



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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848

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

**2020 PUBLIC STATEMENT OF
THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED (SWMCOL)
IN COMPLIANCE WITH THE FREEDOM OF INFORMATION (FOI) ACT CHAPTER 22:02**

In accordance with Sections 7, 8 and 9 of the Freedom of Information (FOI) Act 1999, the Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL) is required by law to publish annual statements on its mandate for the benefit of the members of the public.

The FOI Act, was assented to on November 4, 1999 and came into full effect on August 30, 2001 to “give members of the public a general right (with exceptions) of access to official documents of public authorities and for matters related thereto.” The Act provides members of the public with:

- 1) A legal right for each person to access information held by SWMCOL;
- 2) A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
- 3) A legal right to obtain reasons for adverse decisions made regarding applicant’s request for information under the FOI Act;
- 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 FOI Act.

SECTION 7 STATEMENTS

Function and Structure of SWMCOL

The Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL) was established on November 12th, 1980 as a wholly-owned State Enterprise, pursuant to a Cabinet decision to implement the Solid Waste Management Master Plan for an Integrated System (1980).

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To this end, SWMCOL was mandated with the responsibility to:

- Manage, control, collect, treat and dispose of all wastes either alone or jointly with any other companies, statutory authorities or persons in Trinidad and Tobago.
- Establish and operate disposal sites in accordance with proper sanitary landfill procedures; a central hazardous waste disposal facility; transfer stations where appropriate based on sound economic considerations
- Promote, establish and operate resource recovery systems for retrieval of valuable secondary materials wherever technically and economically feasible and in accordance with good public health and sanitation practices.
- Undertake jointly with the Water and Sewerage Authority the establishment of proper faecal waste collection facilities at sewerage treatment plants.
- Provide technical and managerial support to local health authorities with respect to the selection and procurement of faecal waste collection equipment, and in the scheduling of collection service.
- Develop technical resources and advise Local Government Bodies or other agencies and operating branches of the Company on equipment selection, preventative maintenance procedures, routing, scheduling, safety and productivity.
- Provide technical support to Local Government Bodies with respect to evaluation of bids, contracting procedures and contract monitoring.
- Provide procurement management capability to facilitate the process of the letting of contracts and the acquisition of equipment, for the Company and for collection contracts and equipment needs of Local Government Bodies.
- Provide a knowledgeable, controlling function as the Central Government's conduit for funds dedicated to solid waste collection.
- Undertake research and studies by itself, or in co-operation with other institutions or persons, in relation to waste management.
- Educate the public on the hazards of poor sanitation and on their role in maintaining a clean and healthy environment.

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- Maintain close liaison with community groups and other public and private agencies in planning and undertaking country-wide and region-wide clean-up campaigns and to encourage public participation.
- Develop the network for the receiving, monitoring, transmittal and follow-up on public complaints and/or responses.
- Train such local personnel as shall be required and sufficient to carry out the above object.

VISION STATEMENT

To lead the attainment of environmentally responsible waste management and be the preferred service provider in Trinidad & Tobago.

MISSION STATEMENT

To provide integrated and environmentally-sound waste management solutions that promotes maximisation of resource value and a culture of care for the environment.

CORE VALUES**Ownership**

We are leaders who are also owners. We think long-term and do not sacrifice long-term value for short-term results. We act on behalf of the entire organisation, beyond our own team;

Collaboration

We value diversity and work together to achieve the greater goal of the business. We actively seek ways that enable collaborative solutions that drive real change;

Integrity

We are always honest, ethical and respectful. We are uncompromising on environmental standard;

Quality

Everyone responsible for delivering value. We are unwavering in our belief that service excellence is a non-negotiable standard. We strive to raise our standards; and

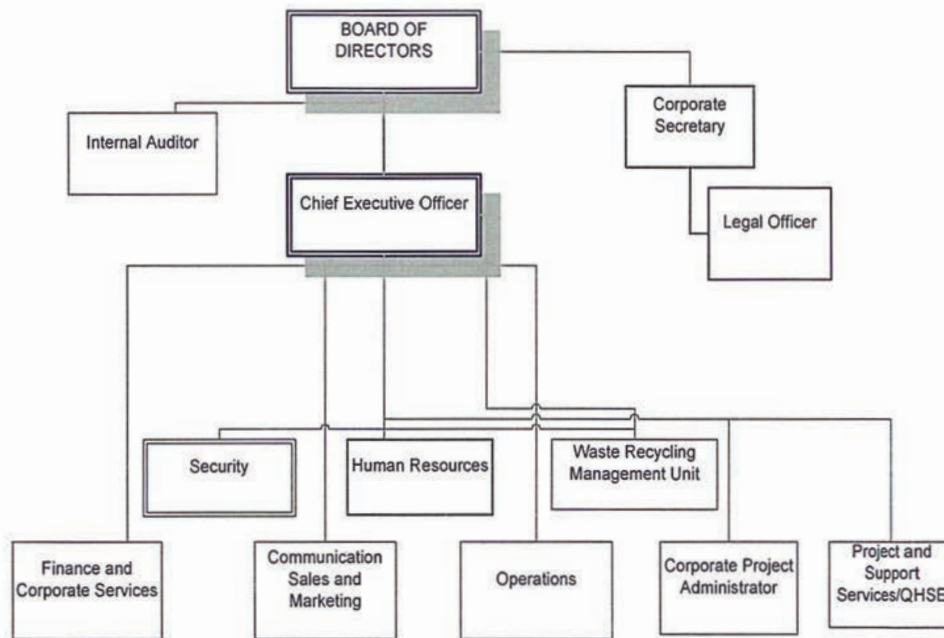
Social Responsibility

We are committed to the sustainable development of our people, our organisation and our communities.

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ORGANIZATIONAL STRUCTURE

ORGANIZATIONAL STRUCTURE
TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED



SWMCOL’s Reporting Relationship

The Trinidad and Tobago Solid Waste Management Company Limited has a direct reporting relationship to the Ministry of Public Utilities. The Trinidad and Tobago Solid Waste Management Company Limited is also accountable to the Minister of Finance (Corporation Sole).

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RESPONSIBILITIES OF SWMCOL'S DEPARTMENTS

OFFICE OF THE CHAIRMAN

This office oversees the planning, monitoring and controlling of the activities of the Company to ensure the optimal utilization of its resources and the achievement of its corporate objectives. This office ensures that the policies and objectives of the Company reflect the policy of the Government of the Republic of Trinidad and Tobago.

This Office has two (2) departments:

LEGAL/CORPORATE SECRETARY

This department is responsible for oversight to ensure legal norms, financial standards, good corporate governance and administrative compliance at SWMCOL, reviewing agreements or proposed agreements for conformity to company rules and regulations, and advises the company concerning legal rights, obligations and privileges.

INTERNAL AUDIT

The role of the Internal Audit department is to progressively appraise the soundness, adequacy and effectiveness of the internal control system of the organisation and to ascertain whether the existing controls promote efficient and effective use of resources. Based on the independent appraisals conducted, Internal Audit advises Management on procedures and systems that should be adopted in order to improve the control environment of the organisation and achieve business objectives.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

This office oversees the implementation of the policies and priorities of the Board and work programmes of the Company, co-ordinates with other governmental entities and regional and international organisations and ensures the achievement of the Company's strategic objectives. This office establishes intermediate goals consistent with the ultimate objectives and assumes responsibility for the employees in the organization.

This Office has one unit and two (2) departments:

WASTE RECYCLING MANAGEMENT UNIT

The Waste Recycling Management Unit comprises two divisions:

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Programme and Technical Services

This division is required to develop and manage a portfolio of the programmes and projects undertaken by the Waste Recycling Management Unit in line with best practice project management techniques appropriate to the type and scale of projects and ensure that the strategic goals, objectives and benefits of the programmes and overall portfolio are accomplished within prescribed timelines and budget. This division is also required to develop and monitor suitable environmental and technical compliance and enforcement structures for recycling programmes undertaken by the Unit aligned to legislation governing the sector.

Policy, Planning and Strategy Services

This division is responsible for planning, organising and directing the functions of the Waste Recycling Management Unit. This division is also responsible for directing research studies into the functions of the Unit, developing strategic plans, monitoring and evaluating the implementation of long-term plans, reviewing, developing and implementing waste sector policies.

HUMAN RESOURCE

This department provides strategic human resource and operational support to management and staff, in the areas of recruitment, compensation and benefits, training and development, performance management, industrial relations, maintaining discipline and good employee relations.

SECURITY

This department supervises and monitors all areas of security for Head Office and all sites under the Company's purview.

COMMUNICATIONS, SALES AND MARKETING

This department encompasses three (3) functional areas:

A. COMMUNICATIONS

The Communications team is responsible for coordinating the promotion of the Company's various products and services and promoting the Company's image in the public eye.

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B. SALES & MARKETING

Marketing is responsible for revenue generation while providing quality service to the customer. One of the main objectives of the department is increasing stakeholder value by improving the brand.

C. PUBLIC EDUCATION

This division develops and implements programmes aimed at effectively informing, educating, and empowering the general public, the public sector and private sector on the subject of waste management and the environment, with the aim of changing behaviours/attitudes as it relates to proper waste management, while facilitating their participation in countrywide environmental improvement projects.

OPERATIONS

The responsibilities of this department are to mobilise the required equipment and personnel resources in order to satisfy the contractual responsibilities of clients. The Department uses the necessary systems and infrastructure to develop and implement effective and efficient servicing of all customers' waste management and environmental needs.

This Department consist of the following eight (8) divisions:

A. LANDFILL MANAGEMENT

The responsibilities of the Landfill division are to manage the operations and maintenance of the three major landfill sites in Trinidad. This includes oversight for landfill equipment and personnel to facilitate the controlled disposal of over 90% of the solid waste generated in the country. The sites are Beetham, which serves the northwest region; Guanapo, which serves the northeast region; and Forres Park, which serves the central and southern regions.

B. WASTEWATER

The responsibilities of this division are to provide operations and maintenance services to both publicly and privately-owned wastewater treatment systems. SWMCOL's wastewater team is dedicated to managing the refurbishment of sewer systems and to undertaking repair works in a timely manner so as to minimise downtime of the systems. Included in the services are plumbing, mechanical and electrical works; sampling, testing and analysis of wastewater; daily plant operations and monitoring, plus emergency response. Clients range from schools, the government sector and commercial/industrial institutions.

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C. RESOURCE AND RECOVERY

The responsibilities of this division are to administer our recycling initiatives which facilitate the reduction in beverage containers and cardboard disposed in the landfill sites, while also contributing to the conservation of the world's natural resources. The division sources new supplies of materials for recycling in keeping with SWMCOL's adage of "Reduce-Reuse-Recycle". Materials collected are sorted and baled for shipment to recycling firms.

D. TRANSPORT AND MAINTENANCE

The responsibilities of the Transport and Maintenance division are to manage fleet repair and the preventative maintenance programme of the units, to reduce downtime of all equipment and machinery, and to optimize vehicle and equipment performance.

E. COLLECTIONS AND DISPOSALS

The Collections and Disposal division is responsible for the delivery of the Company's general waste management (inclusive of special waste) and vacuum tanker services to its customer base in an effective and timely manner.

F. PORTABLE TOILET OPERATIONS

The Portable Toilet Operations division is responsible for the delivery and services of the company's portable sanitation units to its customer base in an effective and timely manner.

G. TOBAGO OPERATIONS

The responsibilities of this division are to deliver quality general waste, vacuum tanker and portable sanitation unit services to the residents of Tobago, to strengthen SWMCOL's relationship with Tobago government agencies, to maintain the existing markets and expand the service lines and to develop Environmental Consultancy Services in Tobago.

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H. PROPERTY MAINTENANCE AND INFRASTRUCTURE

This division is responsible for the maintenance of all buildings owned and/or occupied by SWMCOL. It is also responsible for formulating documents for infrastructure projects at the buildings and supervising them. The work can be done through in-house staff and or a network of qualified contractors.

PROJECTS AND SUPPORT SERVICES

SWMCOL's Projects and Support Services department provides Corporate Services in the areas of Quality, Health, Safety and Environmental Management (QHSE) systems and Project Management functions that are in keeping with locally and internationally recognized standard references. The core objective of the department is to meet the Strategic Goals of the organization as articulated in its **Strategic Plan 2018 – 2022** '*Turning Waste into Gold*' under four (4) main pillars:

Pillar 1	-	Landfill Management
Pillar 2	-	Waste Recycling Management
Pillar 3	-	Public Awareness & Education
Pillar 4	-	Commercial Viability

FINANCE AND CORPORATE SERVICES

This department has three (3) divisions:

A. FINANCE & CORPORATE SERVICES

The responsibilities of this division are to maintain an acceptable return on equity, to increase the Company's asset base, to develop revised financial policies and procedures, to effect proper financial management systems to facilitate decision-making, to develop and implement a Financial Information System (FIS), and to strengthen the existing Accounting Policies and Procedures. Corporate Services is responsible for the provision of auxiliary support services to the Company.

B. INFORMATION TECHNOLOGY

This division develops and utilises information management and technology capability in the Company's decision-making process to increase efficiency and reduce costs.

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C. PROCUREMENT

This division supervises and provides proper procurement policies and procedures that the Company adheres to. Tendering exercises are conducted and supervised by this division.

IMPACT OF FUNCTIONS ON MEMBERS OF THE PUBLIC

There is no official forum for public participation in the formulation of policy or in the administration of the Company. However, as an organisation which provides waste management services to the public, the Company carries out informal telemarketing customer surveys from which it gets information on what the customer desires. Additionally, individuals and organizations make representations to the company from time to time and such representations may be taken into account in determining policy. Finally, being a Company in which the State has majority ownership, the views of the people through their government representatives are communicated to the Company through guidelines and advice to the Board.

Section 7 (1) (a) (ii)***Categories of Documents in the possession of the SWMCOL***

- 1) Files containing documents pertaining to the administrative support and general administration of the operations of the Company.
- 2) Internal and external correspondence files.
- 3) Incorporation documents.
- 4) Minutes of meetings of the Company's Board of Directors and its various Board Sub-Committees.
- 5) Personnel files.
- 6) Technical and operational documents.
- 7) Files detailing the accounting functions by which the Company operates.
- 8) Financial records (cheques, vouchers, receipts, pay records, etc.).
- 9) Audit reports.
- 10) Files dealing with matters relating to the procurement of supplies, services and equipment.
- 11) Files dealing with official functions, conferences and events hosted and attended by the Company.
- 12) Policy and Procedure Documents.
- 13) News releases, speeches originating in the Company.

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- 14) Files dealing with projects initiated, conducted or facilitated by the Company.
- 15) Files dealing with contractors associated with the Company.
- 16) Files dealing with tenders issued by the Company.
- 17) Contract files inclusive of Collective Agreement.
- 18) Maps, charts, compact discs, diskettes, tapes, photographs, abstracts and catalogues.
- 19) Legislation of Trinidad and Tobago.
- 20) Files dealing with training - local, foreign and technical cooperation.
- 21) Departmental reports - annual and monthly.
- 22) Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings, bulletins.
- 23) Periodicals and publications.
- 24) Customer files.

Section 7 (1) (a) (iii)***Material prepared for Publication or Inspection***

Certain documents held by the Company are available at its Information Centre. The Information Centre allows the public to research topics related to environmental management and to the Company. Such research can be facilitated through access to written publications and copies of documents can be provided.

For general information the public may contact or write to:

The Research and Information Officer
The Trinidad and Tobago Solid Waste Management Company Limited
34 Independence Square North
Port of Spain.

Telephone: 625-6678 Ext. 1254
Fax: 623-6534
Email: info@swmcol.co.tt
Website: www.swmcol.co.tt

Opening hours of the Information Centre are 8:00 am to 12.00 noon and 1.00 p.m. to 4:00 p.m., Mondays to Fridays.

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

Not applicable

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Section 7 (1) (a) (v)

Procedures to be followed when accessing a Document from the Company

How to Request Information

General Procedure

Our policy is to answer all requests, both verbal and written, for information. However, in order to exercise the rights given to you by the FOIA (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must therefore complete the appropriate Form (Request for Access to Official Documents) available at our Head Office - Information Centre for information that is not readily available in the public domain.

Addressing Requests

To facilitate prompt handling, please address your request to the Designated Officer of the Company.

Details in the Request

Applicants should provide sufficient information 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. (*See Section 7(1)(a)(vi)*).

Requests not handled under the FOIA

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

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UPDATED ANNUAL STATEMENT—Continued

Responding to your Request**Retrieving Documents**

The Company 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 centre 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 (1) 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 quote its quality in our reply.

Please note we are not compelled to do the following:

- Create new documents.
- Perform research for you.

Time Limits**General**

The FOIA sets a time limit of thirty (30) calendar days 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 your request may have been mis-addressed, mis-directed or mis-routed, you may wish to call or write to confirm that we have received that request and to ascertain its status.

Time Allowed

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

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Section 7 (1) (a) (vi)

Officer(s) in the Company responsible for:

1. *The initial receipt of, and action upon, notices under Section 10,*
2. *Requests for access to documents under Section 13*
3. *Applications for corrections of personal information under Section 36 of the FOIA.*

The Designated Officer for the Company is:

Ms. Ria Ramdeen
Corporate Secretary
The Trinidad and Tobago Solid Waste Management Company Limited
34 Independence Square North
Port of Spain.

Telephone: 625-6678 Ext. 1287
Fax: 627- 9256
E-mail: rramdeen@swmcol.co.tt

The Alternate to the Designated Officer is:

Mr. David Manswell
General Manager, Communications Sales & Marketing
The Trinidad and Tobago Solid Waste Management Company Limited
34 Independence Square North
Port of Spain.

Telephone: 625-6678 Ext. 1293
E-mail: dmanswell@swmcol.co.tt

List of Documents provided by the Company for use by its Officers:

- FOIA Handbook
- Handbook for Designated Officers

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and Other Bodies (where meetings/minutes are open to the public)

At present there are no bodies in the Company that fall within the meaning of this Section of the FOIA.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Certain documents held by the Company are available at our Information Centre. The Information Centre is located on the Fourth (4th) Floor, 34 Independence Square North, Port of Spain. The hours of operation are 8:00 a.m. to 12.00 noon and 1.00 p.m. to 4:00 pm, Mondays to Fridays.

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Policy of the Company for Provision of Copies of Documents:

- Charge for photocopies is \$0.50 per page.
- The provision of certain documents may be subject to a small charge to cover administrative costs.
- Users will be liable for any damage caused to the Company's property through the said user's wilful malicious use of the said property.
- No smoking, eating or drinking is allowed in the Information Centre.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i); (1) (b) (i)

There are no applicable statements to be published under this section 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 Company, or similar documents containing rules, policies, guidelines, practices, or precedents.

- Policies and Procedure Documents
- Handbooks, Manuals
- Board and Board Committee Minutes

SECTION 9 STATEMENTS

Section 9 (1) (a) to (1) (g)

At this time, the Company has no reports or statements containing advice or recommendations under this Section.

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Section 9 (1) (h)

A report on the performance or efficiency of the Company, or of an office, division or branch of the Company, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Company.

- Audit Reports
- Departmental Monthly Reports
- Annual Reports
- Financial Reports

Section 9 (1) (i)

A report containing:

- i. Final plans or proposals for the re-organisation of the functions of the Company*
- ii. The establishment of a new policy, programme or project to be administered by the Company, or*
- iii. The alteration of an existing policy programme or project administered by the Company, whether or not the plans or proposals are subject to approval by an officer of the Company, another public authority, the responsible Minister for the Company or Cabinet.*

- Budgets
- Board Minutes
- Special Project Reports
- Strategic Plan
- Organisation structure and functional charts

Section 9 (1) (j) to (1) (l)

At this time, the Company has no reports or applicable statements under this Section.

Section 9 (1) (m)

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

Valuation Report on the Company's Head Office Building at 34 Independence Square North, Port of Spain.