvant
Moseley Place Community Centre	No. 1 Moseley Place, Port of Spain	Mt. D'Or Community Centre	Mt. D'Or Road, Champ Fleurs
Mt. Hope / Mt. Lambert Community Centre	Community Drive, Mt. Hope	North Diego Martin Community Centre	Church Street, Diego Martin
Patna / River Estate Community Centre	Corner North Post Road and Fuller Streets, River Estate, Diego Martin	Petit Valley Community Centre	Quarry Road., Petit Valley
Picton Community Centre	19 Picton Road, Laventille	Sea Lots Community Centre	Production Avenue, Sea Lots
Shende Street Community Centre	LP#73 Shende Street, Ext. Sunshine Avenue, San Juan	Simeon Road Community Centre	2 Sparrow Drive, Petit Valley
Sogren Trace Community Centre	Sogren Trace, Upper Laventille Rd	South Diego Martin Community Centre	Senior Street, Four Roads, Diego Martin
South Port of Spain Community Centre	69-81 George Street, Port of Spain	Spree Simon Relief Centre	LP22 Picton Rd, Laventille
St. Barb's Central Community Centre	Upper St. Barb's Road, Belmont	St. Joseph Road Community Centre	25 St. Joseph Road, Port of Spain
Straker / Silk Cotton Community Centre	Picton Road, Laventille	Success Central Community Centre	Marcella St, Success Village, Laventille
Trou Macaque Community Centre	Cor. Trou Macaque & Pelican Ext, Laventille	Upper 9th Avenue Community Centre	Cipriani Community Centre, 2nd Caledonia
Upper Boumes Road Community Centre	Upper Boumes Road, St. James	Upper La Canoa Community Centre	Upper La Canoa Rd, Lower Santa Cruz
Upper Morvant / Pelican Ext.	Pelican Extension Road, Morvant	Upper Red Hill Community Centre	Corbin Terrace, Upper St. Barb's Road
Upper Seventh Avenue, Malick	Upper 7th Avenue, Centre Hill, #4 LP33 / 2 Malick		

St. Patrick Community Centres	Address	St. Patrick Community Centres	Address
Ackbar Trace Community Centre	Ackbar Trace, Siparia Old Road	Buenos Ayres Community Centre	Jackson Trace, Buenos Ayres
Bunsee Trace Centre	Bunsee Trace, Penal	Cap-de-Ville Community Centre	School Street, Cap-de-Ville, Main Rd
Cedros Community Centre	Bonasse Village, Cedros	Chatham Community Centre	Beach Road, South Chatham
Clarke Rochard Community Centre	Rochard Road, Penal	Dalley's Village Community Centre	Community Centre Street, Santa Flora
Erin Community Centre	St. Francis Village, Erin	Fanny Village Community Centre	"E" Street, Fanny Village, Point Fortin
Granville Community Centre	Syphoo Trace, Granville Village, Cedros	Guapo Community Centre	Gonzales Village, Guapo, Point Fortin
Katwaroo Trace Community Centre	Katwaroo Trace, Penal	La Brea Community Centre	Point D'Or, Point Sable Road, La Brea
Lachooos Road Community Centre	Lachooos Road, Penal	Los Bajos Community Centre	Shearer Street, Los Bajos
Lot 10 Community Centre	Lot 10 Village, Parylands Road, Guapo	Mendez Community Centre	Mendez Village, via Siparia
Mon Desir Community Centre	Mondesir Delhi Road, Fyzabad	Morne Diablo Community Centre	Scotts Road, Morne Diablo
Mulchan Trace Community Centre	Mulchan Trace, Penal	New Village Community Centre	Pilgrim Street, New V'ge Pt. Fortin
Palo Seco Los Charos Community Centre	SS Erin Road, Palo Seco	Palo Seco Settlement	Wilson Street, Beach Road, Palo Seco
Penal Central Community Centre	Community Centre St, Clarke Rd, Penal	Penal Rock Road 4 mm	31 1/4 m.m. Rock Road
Rancho Quemado Community Centre	SS Erin Road, Rancho Quemado	Rousillac Community Centre	Happy Hill Road SMR, Rousillac
Siparia Community Centre	Grell Street, Siparia	Sobo Community Centre	Sobo Main Rd, Sobo Village, La Brea
South Oropouche Community Centre	Tito Hill, South Oropouche	Techier Community Centre	Techier Main Rd, Techier Village, Point Fortin
Thick Village Community Centre	Thick Village, Siparia Old Road	Timital Community Centre	Timital, Pluck Road
Vance River Community Centre	No.1 Alexander Street, Vance River Village, La Brea	Vessigny Community Centre	Vessigny Village

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2017

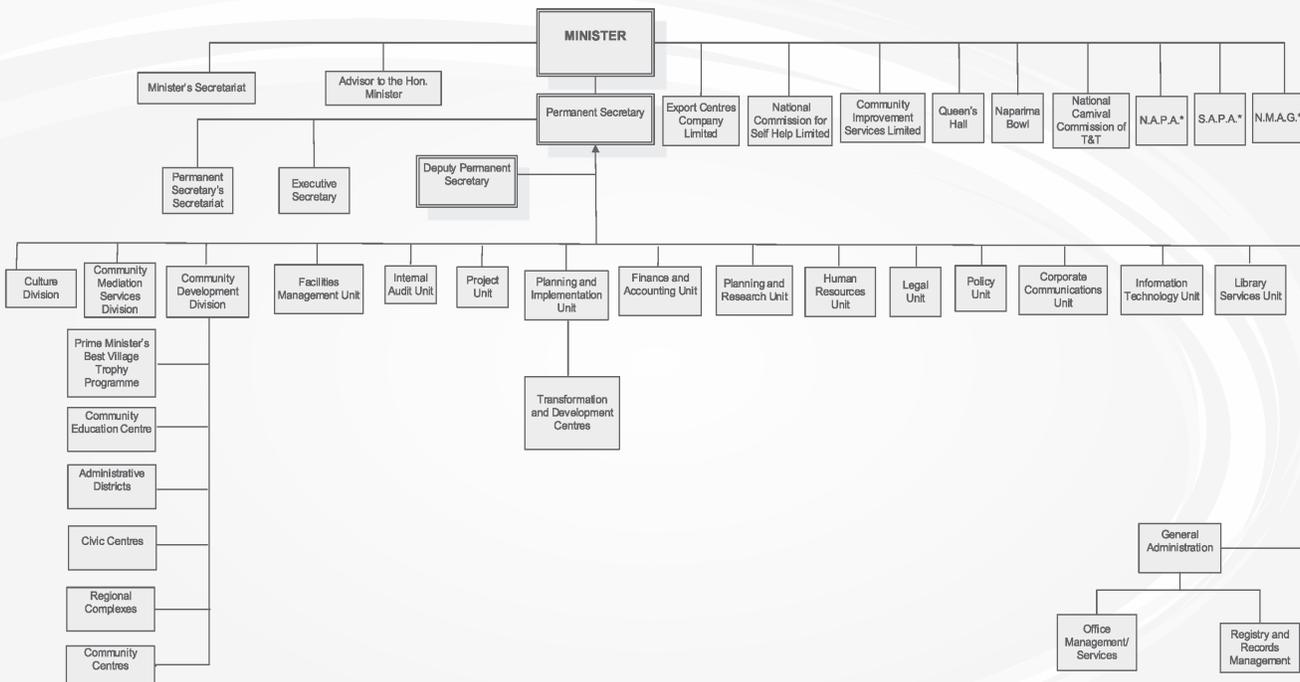
Victoria East Community Centres	Address	Victoria East Community Centres	Address
Basseterre Community Centre	1827 Basse Moruga Road, Basseterre	Cunjal Community Centre	237 Cunjal Road, Barrackpore
Gran Chemin Community Centre	Cor. La Retreat & Moruga Rd, Gran Chemin, Moruga	Hardbargain Community Centre	Sister's Road, Dyer V'ge Hard Bargain
Hindustan Community Centre	Hindustan Road, New Grant	La Gloria Community Centre	Mc Clean Trace, New Grant
La Lune Community Centre	40G La Lune Village, Moruga	Lengua Community Centre	St. Croix Road, Lengua
Lower Brothers Road Community Centre	1mm Torrib Tabaquite Road, Brothers, Rio Claro	Manahambre Community Centre	2nd Brothers Hope Road, Manahambre
Marac Community Centre	Joseph Jean Road, Marac Village	Princes Town Community Centre	Knolly Street, Princes Town
Robert Village Community Centre	20 ¼ m.m. Naparima Mayaro Rd, Princes Town	Sisters Road Community Centre	Corner Nuckcheddy & Sister's Rd, New Grant
St. Croix Community Centre	4 m.m. St. Croix Road, Princes Town	Strange Community Centre	Cumuto Road, Barrackpore
Valley Line Community Centre	#2 Junction Rochard Douglas Rd, Barrackpore	Williamsville Community Centre	Kent Street, Williamsville

Victoria West Community Centres	Address	Victoria West Community Centres	Address
Bamboo / Duncan Community Centre	No. 1 Canaan Rd, Bamboo Village, La Romaine	Caratal #2 Community Centre	281 Caratal Road, Maryland, Gasparillo
Cocoyea Community Centre	St. Andrew's Avenue, Cocoyea	Debe Community Centre	Wellington Road, Debe
Diamond Community Centre	Picton Street, off Papourie Rd, Diamond Village	Embacadere Community Centre	Lady Hailles Avenue, Embacadere, San Fernando
Friendship Community Centre	Cipero Road, Friendship Village	Gasparillo Community Centre	121 Bonne Aventure Main Road, Gasparillo
Golconda Community Centre	Golconda Road, Golconda	Gulf View Community Centre	Recreation Avenue, Gulf View, La Romaine
Hermitage Community Centre	Hermitage Village Dumfries Road, Hermitage	La Fortune Community Centre	Lot #33 La Fortune
La Romaine Community Centre	Lucky Street, La Romaine	Macaulay Community Centre	Macaulay Road
Marabella Community Centre	Market Street, Union Park East, Marabella	Mayo Community Centre	1 Palm Street, Mayo Village, Mayo
Petit Mome Community Centre	7 Hibiscus St., Petit Mome Settlement, Ste. Madeleine	Piparo Community Centre	L.P. 76 Pascal Road
Pleasantville Community Centre	#2 Prince Albert Street, Pleasantville	Rambert Community Centre	Cedar Grove Rd, Rambert Village, La Romaine
Reform Village Community Centre	Reform Village Reform	St. Charles Community Centre	St. Charles Road, St. Charles
St. John's Community Centre	St. John's Street, St. John's	St. Margaret's Community Centre	St. Margaret's Village Claxton Bay
Tortuga Community Centre	328 Mayo Road, Tortuga Village, Tortuga	Union Community Centre	Sand Spring Rd, Recreation Gr'd Trace, Claxton Bay
Whiteland Community Centre	Whiteland Junction off Mome Roche Rd, Whiteland	Woodland Community Centre	La Fortune Road, Woodland

Culture Division

The mandate of the Culture Division is to support and guide the development of the artistic manifestations of our culture through the support of the work of cultural and religious organizations, national cultural organisations as well as deserving individuals. The Division also bears the responsibility for the oversight and management of the National Steel Symphony Orchestra, National Philharmonic Orchestra and the National Theatre Arts Company.

ORGANIZATIONAL CHART OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS



\* N.A.P.A. – Northern Academy of the Performing Arts  
 S.A.P.A. – Southern Academy of the Performing Arts  
 N.M.A.G. – National Museum and Art Gallery

## UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2017

### **SECTION 7 (1) (a) (ii)**

Categories of documents in the possession of the Ministry of Community Development, Culture and the Arts:

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry;
2. Personnel Files - which detail all appointments to date, job specifications, job applications, promotions, transfers, resignations, deaths, retirements, leave, vacation;
3. Files dealing with the accounting and financial management function of the Ministry;
4. Financial records (vote books, cheques, journals, pay records, vouchers, purchasing orders, receipts etc.);
5. Audit files;
6. Procurement Files - dealing with matters relating to the procurement of goods and services and equipment;
7. Charts/Photographs/Compact Discs/Diskettes/Abstracts/Tapes/Catalogues/Brochures;
8. News releases and speeches originating in the Ministry;
9. Documents related to the strategic review of the Ministry;
10. Cabinet Documents – Notes and Minutes;
11. Policy and procedure documents;
12. Registers of internal and external correspondence;
13. Files dealing with official functions, conferences and events hosted and attended by the Ministry;
14. Files dealing with internal and external circulars, memoranda, notices, bulletins etc.;
15. Inventories and listings;
16. Periodicals and publications;
17. Board Appointments;
18. Legislation and legal instruments;
19. Reports – Statistical, Annual, Quarterly, Bi-annual, Monthly, Audit, Technical;
20. Books, booklets, calendars, leaflets, brochures, newsletters, newspaper clippings and posters, periodicals and publications;
21. Files dealing with training, local and foreign and technical cooperation;
22. Minutes of Board and Management Meetings;
23. Books and journals; and
24. Files dealing with official functions, conferences and events hosted and attended by the Ministry.

### **SECTION 7 (1) (a) (iii)**

Material prepared for publication or inspection.

Currently on the Ministry's website the following documents are available for publication or inspection:

- I. Carnival Trinidad & Tobago Style, The Blueprint, Draft
- II. Towards Improvement & Excellence – Report on Carnival Observations 2012 – 2014
- III. 'Cultural Development: The Dynamic Significance of the Arts and Cultural Industries in Trinidad and Tobago' – A Cultural Mapping Exercise.

The public may inspect and/or obtain copies of the following material between the hours of 8:00 a.m. and 4:00 p.m. on normal working days at the Ministry's Library situated at:-

Ministry of Community Development, Culture and the Arts  
 Corner Jerningham Avenue and Queen's Park East,  
 Belmont,  
 Port of Spain, Trinidad.

- Annual Reports
- Brochures
- Advertisements
- Public Notices
- Press Releases.

All general information can also be sourced at the Ministry's website at  
<http://www.cdca.gov.tt>

### **SECTION 7 (1) (a) (iv)**

Literature available by subscription.

Not applicable at this time.

### **SECTION 7 (1) (a) (v)**

The procedure to be followed when accessing documents from the Ministry of Community Development, Culture and the Arts.

#### **1. How to request information**

##### **• General Procedure**

The policy of the Ministry of Community Development, Culture and the Arts is to respond to all requests, both oral and written, for information. However, in order to give effect to the applicant's rights under the FOIA (for example the right to challenge a decision if a request for information is refused), the application must be made in writing. An applicant must, complete the appropriate form ("Request For Access To Official Document(s)") available from the Ministry's Reception Desk or from its Designated Officer, for information that is not readily available in the public domain.

## UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2017

- **Addressing Requests**

To facilitate the prompt handling of a request, it should be addressed to the Designated Officer at the Ministry of Community Development, Culture and the Arts.

**The Designated Officer is:**

Ms. Ann Belmontes  
 Research Officer II (Ag.)  
 Ministry of Community Development,  
 Culture and the Arts  
 Level 8, Nicholas Tower  
 #63-65 Independence Square  
 Port-of-Spain  
 Tel: 623-7066 ext. 5200 Fax: 627-1941

**The Alternate Officer is:**

Ms. Nikesha Caesar  
 Legal Officer I  
 Ministry of Community Development,  
 Culture and the Arts  
 Level 18, Nicholas Tower  
 #63-65 Independence Square  
 Port-of-Spain  
 Tel: 623-7066 ext. 5158

- **Details in the request**

An applicant 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. An applicant who is unsure how to write a request or what details to include should inquire from the Designated Officer.

- **Request not handled under the FOIA**

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the Ministry of Community Development, Culture and the Arts or from another public authority (e.g. brochures and pamphlets etc.), or if the said information is exempted.

### 2. Responding to your Request

- **Retrieving Documents**

The Ministry of Community Development, Culture and the Arts is required to furnish copies of documents only when they are in its possession.

- **Furnishing Documents**

The Ministry of Community Development, Culture and the Arts is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead the best copy possible will be furnished.

Please note that the Ministry of Community Development, Culture and the Arts is not compelled to do the following:

- (a) Create new documents, or
- (b) Perform research for an applicant.

### 3. Time Limits

- **Time Allowed**

The Ministry of Community Development, Culture and the Arts will determine whether to grant a request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA.

- **General**

The FOIA sets certain time limits for a public authority to decide whether to disclose documents requested. If the Ministry fails to meet the deadlines, the FOIA gives an applicant the right to proceed as if the request has been denied. Every effort will be made to comply with the time limits, but where it appears that processing a request may take longer than the statutory limit, the Ministry will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or routed, an applicant may wish to call or write to confirm that the Ministry has received a request and to ascertain its status.

### 4. Fees and Charges

Section 17 (1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

#### **SECTION 7 (1) (a) (vi)**

The Designated Officer in the Ministry of Community Development, Culture and the Arts is responsible for:

- (a) the initial receipt of, and action upon, notices under section 10 of the FOIA;
- (b) requests for access to documents under section 13 of the FOIA; and
- (c) applications for correction of personal information under section 36 of the FOIA.

**The Designated FOI Officer is:**

Ms. Ann Belmontes  
 Research Officer II (Ag.)  
 Ministry of Community Development,  
 Culture and the Arts  
 Level 8, Nicholas Tower  
 #63-65 Independence Square  
 Port-of-Spain  
 Tel: 623-7066 ext. 5200 Fax: 627-1941

## UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2017

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

Advisory Boards, Councils, Committees and other Bodies established for the purpose of advising (when meetings/minutes are open to the public).

- Board of Management, Queen's Hall;
- Board of Commissioners, National Carnival Commission;
- Board of Management, Naparima Bowl;
- Board of Management, National Museum and Art Gallery.

There are currently no Management Committees at this time for the following Statutory Bodies:

- National Academy for the Performing Arts (N.A.P.A); and
- Southern Academy for the Performing Arts (S.A.P.A).

### **SECTION 7 (a) (viii)**

The provision of a library or reading room by the public authority for use by members of the public.

Information can be accessed at our Library which is located on the Ground Floor of the Ministry of Community Development, Culture and the Arts at the Corner of Jemingham Avenue and Queen's Park East, Belmont, Port of Spain.

The library is open to the public (for research purposes only) from Monday to Friday between the hours of 8:00 a.m. to 4:00 p.m. in order to better serve your information needs. It is highly recommended that requests are made in advance by telephone at 625-3112 ext. 3056

### **SECTION 8 STATEMENTS**

#### **SECTION 8 (1) (a) (i)**

This section pertains to documents utilised by the Ministry for its use and guidance. Documents containing interpretations or particulars of written laws or schemes administered by the Ministry not being particulars contained in another written law are as follows:

- Constitution of the Republic of Trinidad and Tobago Chapter 1:01
- Laws of the Republic of Trinidad and Tobago: Civil Service Act and Regulations, 1966, Chapter 23:01
- Laws of the Republic of Trinidad and Tobago: Public Service Commission Regulations, 1966, Chapter 88:01
- Laws of the Republic Trinidad and Tobago: Exchequer and Audit Act Chapter 69:01
- Pensions Act Chapter 23:52 and amendments thereto
- Financial Regulations
- Freedom of Information Act, Chapter 22:02, Act 26 of 1999
- Naparima Bowl Act Chapter 40:51
- National Carnival Commission of Trinidad and Tobago Act Chapter 42:01
- Queen's Hall Act Chapter 40:50
- National Museum and Art Gallery Act Chapter 40:52
- National Carnival Bands Association of Trinidad and Tobago Act No. 27 of 2007
- Trinbago Unified Calypsonians' Organisation Act No. 33 of 1998
- Pan Trinbago Act No. 5 of 1986.

Some of these documents can be purchased from the Government Printer or accessed online via [www.tparliament.org](http://www.tparliament.org), [www.legalaffairs.gov.tt](http://www.legalaffairs.gov.tt) or [www.ttconnect.gov.tt](http://www.ttconnect.gov.tt).

#### **SECTION 8 (1) (a) (ii)**

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

Other documents which guide the operations of the Ministry include:

- Circular Memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Office, Director of Personnel Administration and other Departments.
- Annual Budget Documents of the Republic of Trinidad and Tobago.

#### **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.

A Guide to the 1999 Freedom of Information Act Chapter 22:02 – available at the Freedom of Information Unit, Ministry of Public Administration and Communications.

### **SECTION 9 STATEMENTS**

#### **SECTION 9 (1) (a)**

Any report, or a statement containing the advice or recommendations, of a body or entity established within the Ministry of Community Development, Culture and the Arts.

There are no reports or statements to be published under this section at this time.

#### **SECTION 9 (1) (b)**

Any report, or a statement containing the advice or recommendations:

- of a body or entity established outside the Ministry of Community Development, Culture and the Arts by or under a written law; or

911—Continued

**UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2017**

- by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the Ministry of Community Development, Culture and the Arts or to the responsible Minister of the Ministry of Community Development, Culture and the Arts.

There are no reports or statements to be published under this section at this time.

**SECTION 9 (1) (c)**

Any report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the Ministry of Community Development, Culture and the Arts.

There are no reports or statements to be published under this section at this time.

**SECTION 9 (1) (d)**

Any report, or a statement containing the advice or recommendations, of a committee established within the Ministry of Community Development, Culture and the Arts to submit a report, provide advice or make recommendations to the responsible Minister for the Ministry of Community Development, Culture and the Arts or to another officer of the Ministry who is not a member of such committee.

There are no reports or statements to be published under this section at this time.

**SECTION 9 (1) (e)**

Any report (including a report concerning the results of studies, surveys or tests) prepared for the Ministry of Community Development, Culture and the Arts by a scientific or technical expert, whether employed within the Ministry or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- 'Cultural Development: The Dynamic Significance of the Arts and Cultural Industries in Trinidad and Tobago' – A Cultural Mapping Exercise.

**SECTION 9 (1) (f)**

Any report prepared for the Ministry of Community Development, Culture and the Arts by a consultant who was paid for preparing the report.

- Report on the Prime Minister's Best Village Trophy Programme
- Carnival Management Models
- Carnival Governance and Financing Model.

**SECTION 9 (1) (g)**

Any report prepared within the Ministry of Community Development, Culture and the Arts 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.

- Towards Improvement & Excellence – Report on Carnival Observations 2012 – 2014.

**SECTION 9 (1) (h)**

Any report on the performance or efficiency of the Ministry of Community Development, Culture and the Arts, or of an office, division or branch of the Ministry, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Ministry.

- The Annual Reports: 2009/2010 of the former Ministries of the Arts and Multiculturalism and Community Development
- The Annual Report: 2010/2011 of the former Ministry of the Arts and Multiculturalism
- The Annual Reports: 2012/2013 of the former Ministries of the Arts and Multiculturalism and National Diversity and Social Integration
- The Annual Report: 2013/2014 of the former Ministries of the Arts and Multiculturalism and National Diversity and Social Integration.

**SECTION 9 (1) (i)**

Any statement prepared within the Ministry of Community Development, Culture and the Arts and containing policy directions for the drafting of legislation.

There are no reports or statements to be published under this section at this time.

**SECTION 9 (1) (k)**

Any report of a test carried out within the Ministry of Community Development, Culture and the Arts on a product for the purpose of purchasing equipment.

There are no reports or statements to be published under this section at this time.

**SECTION 9 (1) (l)**

Any environmental impact statement prepared within the Ministry of Community Development, Culture and the Arts.

There are no reports or statements to be published under this section at this time.

**SECTION 9 (1) (m)**

Any valuation report prepared for the Ministry of Community Development, Culture and the Arts by a valuator, whether or not the valuator is an officer of the Ministry.

There are no reports or statements to be published under this section at this time.