



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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No. 182

1153

## APPOINTMENT OF DIRECTORS OF THE NATIONAL INSURANCE BOARD OF TRINIDAD AND TOBAGO

IN ACCORDANCE with section 3(9), of the National Insurance Act, Chap. 32:01, the public is hereby notified for general information that the Minister of Finance has appointed the following persons as representatives of Business and Labour on the Board of Management of the National Insurance Board of Trinidad and Tobago (NIBTT), for a period of two (2) years:

### *Business Nominees:*

#### *Directors:*

MR. JAVED RAZACK

MR. DOUGLAS CAMACHO

MR. GARY AWAI

#### *Alternates:*

—

Ms. PAULA RAJKUMARSINGH

MR. EMIL RAMKISSOON

### *Labour Nominees:*

#### *Directors:*

MR. JAMES LAMBERT

MR. TEDDY STAPLETON

MR. GREGORY MARCHAN

#### *Alternates:*

Ms. NAZREEN HAYNES

MR. CHRISTOPHER STREETE

Ms. CHARMAINE ALLEYNE

Dated this 10th day of November, 2021.

M. DURHAM-KISSOON  
*Permanent Secretary*

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## 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) to (8) of the Telecommunications Act, Chap. 47:31, Her Excellency the President has appointed the undermentioned persons to the Board of Directors of the Telecommunications Authority of Trinidad and Tobago (TATT) effective 17th March, 2020, for the respective terms:

MR. NIKOLAISKI ALI ... .. Member (1) year

Ms. KALANA PRINCE-WILSON ... .. Member (1) year

R. MADRAY  
*Permanent Secretary*  
*Ministry of Digital Transformation*

26th November, 2021.

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

**2021 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).

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.

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## 2021 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED (SWMCOL)—CONTINUED

- 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.
- 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.

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2021 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE  
MANAGEMENT COMPANY LIMITED (SWMCOL)—CONTINUED

- Train such local personnel as shall be required and sufficient to carry out the above object.

**VISION STATEMENT**

A world class company supporting the development of an empowered nation while building a sustainable environment.

**MISSION STATEMENT**

To deliver innovative and sustainable solid waste management solutions and promote a culture of care for the environment.

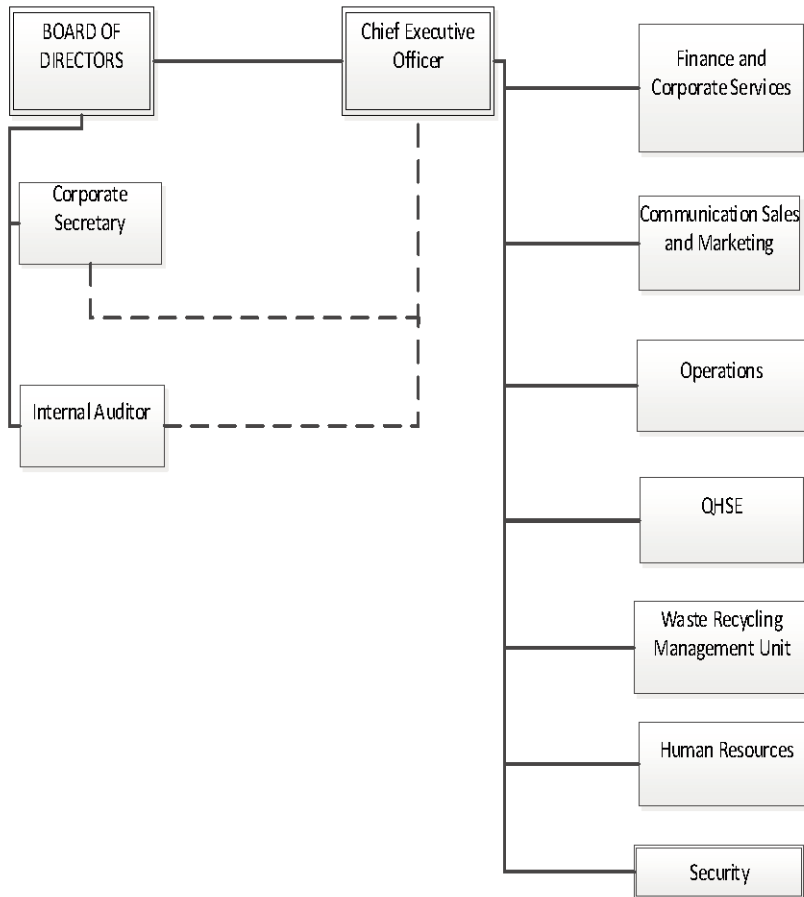
**CORE VALUES**

- **SOCIAL RESPONSIBILITY** – We are uncompromising in our environmental standards and are committed to the sustainable development of our people, our nation and our region.
- **WORK ETHIC** – We are service oriented, act with integrity and courtesy and are always honest, ethical and respectful in our interactions.
- **MINDFULNESS** – We are mindful of our responsibilities towards our employees and stakeholders and strive for excellence in all our endeavours.
- **COLLABORATION** – We value diversity and inclusion and work together with others to actively pursue the goals of the business. We actively seek ways that enable collaborative solutions that drive real change.
- **OWNERSHIP** – We are leaders who are accountable for our actions. 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.
- **LEADERSHIP** – We are each responsible for delivering value and living the change we want to see. We are unwavering in our belief that service excellence is a non-negotiable standard.

2021 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED (SWMCOL)—CONTINUED

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).

**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

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2021 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE  
MANAGEMENT COMPANY LIMITED (SWMCOL)—CONTINUED

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:

**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

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## 2021 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED (SWMCOL)—CONTINUED

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 RESOURCES**

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.

### **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

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2021 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED (SWMCOL)—CONTINUED

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.

**C. RESOURCE RECOVERY AND RECYCLING**

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.



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2021 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE  
MANAGEMENT COMPANY LIMITED (SWMCOL)—CONTINUED

**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.

**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.

## QUALITY, HEALTH, SAFETY AND THE ENVIRONMENT

SWMCOL's QHSE department provides Corporate Services in the areas of Quality, Health, Safety and Environmental Management (QHSE) systems 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 2021 - 2025** 'Pathway to Sustainability' under six (6) main pillars:

Pillar 1 - Waste Minimization and Diversion

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2021 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE  
MANAGEMENT COMPANY LIMITED (SWMCOL)—CONTINUED

Pillar 2	-	Business Growth
Pillar 3	-	Operational Efficiency
Pillar 4	-	Brand and Public Awareness
Pillar 5	-	Organisation Alignment and Employee Empowerment
Pillar 6	-	Corporate Sustainability

### 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.

#### 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.

2021 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE  
MANAGEMENT COMPANY LIMITED (SWMCOL)—CONTINUED

**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.
- 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.

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2021 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE  
MANAGEMENT COMPANY LIMITED (SWMCOL)—CONTINUED

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](mailto:info@swmcol.co.tt)

*Website:* [www.swmcol.co.tt](http://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

**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.

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## 2021 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED (SWMCOL)—CONTINUED

### 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.

### **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

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2021 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE  
MANAGEMENT COMPANY LIMITED (SWMCOL)—CONTINUED

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.

**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](mailto: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](mailto:dmanswell@swmcol.co.tt)

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

- FOIA Handbook
- Handbook for Designated Officers

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2021 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE  
MANAGEMENT COMPANY LIMITED (SWMCOL)—CONTINUED

**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 Ground 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.

**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

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2021 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE  
MANAGEMENT COMPANY LIMITED (SWMCOL)—CONTINUED

**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.

**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.



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO****2021 Updated Public Statement****of the****TRINIDAD AND TOBAGO ELECTRICITY COMMISSION****In Compliance with sections 7, 8, and 9 of  
The Freedom of Information Act, 1999**

*Under the Freedom of Information Act 1999 (“the FOIA”), each public authority is required to publish and update certain information for the benefit of the public. This includes the structure and function of each public authority, a list of categories of documents held by the authority, and the process for the obtaining of documents. The statement also identifies those documents that are generally available for public scrutiny and purchase.*

The FOIA gives members of the public:

1. A legal right for each person to access information held by the Trinidad and Tobago Electricity Commission (T&TEC);
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; and
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.

**THE FOLLOWING INFORMATION IS PUBLISHED BY THE TRINIDAD AND TOBAGO ELECTRICITY COMMISSION AS APPROVED BY THE HONOURABLE MARVIN GONZALES, MINISTER OF PUBLIC UTILITIES:**

**SECTION 7 STATEMENTS****SECTION 7(1) (a) (i)**

T&TEC is a body corporate established by virtue of the Trinidad and Tobago Electricity Commission Act Chapter 54:70 (“the Act”).

The Act vests T&TEC with the following powers to:

- a) manage and operate works acquired by the Commission pursuant to the Act;
- b) establish, manage and operate such works as the Commission may consider expedient to establish;
- c) promote and encourage the use of energy with a view to the economic development of Trinidad and Tobago;
- d) advise the Government on all matters relating to the generation, transmission, distribution and use of energy.

***Vision Statement:***

***“Powering the Nation into the next generation.”***

## 2021 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO ELECTRICITY COMMISSION—Continued

### ***Mission Statement:***

*“To deliver world class electricity service, through engaged and empowered employees, using clean, sustainable energy, technologically advanced systems and a highly reliable, safe and modern grid.”*

## **STRUCTURE AND FUNCTIONS**

### **ORGANISATIONAL STRUCTURE**

Members of the Commission are appointed by the Government of the Republic of Trinidad and Tobago and an Executive Management Team headed by the General Manager are responsible for the management of the Commission. The Commission is structured into four (4) functional Divisions: Operations, Technical, Finance, and Human Resources. Four (4) Chief Officers report directly to the General Manager and head the four (4) Divisions. Other Departments reporting directly to the General Manager are Secretarial, Internal Audit, Corporate Support and Corporate Communications.

### **THE GENERAL MANAGER**

The General Manager is responsible and accountable for managing all of T&TEC's operations to ensure that customers are provided with a safe, reliable and high quality electricity supply in an environmentally responsible and cost-effective manner. He reports to Members of the Commission appointed by the President of the Republic of Trinidad and Tobago.

### **OPERATIONS DIVISION**

The Operations Division co-ordinates and ensures the efficient administration of accounts and transactions relating to the provision of light and power and other services including the fostering of favourable customer relations. It also performs the information technology function and is the procurement centre for electricity components and other inputs. The Division consists of the Commercial, Metering, Information Systems and Supplies Departments.

### **TECHNICAL DIVISION**

The Technical Division is responsible for

- generation planning, generation interface, transmission and sub-transmission systems planning, system planning and control, communications systems and system protection.
- planning, designing and developing the distribution network at 12,000 Volts and below, operating and maintaining the electricity distribution systems and providing customer service.
- designing, developing, operating and maintaining the transmission and sub-transmission network comprising transmission lines and substations.

This Division consists of the Communications, Protection and SCADA, System Planning & Research, System Control & Generation Interface Departments. This Division also manages five (5) Distribution Areas (Northern, Southern, Eastern, Central and Tobago) and the Public Lighting Department. The Division further consists of Transmission Development and Engineering Services and Transmission Maintenance and Technical Support.

### **FINANCE DIVISION**

The Finance Division is responsible for financial planning and management (inclusive of accounting and reporting) of T&TEC's financial assets. This Division consists of Financial Planning, Financial Reporting, Risk Management, Pensions Plan Administration, Payments, Revenue Accounting and Financial Services.

### **HUMAN RESOURCES DIVISION**

The Human Resources Division is responsible for undertaking the human resource planning (manpower and retirement), recruitment and selection, training, evaluation, compensation and Industrial Relations functions.

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The Human Resources Division is also responsible for the Health, Safety and Environment Department and the Security Department.

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

**CATEGORIES OF DOCUMENTS HELD AND MAINTAINED IN THE POSSESSION OF T&TEC:**

1. Strategic Plans;
2. Corporate Reports;
3. Management Policies and Procedures;
4. Load and Generation Forecasts;
5. Financial Reports and Statements;
6. Human Resource and Industrial Relations Policies, Programmes, Procedures and Practices;
7. Personnel Files;
8. Customer Related Policies, Procedures, Reports and Files;
9. Procurement Related Policies, Procedures and Files;
10. Legal Contracts, Deeds and Leases;
11. Copies of Court Proceedings;
12. Legal Opinions;
13. Licenses/Permits;
14. Legislation;
15. Minutes/Agendas;
16. Tender Documents;
17. Internal and External Correspondence Files;
18. Periodicals; and
19. Memorandum of Agreements with Unions.

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

**MATERIAL PREPARED FOR INSPECTION BY OR PUBLICATION FOR THE PUBLIC:**

**Material For Inspection:**

1. Strategic Plan 1999 - 2001; 2001 – 2003; 2004 – 2008; 2008 – 2012; 2010 – 2016; 2016 – 2020; 2021 - 2025
2. Audited Financial Statements 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013; Jan – Aug 2014; 2015, 2016, 2017, 2018, 2019
3. Energy Sales and Peak Demand Forecast 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020
4. Energy Sales, Peak Demand and Generation Statistics 1989 –2003; 2003 – 2012, 2013 - 2020
5. Code of Industrial Relations Practice;
6. Industrial Procedures – Commercial;
7. Training Policy;
8. Environmental Policy;
9. Employee Handbook;
10. Code of Ethics;
11. Consumer Tips;
12. Safety Manual; and
13. Safety Rules.

**Material For Publication:**

1. Wiring for Light and Power
2. T&TEC, RIC Standards and You
3. Advice to Kite Flyers
4. Consumption Patterns of Appliances

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5. Conserve Electricity
6. Holiday Safety
7. Prepare for Hurricanes Safely
8. Guidelines on Food Care
9. Learn About Electricity
10. What to do During Periods of Load Shedding
11. Electrical Safety Tips
12. Carnival Safety
13. T&TEC Motor Protection Guide
14. Welding sets can overload circuits at home and in your neighbourhood
15. T&TEC – The Nation's Sole Transmission and Distribution Utility
16. Disaster Preparation
17. Watts Happening
18. Electricity in Trinidad and Tobago 1895 – 2006
19. Career Options
20. E-Bill FAQ
21. E-Bill Sign Up Guide
22. Disaster Preparedness – Lightning
23. One Bill Several Ways to Pay
24. Appliance Usage
25. Women & HIV/Aids
26. Basic Facts about HIV/ Aids
27. Home Electrical Safety Checklist
28. Disaster Preparedness Checklist
29. Disaster Preparedness – Storms and hurricanes
30. Disaster Preparedness – Earthquakes
31. IVR – Interactive Voice Response System
32. FAQ – Compact Fluorescent Lightbulbs (CFLs)
33. Damaged Appliance Claims
34. Conserve Energy
35. Illuminating Life
36. Transferring an Account
37. Reconnecting an Account
38. Opening and Closing and Account
39. T&TEC's Role in the Development of Renewable Energy Technologies in Trinidad & Tobago
40. Watty Safety Tips
41. Defacing Electricity Poles is Illegal and Dangerous
42. Electrical Safety Tips

The public may inspect or obtain this material between the hours of 8:00 a.m. and 3:45 p.m. at T&TEC's Library and Reading Room at:

Trinidad and Tobago Electricity Commission  
Stanley Pierre Ottley Building  
#7 Uriah Butler Highway (North)  
**MT. HOPE**

Members of the public can contact the Librarian at 663-8832 Extension 2169.

Information is also available on T&TEC's website: [www.ttec.co.tt](http://www.ttec.co.tt)

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

LITERATURE AVAILABLE BY WAY OF SUBSCRIPTION

This section is not applicable to T&TEC.

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

PROCEDURE TO BE FOLLOWED WHEN ACCESSING A PUBLIC DOCUMENT FROM T&TEC.

How to Request Information:

General Procedure

T&TEC's policy is to answer all requests, both oral and written, for information. However, in order to assist the rights conferred upon the public by the FOIA, the applicant must make his/her request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents), available at T&TEC's Library and Online, to make a request for information that is not readily available in the public domain.

Addressing Requests

To facilitate their prompt handling, requests should be addressed to the Designated Officer of T&TEC.

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 the applicant is unsure how to write his/her request or what details to include, the applicant should communicate with T&TEC's 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 that is currently available in the public domain, either from T&TEC or from another public authority.

Furnishing Documents

An applicant is entitled to copies of certain information T&TEC has in its possession, custody or power. T&TEC will furnish only one copy of a document. If T&TEC cannot make a legible copy of a document to be released, T&TEC will not attempt to reconstruct it. Instead T&TEC will furnish the best copy possible.

Please note T&TEC is not compelled to do the following:

- a) Create new documents. For example, T&TEC is not required to write a new programme so that a computer will print information in the format preferred by the applicant.
- b) Perform research for the public.

**Time Limits**

**General**

T&TEC 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.

Applicants whose requests are incomplete or unclear will be informed of same by the Designated Officer who will make arrangements to meet with the applicant for consultation with a view to clarifying the request.

The time limit of 30 days will be suspended while consultation with the applicant is being undertaken.

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

Officers at T&TEC are 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.

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The Designated Officer to deal with the FOIA requests is:

Ms. Melanie Gonzalez  
Trinidad and Tobago Electricity Commission  
Stanley Pierre Ottley Building  
# 7 Uriah Butler Highway (North)  
Mount Hope  
Telephone: 663-8832

The Alternate Officer is:

Ms. Chantal Hospedales  
Trinidad and Tobago Electricity Commission  
Stanley Pierre Ottley Building  
# 7 Uriah Butler Highway (North)  
Mount Hope  
Telephone: 663-8832

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

**ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES (WHERE MEETINGS/MINUTES ARE OPEN TO THE PUBLIC)**

At the present time, there are no bodies that fall within the meaning of this section of the FOIA.

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

**LIBRARY/READING ROOM FACILITIES**

Information in the public domain can be accessed at T&TEC's Library or through T&TEC's website at [www.ttec.co.tt](http://www.ttec.co.tt).

Members of the public may make general enquiries to T&TEC's Librarian at 663-8832 Extension 2169.

T&TEC's Library/Reading Room is located on the second Floor of T&TEC's Mt. Hope Office at Stanley Pierre Ottley Building, #7 Uriah Butler Highway (North), Mt. Hope.

The Library/Reading Room is open to the public for the purpose of FOIA reference from Mondays to Fridays between the hours of 8:00 a.m. and 3.45 p.m.

## **SECTION 8 STATEMENTS**

**SECTION 8(1)**

**DOCUMENTS THAT ARE PROVIDED FOR THE USE OR GUIDANCE OF T&TEC:**

**Section 8(1) (a) (i)**

Documents containing interpretations or particulars of written laws or schemes administered by T&TEC, not being particulars contained in another written law:

At this time, T&TEC has no such documents.

**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:

Management General Instructions, including:

- Procedure for recruitment, promotion, transfer and acting appointments
- Disciplinary Procedure
- Disconnection and Reconnection orders for non-payment of account

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Payments Procedure  
Tendering and Purchasing Procedures  
Department Manuals, Policies and Procedures  
Strategic Plans  
Handbooks and Brochures

**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, T&TEC has no such documents.

**SECTION 9 STATEMENTS**

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

A report, or a statement containing the advice or recommendations of a body or entity established within T&TEC:

At this time, T&TEC has no such reports or statements.

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

A report, or a statement containing the advice or recommendations of a body or entity established outside of T&TEC by or under a written law; 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 T&TEC or to the responsible Minister:

The Regulated Industries Commission (RIC) Determination No.1, 2006 entitled "Regulation of Electricity Transmission and Distribution June 01, 2006 to May 31, 2011 Final Determination (Rates and Miscellaneous Charges)".

**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 T&TEC:

At this time, T&TEC has several reports or statements of this nature.

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

A report, or a statement containing the advice or recommendations of a committee established within T&TEC to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of T&TEC who is not a member of the committee:

At this time, T&TEC has several reports or statements of this nature.

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

A report (including a report concerning the results of studies, surveys or tests) prepared for T&TEC by a scientific or technical expert, whether employed within T&TEC or not, including a report expressing the opinion of such an expert on scientific or technical matters:

At this time, T&TEC has several reports of this nature.

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

A report prepared for T&TEC by a consultant who was paid for preparing the report:

At this time, T&TEC has several reports of this nature.

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

A report prepared within T&TEC and containing the results of studies, surveys or tests carried out for the purpose of assessing or making recommendations on, the feasibility of a new or proposed Government policy, programme or project.

At this time, T&TEC has no such reports.

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

A report on the performance or efficiency of T&TEC, or of an office, division or branch of T&TEC, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority:

Overall Electricity Standard Report

Guarantee Electricity Standard Report

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

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

Public Sector Investment Programme Projects report

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

A statement prepared by T&TEC containing policy directions for the drafting of legislation:

At this time, T&TEC has no such statements.

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

A report of a test carried out within T&TEC on a product for the purpose of purchasing equipment:

At this time, T&TEC has no such reports.

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

An environmental impact statement prepared within T&TEC:

At this time, T&TEC has no such statement.

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

A valuation report prepared for T&TEC by a valuator, whether or not the valuator is an officer of T&TEC:

Valuation Report for various parcels of land and property that the Commission would have acquired or is currently considering to acquire.