



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 60

Caroni, Trinidad, Monday 15th March, 2021—Price \$1.00

No. 39

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to amend the Electronic Payments into and out of Court Act, 2018”—(\$1.20).

218

SUPPLEMENTS TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as Supplements to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Regulated Industries Commission (Electricity Transmission and Distribution) (Amendment) Order, 2021—(Legal Notice No. 79 of 2021).

Companies (Extension of Time for Registration of Charges) Order, 2021—(Legal Notice No. 80 of 2021).

Companies (Waiver of Penalties) Order, 2021—(Legal Notice No. 81 of 2021).

Limitation of Certain Actions (Extension of Period) Order, 2021—(Legal Notice No. 82 of 2021).

Non-Profit Organisations (Extension of Time) Order, 2021 —(Legal Notice No. 83 of 2021).

Legal Supplement Part C—

Bill entitled “An Act to amend the Electronic Payments into and out of Court Act, 2018”.

219

PUBLICATION OF BILL

NOTICE is hereby given that the following Bill is published as a Supplement to this *Trinidad and Tobago Gazette* for public information:

The Electronic Payments into and out of Court (Amendment) Bill, 2021.

Copies of the Bill may be purchased from the Government Printery Sales Section, 55–57, Eteck Park, Frederick Settlement, Caroni.

12th March, 2021.

B. CAESAR
Clerk of the Senate

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
FREEDOM OF INFORMATION ACT (FOIA) 1999

Updated Public Statement, 2020 of

THE WATER AND SEWERAGE AUTHORITY (WASA)

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

220—Continued

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

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 2020 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

SECTION 7 (1) (a) (i)

Function and structure of WASA

Mission Statement:

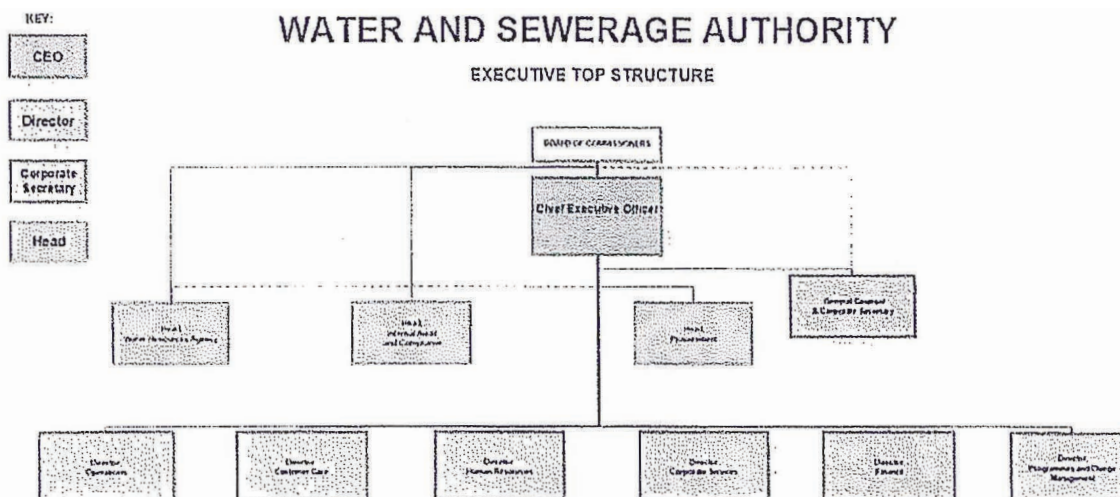
WASA's Mission as a Customer Service Business is:

- *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*

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.

220—Continued

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued



DETAILS OF RESPONSIBILITY CENTRES

Head, Internal Audit

➤ Internal Audit & Compliance

- Independent Objective Assurance
- Consulting/Advisory Services
- Promote and enhance Governance, Risk Management and Control Improvements
- Monitor compliance with organizational policies, procedures and other documented guidance including international best practices and guidance during audit engagements.
- Administer the Authority's Whistle Blowing System
- Special Investigations and Exercises relating to Irregularities and Fraud
- Risk Assessment including Fraud Risk Assessment
- Compliance, Financial, Operational and IT Auditing
- Ethics and Values Promotion
- Business Process Reviews
- Protection against Fraud and Theft of the Organisation's Assets
- Policies' Review

220—Continued

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

Head, Water Resources Authority

➤ Water Resources Management

- Watershed Management
- Adopt a River Programme
- Planning and Investigations
- Licensing and Allocation
- Monitoring and Data management
- Instrumentation and Telemetry
- Water Resources Tobago

Head, Procurement

➤ Procurement

- Purchasing
- Contracts
- Minor Procurement
- Stakeholder Relationship Management
- Invoicing/Receipting/Reconciliation/Vendor Registration

➤ Inventory

- Warehousing
- Stock Accounting
- Inventory Control

General Counsel & Corporate Secretary

➤ Corporate Secretariat

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

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

➤ 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
- Water Loss Control
- Operations Administration

➤ Technical Services

- Water Production and Distribution Optimization, Asset Optimization, Research and Development
- SCADA Systems
- Central Workshop Facility (CWF)
- Well Maintenance
- Emergency Systems
- In-house Pipeline Installation
- Quality Monitoring and Assurance
- Management of the Operation and Maintenance of Wastewater Contracts

220—Continued

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

- Management of the Operation and Maintenance of Water Contracts (Desalcott)

➤ Projects

- Major Pipeline Installation

Director, Finance

➤ Project Accounting

- Project & Fund Management
- Project Accounting & Reconciliation
- Compliance, Cost Control and Monitoring

➤ Management Services

- Preparation of Authority's Draft Estimates of Expenditure
- Mid – Term Review of the Authority's Expenditure
- Budget Compliance and Cost Control
- Management of Recurrent and Internal Capital Expenditure Budgets

➤ Financial Services

- Preparation of Monthly Management Accounts
- Preparation of Financial Statements
- Maintenance of a Fixed Assets Register
- Preparation of Bank/Cash/Supplier Reconciliation Statements
- Management queries of Creditors' Accounts

➤ Exchequer Services

- Creditor Payments for Goods and Services
- Payment of Employee Salaries, Wages and other Approved Allowances
- Disbursement of Cheques
- Preparation of Statutory Deductions
- Foreign payments

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

➤ Treasury

- Loan Portfolio Management
- Cash Flow Management
- Foreign Currency Management
- Compliance, Control and Monitoring
- Funds Management and Investment

Director, Corporate Services

➤ Facilities Management

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

➤ 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)

220—Continued

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

- 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
 - Stakeholder Feedback
 - Social Responsibility
 - 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

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

- 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

- Project Feasibility and Appraisal
- Project Planning, Design and Review
- Wells Designs
- Network Designs
- Network and Pressure Management
- Contracts Negotiations
- Project Monitoring
- Project Support and Administration
- Stakeholder Management

➤ 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
- Contracts Negotiations

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

- Project Monitoring
 - Project Support and Administration
 - Project Finance Monitoring
 - Stakeholder Management
- Strategic Planning
- Strategic Planning
 - Tariff Reviews
 - Project Portfolio Risk Identification
 - Project Documentation Management and Control
 - Portfolio Reporting
 - Portfolio Support and Services
 - Change Management
- New Services
- Infrastructure Designs Approval (Commercial and Developments)
 - Building and Development Approval
 - Compliance Monitoring of Building Designs
 - Approval of interconnections (New Development)
 - System Optimization
 - Engineering Drawing and Designs
 - Geomatics Surveys
 - Geoinformatics
- Health, Safety and Environment
- Emergency Planning

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

Director, Human Resources

- Workforce Planning & Organizational Development
 - Organizational Structure Design and Implementation
 - HR Policy and Standard Operating Procedures Development, Monitoring and Review
 - HR Risk Identification, Monitoring and Reporting
 - HR Measurements
 - HR Auditing and Compliance Monitoring
 - HR Strategic / Corporate Reporting
 - Cost Monitoring
 - 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
 - Training Needs Assessment
 - Training Programme Design, Delivery, Facilitation and Monitoring
 - Talent Development, Planning and Monitoring
 - Internship and Apprenticeship Programme Management
 - Learning Resources, Membership and Subscription to Professional Organizations
 - Training Awards

- Administrative Services
 - Employee Resourcing (Selection and Placement)
 - Wages, Salaries and Benefits Administration

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

- HR File Management
 - HR Services
 - HR Information Management
 - Leave Administration
 - Group Life and Medical Plan Administration
 - Pensions Management
 - Exit Management
- Workforce Assessment
- Industry Standards Development and Management
 - Workforce Assessment and Certification
 - Programme Design and Facilitation
- Workforce Wellness
- Employee Support Services
 - Workforce Wellness Programmes Administration
- Industrial and Employee Relations
- Employee Grievance Management
 - Trade Disputes
 - Equal Opportunity Commission (EOC) and Occupational Safety and Health Authority (OSHA) Matters
 - Collective Bargaining, Research
 - Industrial Relations Research
 - Discipline Management and Workplace Investigation

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.

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—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

220—Continued

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

Website : www.wasa.gov.tt

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

- Water Supply and Conservation Plan
- Press Releases – Plant Shutdown & Disruption of Service

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

DIRECTOR, FINANCE

FINANCE

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

DIRECTOR, CORPORATE SERVICES

CORPORATE SERVICES

- 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

LEGAL SERVICES

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

THE WATER AND SEWERAGE AUTHORITY (WASA)

2020 PUBLIC STATEMENT—Continued

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
- Domestic Production Report
- Reports related to regulatory requirements

DIRECTOR, HUMAN RESOURCES

HUMAN RESOURCES

- Collective Agreements
- Memoranda of Agreement
- Letters of Understanding

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

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

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 written requests for information. 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 and from the designated officer.

➤ *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.

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

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.

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.

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

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 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

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

SECTION 7 (1) (a)(vii)

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

- Public Tender Openings

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.
- 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

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

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
- 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

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—Continued

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

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.

THE WATER AND SEWERAGE AUTHORITY (WASA)
2020 PUBLIC STATEMENT—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.

THE SERVICE COMMISSIONS DEPARTMENT
1999 PUBLIC STATEMENT

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

Additional functions of the Police Service Commission 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.

THE SERVICE COMMISSIONS DEPARTMENT
1999 PUBLIC STATEMENT—Continued

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**

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)

THE SERVICE COMMISSIONS DEPARTMENT
1999 PUBLIC STATEMENT—Continued

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.
 - Strategic plans
 - Re-structuring proposals.
 - Working papers
 - Circulars.
 6. Legal Documents (legal opinions, instructions for amendments to regulations and delegation orders, court 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 and character references in respect of officers/applicants. Evaluation forms, advertisements of vacancies, 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.

221—Continued

THE SERVICE COMMISSIONS DEPARTMENT
1999 PUBLIC STATEMENT—Continued

- g) Order-of-Merit List.
- h) Establishments Records.
- i) Job Specifications.
- j) Examination Scripts.

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.

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.

221—Continued

THE SERVICE COMMISSIONS DEPARTMENT
1999 PUBLIC STATEMENT—Continued

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:

Ms. Vilma Seetaram
Acting Human Resource Adviser III
Service Commissions Department
DFL Building
10 Cipriani Boulevard
Newtown
Port of Spain
Tel: 623-2711 Ext. 2435

THE ALTERNATE OFFICERS ARE:

Mr. Martel Waldron
Acting Deputy Director of Personnel
Administration
Service Commissions Department
Cipriani Plaza
52-58 Woodford Street
Port of Spain
Tel: 623-2711 Ext. 2297

Mr. Corey Harrison
Acting Director of Personnel Administration
Service Commissions Department
Cipriani Plaza
52-58 Woodford Street
Port of Spain
Tel: 623-2711 Ext. 2290

MINISTRY OF HOUSING AND URBAN DEVELOPMENT

NOTICE OF UNCASHED CHEQUES

The Ministry of Housing and Urban Development wishes to advise all payees listed below that any uncashed cheques in their possession, issued by the Ministry during the period **October 01, 2019 to September 30, 2020**, will become void if not encashed by **March 31, 2021**.

CHEQUE NUMBER	DATE OF ISSUE	PAYEE
P00082029	24-Jan-2020	ZONE AIRE LTD
P00082315	06-Mar-2020	THOMAS RENTALS
P00082581	01-Apr-2020	COLUMBUS COMMUNICATIONS
P00083701	17-Sept-2020	R E MATTHEWS & ASSOCIATES
P00083814	21-Sept-2020	MAVIS BEHARRY
P00083852	23-Sept-2020	CRYSTAL WILLIAMS
P00083927	28-Sept-2020	GARY ROMEO
P00083987	29-Sept-2020	DEON MOTTLEY
P00083987	29-Sept-2020	BLIZZ CORE TECHNOLOGY
P00083988	29-Sept-2020	BLIZZ CORE TECHNOLOGY
P00084049	30-Sept-2020	FACEY TELECOM T'DAD (2016) LTD
P00084062	30-Sept-2020	LAUGHLIN AND DE GANNES LTD

Please disregard this notice if cheques in your possession have already been cashed.

All uncashed cheques as of **December 31, 2020** must be returned to the Ministry's Accounting Unit for revalidation.

Ministry of Housing and Urban Development
 Level 2, 44-46 South Quay, Port of Spain
 Tel: 623-4663 ext 2070/2074
www.housing.gov.tt