



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 58

Caroni, Trinidad, Friday 11th January, 2019—Price \$1.00

No. 4

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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—*

Land Acquisition (Possession of Land Prior to Formal Vesting in the State) (No. 2) Order, 2019—(Legal Notice No. 7 of 2019)

Land Acquisition (Possession of Land Prior to Formal Vesting in the State) (No. 3) Order, 2019—(Legal Notice No. 8 of 2019)

Land Acquisition (Possession of Land Prior to Formal Vesting in the State) (No. 4) Order, 2019—(Legal Notice No. 9 of 2019)

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## APPOINTMENT TO ACT AS MINISTER OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE CHERRIE-ANN CRICHLow-COCKBURN, a member of the House of Representatives who is a Minister, to act in the Office of Dr. the Honourable NYAN GADSBY-DOLLY, Minister of Community Development, Culture and the Arts, with effect from 19th December, 2018 and continuing during the absence from Trinidad and Tobago of the said Dr. the Honourable Nyan Gadsby-Dolly M.P., in addition to the discharge of her normal duties.

14th December, 2018.

C. MAHADEO  
*for Secretary to Her Excellency  
the President*

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## APPOINTMENT TO ACT AS MINISTER OF AGRICULTURE, LAND AND FISHERIES

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE CAMILLE ROBINSON-REGIS, a member of the House of Representatives who is a Minister, to act in the Office of the Honourable CLARENCE RAMBHARAT, Minister of Agriculture, Land and Fisheries, with effect from 17th December, 2018 and continuing during the absence from Trinidad and Tobago of the said the Honourable Clarence Rambharat in addition to the discharge of her normal duties.

14th December, 2018.

C. MAHADEO  
*for Secretary to Her Excellency  
the President*



**PUBLIC STATEMENT  
OF  
THE SERVICE COMMISSIONS DEPARTMENT  
IN COMPLIANCE WITH SECTIONS 7, 8, AND 9  
OF THE FREEDOM OF INFORMATION ACT, 1999 (FOIA)**

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In accordance with Sections 7, 8, and 9 of the Freedom of Information Act, 1999 (FOIA) the Service Commissions Department is required by law to publish the following statement which lists the documents and information generally available to the public.

**The Act gives members of the public:-**

- A legal right for each person to access information held by the Service Commissions Department
- A legal right for each person to have official information relating to him/herself amended where it 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.

**FUNCTIONS OF THE SERVICE COMMISSIONS**

The Service Commissions are constitutional bodies established under the Constitution Chapter 1:01 of the Laws of the Republic of Trinidad and Tobago

- The Public Service Commission – The Civil, Fire and Prison Services (Sections 120 and 121)
- The Police Service Commission – The Police Service (Sections 122 and 123) as amended by Act #6 of 2000
- The Teaching Service Commission – The Teaching Service (Sections 124 and 125)
- The Judicial and Legal Service Commission – The Judicial and Legal Service other than the office of a Judge (Sections 110 and 111)

**The powers of the Commissions are as follows:-**

- To Appoint;
- To Promote;
- To Transfer;
- To Confirm
- To Remove; and
- To exercise Disciplinary Control

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PUBLIC STATEMENT OF THE SERVICE COMMISSIONS DEPARTMENT IN  
COMPLIANCE WITH SECTION 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999—CONTINUED

## Additional function for Police Service Commission to include

- Monitor the efficiency and effectiveness of the discharge of the Commissioner of Police /Deputy Commissioner of Police
- Prepare annual performance Appraisal reports on the Commissioner of Police and Deputy Commissioner of Police

The Members of the Commissions are appointed by the President after consultation with the Prime Minister and the Leader of the Opposition. They are appointed for a fixed term of not less than three (3) years and not more than five (5) years.

## Section 7(1) (a) (i)

**FUNCTION AND STRUCTURE OF THE SERVICE COMMISSIONS DEPARTMENT**

The primary function of the Service Commissions Department is to provide supporting services to enable the Service Commissions to discharge their constitutional responsibilities of staffing and exercising disciplinary control over the Public Service.

**Mission Statement:**

To revolutionize Service Commissions Department processes and services by leveraging technology to provide robust advisory services to our clients support the Commission's monitoring and policy responsibilities and to do so through our core values.

**Vision Statement:**

A team of Human Resource Specialist committed to excellence in service and meeting customer needs through timely and quality services.

The Service Commissions Departments are located as follows:-

**Head Office**  
**Cipriani Plaza,**  
**52-58 Woodford Street,**  
**Port of Spain**

**Police Service Commission Secretariat**  
**Corner Pasea Main Road and**  
**Churchill Roosevelt Highway**  
**Tunapuna**

**#31 Wilson Road**  
**Scarborough**  
**Tobago**

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PUBLIC STATEMENT OF THE SERVICE COMMISSIONS DEPARTMENT IN  
COMPLIANCE WITH SECTION 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999—CONTINUED

**Section 7(1) (a) (ii)****CATEGORIES OF DOCUMENTS HELD BY THE SERVICE COMMISSIONS DEPARTMENT**

1. Confidential Personnel files for each officer in the Service (birth certificates, qualifications, personal data, staff reports, medical reports).
2. Notes and Commissions' Minutes of meetings (record of discussions by Commissioners at meetings and Commissions' decisions).
3. Documents required for decision-making in the various functional areas: -
  - a) Appointments (application forms, academic certificates, birth certificates, examination results, character references, evaluation forms, advertisements of vacancies, job specifications, security vetting reports, interview results, seniority lists, Order-of-Merit Lists).
  - b) Confirmation of appointments (progress reports, recommendations).
  - c) Promotions (staff reports, recommendations, merit lists, examination results, evaluation forms, seniority lists, establishments).
  - d) Transfers (notices of transfer, representations).
  - e) Discipline (investigating officers' reports, disciplinary tribunal reports, record of evidence before tribunals, recommendations).
  - f) Retirements/Resignations (staff reports, medical reports, and recommendations)

**These documents pertain to:-**

- The operations of the Commissions with respect to the services under its administration.
  - The administration of the Service Commissions Department.
4. Documents relating to the administration of the Service Commissions Department:
    - Files dealing with administrative support and general administrative documents for the operations of the Service Commissions Department.
    - Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
    - Files dealing with the accounting and financial management function of the Service Commissions Department.
    - Financial Records (cheques, vouchers, receipts, journals etc.)
    - Files dealing with matters relating to the procurement of supplies, services and equipment.
    - Internal and external correspondence files.
    - Legislation and legal instruments.
    - Files dealing with circulars, memoranda, notices, bulletins etc.
  5. Policy Documents:-
    - Annual Commissions reports
    - Procedure manuals and handbooks for staff.

PUBLIC STATEMENT OF THE SERVICE COMMISSIONS DEPARTMENT IN  
COMPLIANCE WITH SECTION 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999—CONTINUED

- Strategic plans
  - Re-structuring proposals.
  - Working papers
  - Circulars.
6. Legal Documents (legal opinions, instructions for amendments to regulations and delegation orders, matters involving the Commissions, Public Service Appeal Board proceedings, laws, legal notices, judgment, law reports, legal text, working papers).
7. Official Publications (Regulations, Delegation Orders, circulars, brochures, periodicals, training materials including videos).
8. Reference Materials (texts, periodicals, newspapers, research materials).

**DOCUMENTS AVAILABLE FOR INSPECTION**

- Official Publications (Regulations, Delegation Orders, Circulars, Brochures)
- Reference Materials (Newspapers, Research Materials, Texts)
- Policy Documents (Handbook for Staff, Annual Commissions' Reports).

**Documents available for inspection upon request:**

- 1.) Documents required for decision-making in the various functional areas:-
- a) Appointments (application forms, academic certificates, birth certificates, examination results character references in respect of officers/applicants. Evaluation forms, advertisements of vacant job specifications.
  - b) Confirmation of appointments (progress reports, recommendations).
  - c) Promotions (staff reports of officers, recommendations evaluation forms).
  - d) Transfers (notices of transfer, representations).
  - e) Retirements/Resignations (staff reports, medical reports, and recommendations).
  - f) Seniority List.
  - g) Order-of-Merit List.
  - h) Establishments Records.
  - i) Job Specifications.
  - j) Examination Scripts.

PUBLIC STATEMENT OF THE SERVICE COMMISSIONS DEPARTMENT IN  
COMPLIANCE WITH SECTION 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999—CONTINUED

### DOCUMENTS EXEMPT FROM INSPECTION

- Internal working documents
- Documents subject to legal privilege
- Documents affecting personal privacy
- Documents containing material obtained in confidence
- Documents to which secrecy provisions apply

### PROCEDURE TO ACCESS DOCUMENTS

The Service Commissions Department is willing to answer all requests both oral and written for information. However, applicants must make their request in writing by completing the prescribed “Request for Information” form available in the Reception area of the Service Commissions Department. These forms must only be completed for information that is not readily available in the public domain or from another public authority.

### ADDRESSING REQUESTS

To facilitate the prompt handling of requests, please address them to the Designated Officer of the Service Commissions Department.

### DETAILS IN THE REQUEST

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

### REQUESTS NOT HANDLED UNDER FOIA

A request under the FOIA will not be processed to the extent that it asks for information, which is currently available in the public domain, either from the Service Commissions Department or from another public authority, for example brochures and pamphlets etc.

### RESPONDING TO YOUR REQUEST/RETRIEVING DOCUMENTS:

The Service Commissions Department is required to furnish copies of documents only when they are in its possession or where it can be retrieved from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

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

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PUBLIC STATEMENT OF THE SERVICE COMMISSIONS DEPARTMENT IN  
COMPLIANCE WITH SECTION 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999—CONTINUED**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.

**PLEASE NOTE WE ARE NOT COMPELLED TO DO THE FOLLOWING:**

- ◆ 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.
- ◆ Perform research for you.

**TIME LIMITS****GENERAL**

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request.

**TIME ALLOWED**

We will determine whether to grant your request for access to information as soon as practicable but no longer than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.

**THE DESIGNATED OFFICER IS:**

**Mrs. Carla Bailey**  
**Acting Human Resource Adviser II**  
Service Commissions Department  
DFL Building  
10 Cipriani Boulevard  
Newtown  
Port of Spain  
Tel: 623-2711 Ext. 2433

**THE ALTERNATE OFFICERS ARE:**

**Mrs. Coomarie Goolabsingh**  
**Acting Deputy Director of Personnel**  
**Administration**  
Service Commissions Department  
Cipriani Plaza  
52-58 Woodford Street  
Port of Spain  
Tel: 623-2711 Ext. 2297

**Ms Prabhwatie Maraj**  
**Acting Director of Personnel Administration**  
Service Commissions Department  
Cipriani Plaza  
52-58 Woodford Street  
Port of Spain  
Tel: 623-2711 Ext. 2290

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

FREEDOM OF INFORMATION ACT (FOIA) 1999

2018 Updated Public Statement of

THE WATER AND SEWERAGE AUTHORITY (WASA)

In compliance with Sections 7, 8 and 9 of The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7 (1) b, 8 (2) (b) and 9 (2) (b) of the Freedom of Information Act 1999 (FOIA), the Water and Sewerage Authority (WASA) is required by law to publish the following **Updated Statement for 2018** which lists the documents and information generally available to the public.

The Act gives members of the public:

- A legal right for each person to access information held by WASA;
- A legal right for each person to have official information relating to him/her amended where it 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

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### SECTION 7 (1) (a) (i)

#### Function and structure of WASA

#### Mission Statement:

WASA's Mission as a Customer Service Business is:

- *To be a leading provider of water and wastewater services*
- *To deliver customer service along the highest internationally recognised and accepted standards*
- *To continuously develop best business practices utilizing advanced technology and a well developed and motivated workforce*
- *To leverage on industry expertise to offer global water and wastewater services*
- *To sustain a commercialised business while remaining sensitive to our stakeholders and the environment*



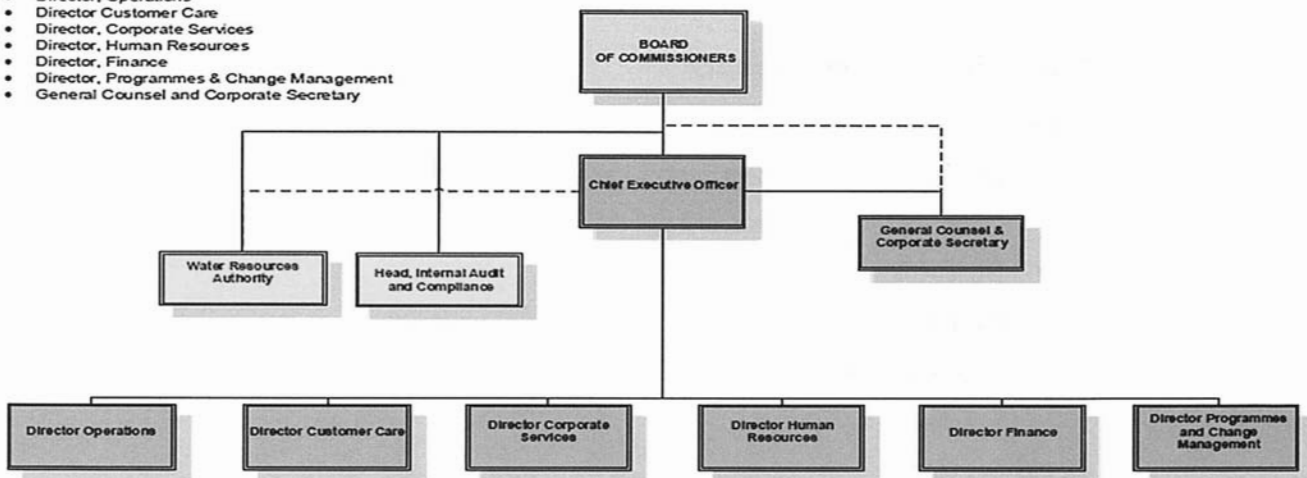
2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

WASA is a statutory body established in 1965 by an Act of Parliament, Chapter 54:40 of the Revised Laws of the Republic of Trinidad and Tobago. It comprises a Board of Commissioners headed by the Chairman, an Executive Management Team headed by the Chief Executive Officer and permanent and contract staff.

WATER AND SEWERAGE AUTHORITY  
EXECUTIVE TOP STRUCTURE CHART

Executive Management Team

- Chief Executive Officer
- Director, Operations
- Director Customer Care
- Director, Corporate Services
- Director, Human Resources
- Director, Finance
- Director, Programmes & Change Management
- General Counsel and Corporate Secretary



31.12.2016  
Human Resources Division

DETAILS OF RESPONSIBILITY CENTRES

Office of the Chief Executive Officer

- Internal Audit & Compliance
  - Internal Auditing
  - Compliance Auditing
  - Governance & Risk Management
  - Policy Reviews

Head, Water Resources Authority

- Water Resources Management
  - Watershed Management
  - Adopt\_a River Programme
  - Planning and investigations

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

- Licensing and allocation
- Monitoring and data management
- Instrumentation and telemetry

**General Counsel & Corporate Secretary**

➤ **Corporate Secretariat**

- Board & Committees
- Corporate Governance
- Statutory Compliance (FOIA, SEC)
- Contracts
- Office Services

➤ **Legal Services**

- Land and Property Administration
- Commercial and Contract Management
- Claims Management
- Litigation
- Arbitration
- Alternative Dispute Resolution
- Legal Advisory and Opinions

**Director, Operations**

➤ **North, South & Tobago Regions**

- Water Treatment and Production
- Water Distribution and Transmission (Pipeline maintenance, System management and Road Restoration)
- Wastewater Management (Collection, Treatment and Disposal)
- Asset Maintenance (Routine, Preventative, Predictive)
- Water Quality Monitoring and Management

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

- Technical Services (Water Production and Distribution Optimization, Asset Optimization, Research and Development, SCADA Systems)
  - Operations Administration
  - Water Loss Control
- Projects
- Major Pipeline Installation

**Director, Finance**

- Project Accounting
- Project Expenditure Reporting
  - Funds Management
  - Project Accounting & Reconciliation
- Management Services
- Preparation of Authority's Draft Estimates of Expenditure
  - Preparation of Mid-Term Review
  - Budget Compliance and Cost Control
  - Cost and Expenditure Analysis
- Financial Services
- Preparation of Monthly Management Accounts
  - Preparation of Audited Financial Statements
  - Maintenance of a Fixed Assets Register
  - Preparation of Bank Reconciliation Statements
- Exchequer Services
- Payment of Goods and Services to Creditors
  - Management queries of Creditors' Accounts

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

- Payment of Employee Salaries, Wages and other Approved Allowances
- Disbursement of Employee and Creditor Cheques and Preparation of Statutory Deductions

➤ Treasury

- Loan Portfolio Management
- Cash Flow Management
- Foreign Currency Management
- Reporting
- Loans Management
- Funds Management and Investment
- Treasury Management

➤ Procurement

- Contracts
- Supply Management

➤ Inventory

- Procurement Warehousing
- Stock Management
- Stores Accounting

**Director, Corporate Services**

➤ Facilities Management

- Grounds and Building Maintenance
- Accommodation Management
- Land and Risk Management
- Insurance Portfolio Management

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED➤ Security

- Security Services
- Inter-Agency Relations
- Investigations

➤ Information Communication Management

- Application Development, Administration and Support
- Network Maintenance
- Telecommunications
- Information Systems support and services
- Database Administrative and Management
- Systems Administration (Security, Network, Email, Server)
- Strategy and Administration (Solutions Evaluations, IT Contract Management)

➤ Transport Services

- Fleet Management and Maintenance
- Fleet Contract Management

➤ Records Management

- Mail Management
- Document Management
- Document Preservation
- Document Retention
- Records and Information Management

**Director, Customer Care**➤ Corporate Communications

- Brand Management
- Public Education
- Event Planning/Management

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

- Stakeholder Feedback
- Social Responsibility
  
- Customer Care and Service Enhancement
  - Call Center Management
  - Customer Service Strategy, Policies and Procedures Development
  - Customer Needs Assessment & Engagement Strategies
  
- Customer Response
  - Customer Care Outreach
  - Service Level Monitoring
  - Community Relations
  
- Customer Business Service
  - Customer & Revenue Growth
  - Service Centers Management
  - Business Enhancement
  - Customer Accounting and Customer Information Management
  - Customer Interface
  - Metering

**Director, Programmes & Change Management**

- Project Implementation
  - Pipeline Repair and Installation
  - Management of Contracted Projects
  - Management of Self Help Projects
  
- Water Projects
  - Water Project Appraisal
  - Engineering and Process Designs

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

- Wells Designs
- Network Designs
- Network and Pressure Management
- Stakeholder Consultations
- Regulatory Management
  - Workplace Health and Safety
  - Regulatory Compliance
  - Emergency and Risk Management
  - Environmental Monitoring and Reporting
- Wastewater Projects
  - Project Feasibility and Appraisal
  - Project Planning, Designs and Review
  - Projects Contracts Negotiations
  - Project Monitoring
  - Project Support and Administration
  - Project Finance Monitoring
  - Stakeholder Management
  - Stakeholder Consultations
- Strategic Planning
  - Strategic Planning
  - Tariff Reviews
  - Project Portfolio Risk Identification
  - Project Documentation Management and Control
  - Portfolio Reporting
  - Portfolio Support and Services
  - Change Management
- Research & Development
  - Infrastructure Designs Approval (Commercial and Developments)

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

- Building and Development Approval
- Compliance Monitoring of Building Designs
- Approval of interconnections (New Development)
- System Optimization
- Engineering Drawing and Designs
- Geomatics Surveys
- Geoinformatics

**Director, Human Resources**

- **Workforce Planning & Organizational Development**
  - HR Policy Development and Monitoring
  - HR Risk Identification Monitoring & Reporting
  - HR Measurements
  - HR Auditing
  - Employee Engagement Strategy Development
  - Job Evaluations, Classification and Job Description Development
  - Manpower Demand and Supply Forecasting
  - Performance Management
  - Succession and Career Planning and Management
  - Knowledge and Talent Management
  
- **Training and Development**
  - Programme Design, Facilitation and Monitoring
  - Talent Development, Planning and Monitoring
  - Internship and Apprenticeship programme Management
  
- **Administrative Services**
  - Employee Resources and Retention
  - Leave Administration



2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

- Medical Plan Administration
  - HR Information Management
  - Employee Separation and Pensions Management
  - Wages and Salary Administration
- Workforce Assessment
- Industry Standards Development and Management
  - Workforce Assessment and Certification
  - Programme Design and Facilitation
- Workforce Wellness
- Employee Support
  - Workforce Wellness Programmes Administration
- Industrial Relations
- Employee Relations
  - Collective Bargaining & Research
  - Salary Benchmarking
  - Grievances & Discipline Management

### **EFFECT OF FUNCTIONS ON MEMBERS OF THE PUBLIC**

The primary responsibility of WASA is the provision of consistent and reliable water and wastewater services. As such, WASA's function impacts on the quality of life of all sectors in the country and on every citizen of Trinidad and Tobago. The public through Parliamentary Representation and the Regulated Industries Commission has the opportunity to be involved in the formulation of policy via public comment.

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

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

**Categories of documents in the possession of WASA**

**General Administration Documents**

- Documents relating to the Office of the Chief Executive Officer (CEO)
- Divisional/Departmental monthly reports
- Documents relating to all Divisional Operations

**Documents relating to Board and Executive Leadership Team**

- Board and Committee Notes
- Minutes of Board and Committee Meetings
- Ministerial and/or other Communication with Chairman and/or Board of Commissioners
- Communiqué to staff
- Notes of the Meetings of the Leadership Team/Management

**Documents relating to Union Matters**

- Collective Agreements
- Documents and minutes relating to Disciplinary Tribunal matters
- Documents relating to Memoranda between Unions and Management

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

**Materials prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material between the hours of 8:00 a.m. to 4:00 p.m. Monday – Friday at

Water and Sewerage Authority, Head Office, Farm Road, St. Joseph

662-2302/7 ext. 2208

Fax 645-6443

Website : [www.wasa.gov.tt](http://www.wasa.gov.tt)

- Collective Agreements
- Monthly Reports/ News releases
- Water and Sewerage Act and other legislation
- Performance Bonds
- Application Forms

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

- Guidelines/ Policy Documents
- Audited Financial Statements
- Verification Forms
- Administrative Policies and Procedures
- Request for Service Forms
- Rules and Procedures for the Invitation and Consideration of Tenders for the Award of Contracts for Articles, Works and Services for WASA
- Annual Dry Season Plan

### **MATERIALS PREPARED FOR INSPECTION BY THE PUBLIC**

The following documents are available as indicated. Unless noted otherwise publications are free and available from the Designated Officer.

### **OFFICE OF THE CHIEF EXECUTIVE OFFICER**

- Correspondence from the various Ministries and external agencies
- Documents, reports and correspondence from Divisions within the Authority
- Monthly Reports/ News Releases

### **DIRECTOR, OPERATIONS**

#### **OPERATIONS**

- Adoption Process of Water Supply and Wastewater facilities
- Application Forms for New Services Development & Installation of Plumbing Systems
- Environment Protection Agency Design Manual
- Guidelines for the Design and Construction of Water and Wastewater systems in Trinidad and Tobago
- Procedures for conducting percolation test and Building Development
- Recommendations/Advice from the Environmental Agency/Fire Services
- Report on the Adoption of Trade Effluent Standard for Discharges into the Public Sewers (WASA TES 101:2000)
- The National Plumbing Code of Trinidad and Tobago

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

## **TOBAGO REGION**

- Water Supply and Conservation Plan
- Press Releases – Plant Shutdown & Disruption of Service
- South West Tobago Feasibility Report – Thames International

## **DIRECTOR, FINANCE**

### **FINANCE**

- Audited Financial Statements
- Management Accounts
- Aged Analysis of Debtors

## **DIRECTOR, CORPORATE SERVICES**

### **CORPORATE SERVICES**

- Request for Service Forms
- Rules and Procedures for the Invitation and Consideration of Tenders for the Award of Contracts for Articles, Works and Services for WASA
- Documentation relating to Requests for Proposal, Invitation to Tender
- IT Policy
- Security Procedures
- Fleet documentation

## **GENERAL COUNSEL & CORPORATE SECRETARY**

### **CORPORATE SECRETARIAT**

- Documents relating to Board and Committee Meetings
- Correspondences - Board Members
- Documents relating to Sanitary Constructors License
- Freedom of Information Act (FOIA) - Applications and correspondence relating to requests for information

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

## **LEGAL SERVICES**

- Legal Contracts
- Claim Reports
- Copies of Court Proceedings
- Performance Securities
- Mortgage Bills of Sale & Release
- Deeds, Lease & Licences
- Policies: Claims & Risk Management Policy

## **DIRECTOR, CUSTOMER CARE**

### **CORPORATE COMMUNICATIONS**

- News Releases
- Published Advertisements
- Secondary School Quiz Competition Documentation
- Water, Wastewater, Environmental and Conservation Information Brochures

## **DIRECTOR PROGRAMMES & CHANGE MANAGEMENT**

### **PROJECTS**

- Project Reports
- Tender Documents
- Contracts
- Operations & Maintenance Manual
- Consultancy

## **HEALTH, SAFETY, ENVIRONMENT**

- Health and Safety Operating Procedures
- Health & Safety Reports
- Environmental Assessment Reports

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

## DIRECTOR, HUMAN RESOURCES

### HUMAN RESOURCES

- Collective Agreements
- Memoranda of Agreement
- Letters of Understanding
- Benefits and Allowances Ledger

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

#### Literature available by subscription

Members of the public may subscribe for the following material:

#### **The Authority's Newsletter—"Daily Update"**

Please contact or write to:

Corporate Communications Division

WASA, Farm Road, St. Joseph

Tel. 662-2302/7

Website: [www.wasa.gov.tt](http://www.wasa.gov.tt)

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

#### Procedure to be followed when accessing a document from the Public Authority

#### How to Request Information:

##### ➤ *General Procedure*

Our policy is to respond to all oral and written requests 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*) for information that is not readily available to the public. These forms are available for download from the website [www.wasa.gov.tt](http://www.wasa.gov.tt) and from the designated officer.

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2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

➤ *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of WASA see **Section 7 (1) (a) (vi)**.

**Details in the Request**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If clarification on what details to include is needed, applicants are advised to communicate with the Designated Officer.

**Requests not handled under the FOIA**

A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from this public authority or from another public authority, for example brochures, pamphlets, reports etc.

**Responding to your Request**

➤ *Retrieving Documents*

WASA 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.

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

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

➤ *Furnishing Documents*

An applicant is entitled to copies of information we have in our possession, custody or power, once the requirements of the FOIA are satisfied. 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 programme so that a computer will print information in the format that you prefer.
- (b) Perform research for you.

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.



2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED➤ **Time Allowed**

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days after the day on which the request is duly made as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

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

**The Designated Officer in WASA is responsible for:**

- (a) The initial receipt of and action upon notices under Section 10,
- (b) Requests for access to documents under Section 13 and
- (c) Applications for corrections of personal information under Section 36 of the FOIA

**The Designated Officer is:**

Dion Abdool  
General Counsel & Corporate Secretary  
WASA, Farm Road, St. Joseph  
662-2302/7 ext. 2208  
Website : [www.wasa.gov.tt](http://www.wasa.gov.tt)

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

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

- Public Tender Openings

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

**SECTION 7 (1) (a) (viii)**

**Library/Reading Room Facilities**

You may make general enquiries to our General Counsel & Corporate Secretary at **662-2302 ext. 2208**. The Library/Reading Room in the Public Authority is located at WASA, Head Office, St. Joseph.

The Library/Reading Room is open to the public from Mondays to Fridays between the hours of 8:00 a.m. to 4:00 p.m.

- Provision of documents may be subject to a charge to cover administrative costs, (An Index of prices is available in the Library)
- No smoking, eating or drinking is allowed in the Reading Room/Library area

**SECTION 8 STATEMENTS**

**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**

- Water and Sewerage Act, Chap. 54:40
- Regulated Industries Commission Act, No. 26 of 1998
- Collective Agreements

**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.**

- Training Policy
- Rules and Procedures for the Invitation and Consideration of Tenders for the Award of Contracts for Articles, Works and Services for WASA
- Environmental Management System (EMS) Policy Document
- The National Plumbing Code of Trinidad and Tobago

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

- Health and Safety Code and Policy
- Code of Ethics & Business Conduct

### 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.

At this time, we have no information.

### 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 authority.

At this time, we have no reports or statements.

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

A report, or a statement containing the advice or recommendations, (1) of a body or entity established outside the public authority by or under a written law, (2) or 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 public authority or to the responsible Minister of that public authority.

- Water Resources Management Strategy Documents

#### SECTION 9 (1) (c)

A report or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the public authority.

- Evaluation Reports of Tenders/Quotations

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

**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 that public authority or to another officer of the public authority who is not a member of the committee.**

At this time, we have no reports or statements.

**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.**

- Tobago Groundwater Assessment and Wells Development Programme

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

**A report prepared for the public authority by a consultant who was paid for preparing the report.**

- London Economics Study on Tariff.
- Greater Port of Spain Sewerage System Study (GPOSSS)

**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.**

At this time, we have no reports.

2018 UPDATED PUBLIC STATEMENT OF THE  
THE WATER AND SEWERAGE AUTHORITY (WASA)—CONTINUED

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

A report on the performance or efficiency of the public authority, or of 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.

- Ombudsman Annual Reports
- Audit Reports

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

A report containing (1) final plans or proposals for the re-organisation of the functions of the public authority, (2) the establishment of a new policy, programme or project to be administered by the public authority, or (3) the alteration of an existing policy programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the public authority or Cabinet.

- Business Plan

**SECTION 9 (1) (j)**

A statement prepared within the public authority and containing policy directions for the drafting of legislation.

- Amendment of the Water and Sewerage Act

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

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

At this time we have no reports.

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

An environmental impact statement prepared within the public authority.

At this time we have no statements.

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

A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

Valuation Reports of Properties for Acquisition/Sale/Lease.

**Government of the Republic of Trinidad and Tobago**

**UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF  
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31 2017**

**In Compliance with sections 7, 8 and 9 of  
The Freedom of Information Act (FOIA) 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (“FOIA”) the Rural Development Company of Trinidad and Tobago Limited (“RDC”) is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by the Rural Development Company of Trinidad and Tobago Limited;
- (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**

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**Section 7(1)(a)(i)**

**Function and structure of the Rural Development Company of Trinidad and Tobago Limited**

**Mission Statement:**

We provide world class infrastructure that supports the development of a ‘united, resilient, productive, innovative and prosperous’ Trinidad and Tobago; through a motivated team of employees working in collaboration with local and international partners.

The Rural Development Company of Trinidad and Tobago Limited is a **Wholly Owned State Enterprise**. The Rural Development Company of Trinidad and Tobago Limited was incorporated on the 2<sup>nd</sup> May 2005 in accordance with the Companies Act of Trinidad and Tobago 1995.

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2017—CONTINUED

## **SCOPE OF BUSINESS**

The Rural Development Company of Trinidad and Tobago Limited was created to develop and upgrade the physical infrastructure and social facilities in the rural areas of the country. Its mandate is to expedite the implementation of projects to provide physical infrastructure, utilities and social facilities in the rural areas to improve the quality of life of those communities by, preparing master plans for development of rural communities; identifying and developing necessary infrastructure, utilities and social facilities required; and, managing the design and construction of all such projects.

## **ORGANISATIONAL STRUCTURE**

The Rural Development Company is headed by a Board of Directors. There are five (5) Directors of the company including a Chairman and Deputy Chairman. The Board of Directors is responsible for charting the overall direction of the RDC. The Rural Development Company of Trinidad and Tobago Limited is divided into four (4) main areas and the organisation is structured as depicted in the approved organisational chart below.

### **Chief Executive Officer's Department**

The Chief Executive Officer is charged with the responsibility of providing effective leadership and direction to ensure that RDC achieves its strategic goals and developing a highly motivated, business oriented and customer driven organisation.

### **Finance and Administration Department**

This Department provides timely and accurate accounting information for decision making by executive management and provides efficient and effective administration services to the company in accordance with established policies and procedures.

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2017—CONTINUED

**Engineering, Design and Construction**

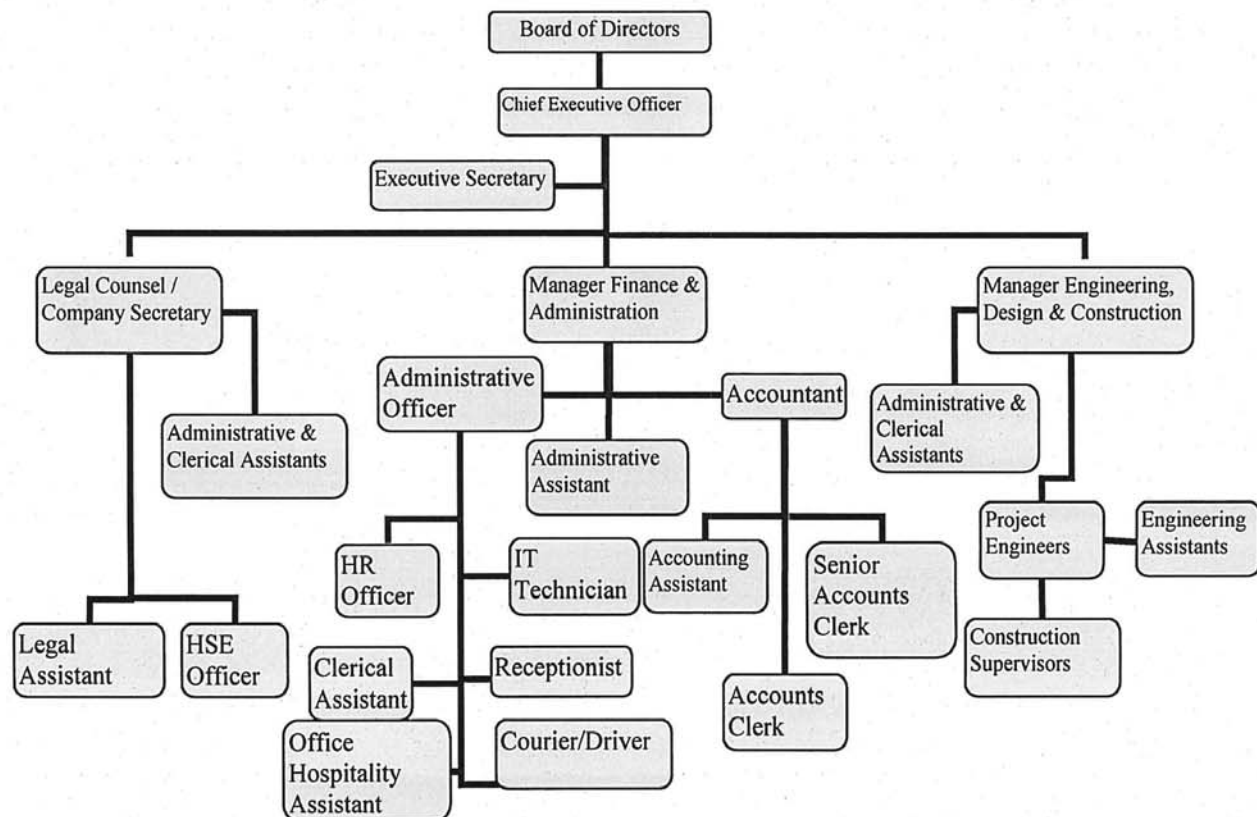
This Department prepares projects for implementation, provides project management and contract administration services for the design and construction of civil infrastructure works for the improvement of living conditions in various rural communities.

**Legal and Contracts**

The Legal Department provides contract administration and corporate secretarial services. The department also assists in drafting invitation letters, scheduling pre-tender meetings and pre-award meetings for most of the projects invited for tender. Award Letters, Contracts and supporting documents are also prepared and vetted by this department. Legal research and advice on all matters relating to RDC is also provided.

**ORGANISATION CHART**

**RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED**





UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF  
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2017—CONTINUED**EFFECT OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC**

The work of Rural Development Company of Trinidad and Tobago will have a definite impact on the lives of the citizens of the country as it seeks to improve the quality of life of residents of rural communities by providing much needed infrastructure and community facilities. In accordance with the three pillars of sustainability: Economic, Social and Environmental, RDC seeks to improve the overall quality of life while achieving sustainable growth. This work will be achieved in collaboration with all the stakeholders involved. Based on the nature of the projects executed, the following positive public impacts may result:

- Training of contractors and small entrepreneurs engaged by RDC to enhance their skill sets to perform quality work
- Job opportunities due to the employment of local labour
- Economic growth due to the engagement of local businesses
- Enhancement of the social lives of residents via the provision of recreational, sporting and community facilities. These may encourage participation in sporting activities and community service as well as promoting health consciousness
- Raising of public morale and spirit as they actively witness work being executed to benefit their lives
- Improved transport times, decreased vehicle maintenance costs and improved safety due to road construction and rehabilitation projects

**Section 7 (1) (a) (ii)****Categories of Documents in the possession of the Rural Development Company of Trinidad and Tobago Limited**

1. Files dealing with administrative support and general administrative documents for the operations of the Rural Development Company of Trinidad and Tobago Limited.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management function of the Rural Development Company of Trinidad and Tobago Limited.
4. Financial Statements and records.
5. Files dealing with matters relating to the procurement of supplies, services and equipment.

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF  
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2017—CONTINUED

6. Maps/Charts/Photographs/Compact Discs/Diskettes/Abstracts/Tapes/Catalogues.
7. Policy and Procedure Documents.
8. Internal and External correspondence files.
9. Contract Administration files.
10. Legislation and Legal Instruments.
11. Minutes/Agenda of meetings.
12. Files dealing with Circulars, memoranda, notices, bulletins, etc.
13. Reports: Statistical, Annual/monthly/quarterly, Consultants'/Technical, Corporate.
14. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings.
15. Registers/Certificates.

**Section 7 (1) (a) (iii)**

**Material prepared for publication or inspection**

This section is not applicable at this time.

**Section 7 (1) (a) (iv)**

**Literature available by subscription**

This section is not applicable at this time.

**Section 7 (1) (a) (v)**

**Procedure to be followed when accessing a document from the Rural Development  
Company of Trinidad and Tobago Limited**

How to Request Information:

▪ *General Procedure*

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) for information that is not readily available to the public.

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF  
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2017—CONTINUED

- *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of the Rural Development Company of Trinidad and Tobago Limited (see Section 7 (1) (a) (vi)).

- *Details in the Request*

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

#### Requests not handled under the FOIA

- A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from this Rural Development Company of Trinidad and Tobago Limited or from another public authority, for example brochures, pamphlets, reports etc.

#### Responding to your Request

- *Retrieving Documents*

The Rural Development Company of Trinidad and Tobago Limited 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 construct it. Instead, we will furnish the best copy possible and note its quality in our reply.

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF  
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2017—CONTINUED

Please note we are not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- (b) Perform research for you.

Time Limits

▪ *General*

The FOIA sets 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.

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

**Officers in the Rural Development Company of Trinidad and Tobago Limited responsible for:**

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

**The Designated Officer is:**

Ms. Alana Jadoonanan

Legal Counsel/Corporate Secretary

Rural Development Company of Trinidad and Tobago Limited

Caroni Ltd, Central Office, Factory Road, Brechin Castle, Couva.

Tel.: 636-8556/8308/5484.

Fax: 679-3296

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF  
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2017—CONTINUED

**Section 7 (1) (a) (vii)**

**Advisory Boards, 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**

This section is not applicable at this time.

**Section 8 Statements**

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**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.**

This section is not applicable at this time.

**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.**

1. Human Resource Policy Manual
2. Tenders Rules and Procedures
3. Health Safety and Environmental Policies

**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, written laws or schemes.**

This section is not applicable at this time.

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2017—CONTINUED

## Section 9 Statements

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### Section 9 (1) (a)

**A report or a statement containing the advice or recommendations, of a body or entity established within the Rural Development Company of Trinidad and Tobago Limited.**

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within the Rural Development Company of Trinidad and Tobago Limited.

### Section 9 (1) (b)

**A report, or a statement containing the advice or recommendations, \*(1) of a body or entity established outside the Rural Development Company of Trinidad and Tobago Limited by or under a written law, \*(2) or 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 Rural Development Company of Trinidad and Tobago Limited or to the responsible Minister.**

1. State Enterprises, Performance Monitoring Manual.

### Sections 9 (1) (c) – 9 (1) (m)

At this time, we have no reports or statements under the aforementioned sections.



**RURAL DEVELOPMENT COMPANY  
OF TRINIDAD AND TOBAGO LIMITED**