



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 61

Caroni, Trinidad, Tuesday 19th July, 2022—Price \$1.00

No. 123

1048

SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette: Legal Supplement Part B*—

Price of Petroleum Products (Amendment) (No. 2) Order, 2022—(Legal Notice No. 141 of 2022)

Petroleum Production Levy and Subsidy (Gross Margin) Order, 2022—(Legal Notice No. 142 of 2022)

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APPOINTMENT OF A MEMBER OF THE TRINIDAD TRANSPORT BOARD

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, in exercise of the power vested in her by section 3(1) of the Motor Vehicles and Road Traffic Act, Chap. 48:50, after consultation with bodies representative of local government, commerce, industry, agriculture and labour, has appointed BRITHNEY WRIGHT, nominated by the Trinidad and Tobago Manufacturers' Association, as a member of the Trinidad Transport Board, until 12th October, 2023, that is, for a period of co-terminus with that of the other members of the Board.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*

13th July, 2022.

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REVOCATION OF APPOINTMENT OF A MEMBER OF THE TRINIDAD TRANSPORT BOARD

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, in exercise of the power vested in her by section 3(1) of the Motor Vehicles and Road Traffic Act, Chap. 48:50, section 45(1) of the Interpretation Act, Chap. 3:01, and by all other powers thereto enabling and acting on the advice of the Chief Executive Officer of the Trinidad and Tobago Manufacturers' Association (TTMA) has revoked the appointment of CHRISTIAN GEORGE as a member of the Trinidad Transport Board with effect from 13th July, 2022.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*

13th July, 2022.

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OFFICE OF THE PRIME MINISTER

SEPARATION

IN ACCORDANCE with the Director of Personnel Administration's Circular Memorandum No. E: 26/06, dated 25th August, 2006, the undermentioned notice is published for general information:

Retirement

Name	Rank of Officer	Ministry/Department	Date	Remarks
Mrs. Elizabeth Lawrence	Executive Secretary ...	Office of the Prime Minister	10th March, 2023	Compulsory Retirement

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**THE MINISTRY OF PUBLIC UTILITIES****UPDATED PUBLIC STATEMENTS OF THE MINISTRY OF PUBLIC UTILITIES 2022****ANNUAL STATEMENT ON****THE FREEDOM OF INFORMATION (FOI) ACT CHAPTER 22:02**

In compliance with Sections 7, 8 and 9 of the Freedom of Information (FOI) Act, the Ministry of Public Utilities 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 the Ministry of Public Utilities;
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.

2022 PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES—CONTINUED

SECTION 7 STATEMENTS**Purpose and Function of the Ministry of Public Utilities**

The Ministry's strategic framework establishes the context within which its goals and objectives are recognized and pursued. It is defined by the following goals and objectives:

- To provide effective and efficient leadership and governance to the Utilities Sector;
- To ensure that Trinidad and Tobago's utility sector (electricity, post and telecommunications) is modern, customer oriented and technologically enabled to provide effective, cost efficient quality services to all citizens;
- To provide a framework within the Ministry for promoting employee well-being and ensuring that all employees are treated with dignity, fairness and respect;
- To collaborate with the agencies to ensure that they practice prudent financial management with a view to becoming financially viable.

Mandate

To provide effective and efficient leadership and governance in the delivery of public utilities services to the citizenry of Trinidad and Tobago.

Vision

To become an organization dedicated to excellence in the delivery of public utilities for the sustainability of our country and an improved quality of life of its citizenry.

Mission

To facilitate the effective delivery of efficient, affordable and quality public utilities services through a committed, resourceful team of professionals in close collaboration with all stakeholders.

Core Values

The Ministry of Public Utilities is guided in its operations by the following core values:

- Integrity
- Service Excellence
- Transparency
- Accountability
- Trust and Mutual Respect
- Partnership

2022 PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES—CONTINUED

Reporting

The Honourable Marvin Gonzales, along with the Permanent Secretary and the Ministry's management team has oversight for the Public Utilities Sector. Services are provided through the efforts of two (2) Divisions, four (4) Statutory Bodies, two (2) State Enterprises and one (1) Agency. The Ministry is also responsible for the administration of the Utilities Assistance Programme (UAP) and the Residential Electrification Assistance Programme (REAP) in Trinidad and Tobago.

The Ministry of Public Utilities has three hundred and twenty-five (325) employees and is accountable to the citizens of Trinidad and Tobago in the areas of: electricity and electrical inspections, telecommunication services, postal services, meteorological services, waste management and water resources.

The Minister of Public Utilities has responsibility for:

- Visioning and policy direction
- Leadership
- Securing budgetary requirements
- Public accountability

As such, the Minister reports to the Cabinet and Parliament on matters relating to these areas.

Structure of the Ministry of Public Utilities**Head Office**

- The Office and Secretariat of the Minister of Public Utilities
- The Office and Secretariat of the Permanent Secretary
- The Office and Secretariat of the Deputy Permanent Secretary
- The Human Resource Services Division, which is comprised of: -
 - The Human Resource Management Unit
 - The Administrative Support Services Unit
 - The Finance and Accounts Unit
- The Economic Research, Policy and Planning Division, which comprises: -
 - The Research Unit

2022 PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES—CONTINUED

- The Communications Sector (Telecommunication and Postal) Management Unit
 - The Electrification Sector Management Unit
 - The Water Sector Management Unit.
- The Legal Services Division
 - The Sectoral Programmes and Projects Unit
 - The Customer Service Unit
 - The Communications Unit
 - The Monitoring and Evaluation Unit
 - The Information Technology Unit and
 - The Internal Audit

Divisions of the Ministry

- The Government Electrical Inspectorate Division
- The Trinidad and Tobago Meteorological Services Division

Statutory Bodies

- The Regulated Industries Commission (RIC)
- The Water and Sewerage Authority (WASA)
- The Trinidad and Tobago Electricity Commission (T&TEC)
- The Trinidad and Tobago Postal Corporation (TTPOST)

State Enterprises

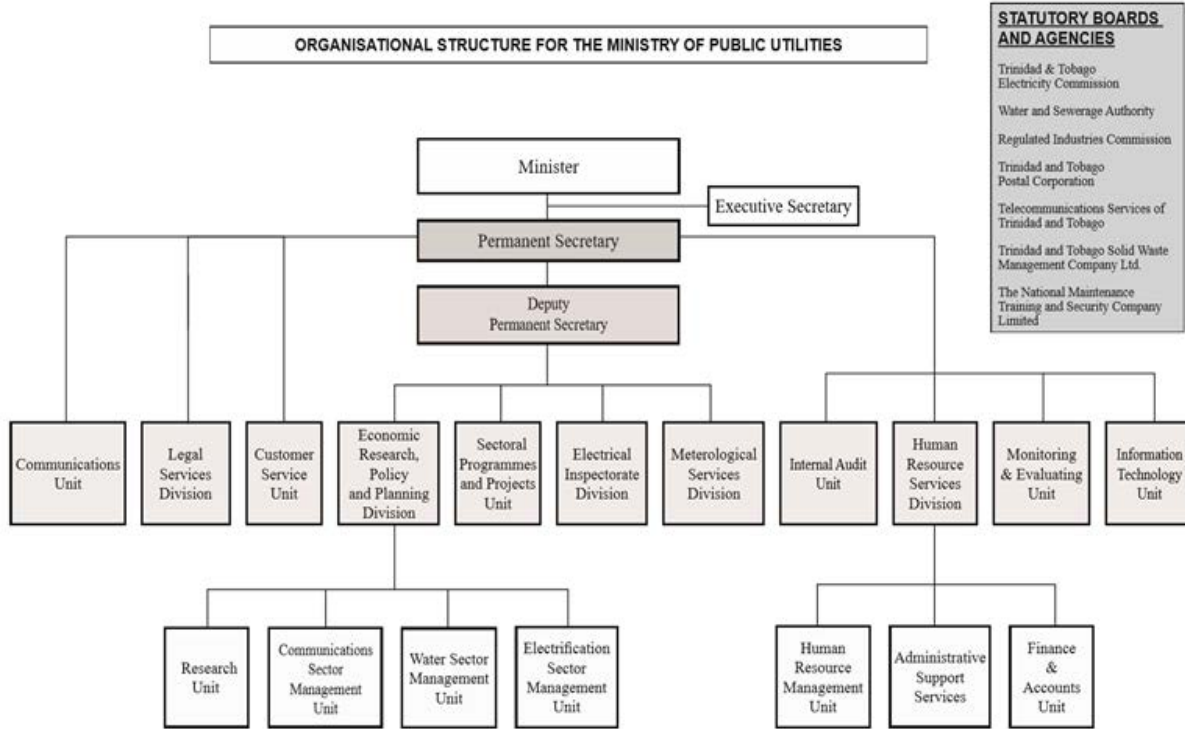
- The National Maintenance Training and Security Company Limited (MTS)
- The Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL)

Agency

- The Telecommunications Services of Trinidad and Tobago Limited (TSTT)

2022 PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES—CONTINUED

Organizational Structure



Responsibilities of Internal Divisions and Units (Head Office)

Human Resource Services Division

The primary objective of the Human Resource Services Division is to provide timely and efficient support to the internal clients of the Ministry by offering Financial, Administrative and Human Resource Services through its Human Resource Management Unit, Administrative Support Services Unit and the Finance and Accounts Unit.

Monitoring and Evaluation Unit

This Unit is responsible for developing and implementing monitoring and evaluation systems for the Ministry, consistent with the Government’s mandate to provide effective and efficient delivery of public utilities to the citizens of Trinidad and Tobago. The Unit’s primary functions include tracking the progress, outcomes and impact of projects, programmes and policies, evaluating the Ministry’s performance and reporting on its activities.

2022 PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES—CONTINUED

The Economic Research, Policy and Planning Division (ERPPD)

The Economic Research, Policy and Planning Division is the technical arm of the Ministry of Public Utilities charged with implementing and developing policy, undertaking research and planning to provide strategic direction for the entities within the Utilities Sector. The Division also provides oversight and monitoring of the financial performance of the Ministry and agencies under the Ministry's purview. The Division conducts its work through four (4) Units:

- The Research Unit;
- The Communications Sector Management Unit (Telecommunications and Postal);
- The Electrification Sector Management Unit; and
- The Water Sector Management Unit.

Sectoral Programmes and Projects Unit (SPPU)

The Sectoral Programmes and Projects Unit is responsible for monitoring the implementation of sectoral programmes and projects (including capital projects), risk management and project reporting.

Customer Service Unit

The Customer Service Unit is responsible for pursuing greater efficiency and effectiveness of the Ministry's service delivery systems to customers. These services include but are not limited to implementing customer service improvement initiatives, addressing Utility Complaints/Queries, responding to requests under the Freedom of Information Act (FOIA) 1999, and the administration of Standby Generator Licenses.

Communications Unit

The primary responsibility of the Communications Unit is to develop and implement the Ministry's communication strategy in support of Government's plans, programmes and initiatives.

2022 PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES—CONTINUED

Legal Services Division

The division is responsible for providing legal advice and the drafting of legal documents for matters under the Ministry's purview. The division liaises with legal counsels in the public and private sectors for the preparation of legal briefs to external stakeholders including the Chief State Solicitor and the Solicitor General on court matters pertaining to the Ministry. The Division also assists in the development and management of the Ministry's legislative agenda.

Information Technology Unit

The Information Technology Unit is responsible for managing the Information Systems (IS) and Information Technology (IT) portfolios of the Ministry, as well as providing the necessary IT support to the Ministry.

Internal Audit

The Internal Audit Unit provides independent and objective assurance and consulting services to the Accounting Officer aimed at adding value and improving the Ministry's operations. The Unit assists in meeting organisational objectives through the application of a disciplined approach to evaluating the effectiveness of governance, risk management and control processes.

Responsibilities of External Divisions**Government Electrical Inspectorate Division**

The Government Electrical Inspectorate Division is responsible for testing and inspecting electrical installations of buildings and facilities to meet local and international standards and to certify whether these installations are compliant. Additionally, the Division is responsible for issuing Wireman's License and Projectionist's License to qualified and competent persons. The Division is also required to investigate fires in buildings and facilities to determine whether the cause was related to the electrical installation upon the request of the Trinidad and Tobago Police Service, Trinidad and Tobago Fire Services, Trinidad and Tobago Electricity Commission (T&TEC) and Insurance Companies.

2022 PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES—CONTINUED

Trinidad and Tobago Meteorological Services Division

The Meteorological Services Division (MSD) is responsible for providing meteorological information and advice consistent with international standards, namely the World Meteorological Organization (WMO) and the International Civil Aviation Organization (ICAO) standards. MSD produces and distributes weather and climate information to the general public and key stakeholders in sectors such as aviation, maritime, agriculture, tourism, water and disaster management.

Impact of Functions of the Ministry of Public Utilities on Members of the Public

The Ministry of Public Utilities is responsible for the Utility Sector, such as electricity and electrical inspection, water and sewerage, telecommunications and postal services, which positively impact the lives of Trinidad and Tobago's citizenry. These contribute valuable resources on which Trinidad and Tobago's basic infrastructure and human and economic development is based, measured and sustained.

Categories of Documents in the Possession of the Ministry of Public Utilities

The following documents are in the possession of the Ministry of Public Utilities, in accordance with Section 7 (1) (a) (ii) of the FOI Act:

- Files: Administrative, human resource management, financial, procurement, legal, conferences/seminars, programmes, projects, Cabinet notes, board meetings, committee meetings, technical assistance, local/regional/international organizations, and utilities.
- Financial Records: Financial and accounting statements and operational documents.
- Documents: Copies of legislation, laws, legal notices, bills, regulations, orders, Gazettes, brochures, bulletins, reports from Government agencies.
- Digital media: Photographs, CDs, DVDs, diskettes, videos and tapes pertaining to the Ministry's work.

2022 PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES—CONTINUED

Material prepared for publication or inspection

The Ministry produces the following documents that are available to the public:

- The Ministry’s Quarterly Newsletter “*Focus on MPU*” (2007-2013)
- Utilities Assistance Programme (UAP) brochures
- Residential Electrification Assistance Programme (REAP) brochures
- Electrification Programme brochures
- Newspaper advertisements (Ministerial vacancies, Ministerial messages and statements)

Members of the public can also visit our website for additional information at:
www.mpu.gov.tt

Procedure to be followed when accessing a document from the Ministry of Public Utilities

The following procedures are to be utilised when accessing documents from the Ministry of Public Utilities, in accordance with Section 7 (1) (a) (v) of the FOI Act.

(a) General Procedure

The Ministry’s policy is to respond to all requests for information, both oral and written. However, in order to exercise the rights under the FOI Act (for example, the right to challenge a decision if the request for information is refused), the applicant must make the request in writing.

The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents*), available at the Customer Services Unit and the Ministry’s Library, for information that is not readily available to the public.

(b) Addressing Requests

To facilitate prompt handling of the request, it should be addressed to the Designated Officer of the Ministry (see **Section 7 (1) (a) (vi)**).

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(c) Details in the Request

Applicants should provide details that will allow for ready identification and location of the requested records. If insufficient information is provided, clarification will be sought from the applicant. If applicants are unsure of how their request should be written or what details should be included, they should communicate with the Ministry's Designated Officer.

(d) Requests not handled under the FOI Act

A request under the FOI Act will not be processed to the extent that it asks for information that is readily available to the public, either from this Ministry or from another public authority, e.g. brochures, pamphlets, reports, etc.

(e) Retrieving Documents

The Ministry of Public Utilities is required to furnish copies of documents only when they are in its possession or can be retrieved from storage. Information stored in the National Archives or other storage centres will be retrieved in order to process the requests.

(f) Furnishing Documents

An applicant is entitled to copies of information the Ministry has in its possession, custody or power. The Ministry is required to furnish only one copy of a document. If a legible copy of a document cannot be released, the Ministry may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply. Please note the Ministry is not compelled to do the following:

- Create new documents; or
- Perform research for the applicant.

(g) Time Limits

The FOI Act sets a time limit of thirty (30) calendar days for the determination of a request for access to documents. The Ministry is required to grant the request for access to information as soon as practicable but no later than 30 days, as required by Section 15 of the FOI Act. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

2022 PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES—CONTINUED

Should the Ministry fail to meet this deadline, the FOI Act gives the applicant the right to proceed as though the request has been denied. The Ministry will diligently seek to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the Ministry would acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Ministry has received the request and to ascertain its status.

(h) Fees and Charges

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies or copies in some other form, such as on a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred by duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, the Ministry may charge duplication fees in accordance with its normal replication policy.

Designated Officers in the Ministry of Public Utilities

The following are the Designated Officers charged with the responsibility for obtaining documents on request by the public in accordance with Section 7 (1) (a) (vi) of the FOI Act.

The Designated Officer:

Mrs. Mauricia Pegus
Customer Service Manager
One Alexandra Place
#1 Alexandra Street
St. Clair
Trinidad, W.I.
Phone: 628-9500 ext. 1115 Fax: 628-6067
Email: mpegus@mpu.gov.tt

The Alternate Officer:

Ms. Danielle Salandy
Director, Legal Services
One Alexandra Place
#1 Alexandra Street
St. Clair
Trinidad, W.I.
Phone 628-9500 ext. 5200 Fax: 628-6067
Email: dsalandy@mpu.gov.tt

2022 PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES—CONTINUED

These Officers are responsible for executing the following functions:

- The initial receipt of an action upon notices under Section 10,
- Requests for access to documents under Section 13, and
- Applications for correction of personal information under Section 36 of the FOI Act.

Advisory Boards, Councils, Committees, and other bodies (where meetings/minutes are open to the public) Section 7 (1) (a) (vii)

There are currently no Advisory Boards, Councils, Committees and other Bodies at this time.

Library/Reading Room Facilities

The Ministry of Public Utilities currently has a Reading Room/Library in accordance with Section 7 (1) (a) (viii) of the FOI Act. The Reading Room/Library is located on the Fifth Floor, One Alexandra Place, #1 Alexandra Street, St. Clair, Port-of-Spain. It is open to the public from Mondays to Fridays between the hours of 8:30 am to 3.30 pm.

Policy of the Ministry of Public Utilities for the provision of copies of documents which are readily available to the public

Members of the public may:

- (a) Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration the possibility that the copies may not be available in the form required.
- (b) Be required to supply copying paper for hard copies in instances where requests require large amounts of paper.

2022 PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES—CONTINUED

SECTION 8 STATEMENTS

Section 8(1)(a)(i) Documents containing interpretations or particulars of written laws or schemes administered by the Ministry of Public Utilities, not being particulars contained in another written law:

At this time, the Ministry of Public Utilities 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:

There are other documents that guide the operations of the Ministry of Public Utilities. These documents can be purchased from the Government Printery, while others may be accessed on-line via www.ttparliament.org or www.ttconnect.gov.tt. The following applies:

- Trinidad and Tobago Gazette
- Hansard Reports relating to Debates in the Senate and House of Representatives
- Circular memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Public Administration and other Departments
- Public Sector Investment Programme (PSIP)
- Reports of Government Agencies
- Annual Budget Documents of the Republic of Trinidad and Tobago
- Policies of Agencies within the purview of the Ministry
- Guidelines for Programmes within the Ministry
- Estimates of Recurrent Expenditure and Development Programmes
- Procurement Policies and Guidelines
- Financial Regulations and Instructions
- Health and Safety Guidelines

2022 PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES—CONTINUED

SECTION 9 STATEMENTS

In accordance with Section 9 (1) (a)-(m), the following reports are available at the Ministry's Reading Room/Library, located on the First Floor, #1 Alexandra St, St. Clair, Port of Spain:

- The MPU's Annual Administrative Reports
- The MPU's Statistical Digest (2006-2010), (2010-2011)
- The MPU's Quarterly Newsletter (2007-2013)
- Annual Reports and Financial Statements of Agencies of the MPU
- Newsletters/Magazines of Agencies of the MPU (e.g. *Watts Happening* and *RIC News*)
- *Contact Magazine* prepared by the T&T Chamber of Industry and Commerce
- *Linkage Magazine* prepared by the American Chamber of Commerce
- Newsletters of Other Ministries and Agencies (e.g. Ministry of Foreign Affairs and Caricom and the Environmental Management Authority (EMA))

2022 PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL INSPECTORATE DIVISION
MINISTRY OF PUBLIC UTILITIES—CONTINUED

In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Electrical Inspectorate Division is required by law to publish the following statements, which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by the **Government Electrical Inspectorate Division**;
- (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.

2022 PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL INSPECTORATE DIVISION
MINISTRY OF PUBLIC UTILITIES—CONTINUED

Section 7 Statements

Section 7(1) (a) (i)

FUNCTION AND STRUCTURE OF THE GOVERNMENT ELECTRICAL INSPECTORATE DIVISION

MISSION STATEMENT

The mission of the Government Electrical Inspectorate Division is to provide electrical inspection services to the citizens of Trinidad and Tobago to ensure the integrity of these wiring systems through timely and meticulous electrical inspections and to certify qualified and competent persons to undertake electrical installations in order to safeguard the well-being of people and their property from injury and fire.

MANDATE

The Government Electrical Inspectorate Division is responsible for testing and inspecting electrical installations of buildings and facilities to meet local and international standards and to certify whether these installations are compliant. In addition, the Government Electrical Inspectorate Division is responsible for issuing Wireman's Licence and Projectionist's Licence to qualified and competent persons. The Government Electrical Inspectorate Division is also required to investigate fires in buildings and facilities to determine whether the cause of the fire was related to the electrical installation.

STRUCTURE

The Government Electrical Inspectorate Division is a Division of the Ministry of Public Utilities. The Government Electrical Inspectorate Division (GEID) was established by the Electricity (Inspection) Act Chapter 54:72, on January 1, 1946. The Division comprises a staff of fifty-five (55) officers and is headed by the Chief Electrical Inspector, who is responsible for the administration, regulation and enforcement of the following Acts as they relate to the inspection of Electrical Installations and the licensing of Electricians and Cinema Operators (Projectionists).

- (1) The Electricity (Inspection) Act Chapter 54:72
- (2) The Electric Installations (Buildings) Act Chapter 54:71
- (3) Legal Notice No. 139 of Cinematograph Ordinance, Chapter 30:10.

1053—Continued

2022 PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL INSPECTORATE DIVISION
MINISTRY OF PUBLIC UTILITIES—CONTINUED**Trinidad**

The GEID operates from three (3) locations in Trinidad. They are:

- (1) The Head Office at Arouca: services North East (East of Lady Young Road) and part of Central Trinidad.
- (2) Office at La Romaine: services South Trinidad from Guayaguayare to Cedros, including Central South.
- (3) Office at One Alexandra Street, St. Clair, Port of Spain: services North West Trinidad (West of Lady Young Road).

Tobago

In Tobago, Electrical Inspectors are appointed to the Office of the Electrical Inspectorate, Division of Settlements, Public Utilities and Rural Development. The Inspectors operate under the technical guidelines of the Chief Electrical Inspector.

The Office of the Government Electrical Inspectorate is located at Colosseum Building, Crown Point, Tobago. This office serves the entire Tobago

FUNCTIONS**Administrative**

- (i) Receipt of applications for inspections of domestic, commercial or industrial electrical installations. Determination and collection of the appropriate fees and assignment of dates for these inspections.
- (ii) Assignment of inspections to Electrical Inspectors on a daily basis and review of submitted reports.
- (iii) Maintenance of records associated with inspections of electrical installations on all building/structures in Trinidad and Tobago.
- (iv) Other functions associated with the maintenance of the clerical and technical operations of the Division.

2022 PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL INSPECTORATE DIVISION
MINISTRY OF PUBLIC UTILITIES—CONTINUED

Inspections

- (i) Inspections and Issuance of Certificates of Approval for all New Domestic, Commercial and Industrial Electrical Installations in Trinidad and Tobago which are mandatory for the connection of an Electricity Supply by the Trinidad and Tobago Electricity Commission.
- (ii) Inspections and Issuance of Certificates of Approval for all rewired or altered installations for compliance with established standards of safety which are also a prerequisite for the energizing/use of these installations.
- (iii) Inspection of 'Disconnected Installations' for 're-connection' purposes.
- (iv) Routine 'Condition Inspection' of installations to determine their continued safety and advising owners/occupiers of relevant defects, to be corrected within a specified time.
- (v) Annual Inspection of the electrical installation and apparatus in all Public Buildings and places of entertainment (Electricity Inspection Act Chap. 54:72 Section 15). {Electricity (Inspection) Rules}.
- (vi) Routine inspections carried out in large industries and high-risk areas. Owner/occupiers are advised of defects (if any) that need to be corrected within a specific period.
- (vii) Inspection of High Voltage Installations.
- (viii) Commissioning of new installations including large industrial plants.
- (ix) Maintenance testing at stipulated intervals.

2022 PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL INSPECTORATE DIVISION
MINISTRY OF PUBLIC UTILITIES—CONTINUED

Advisory Services

- (i) Responding to owners, electricians, contractors and other members of the public upon their requests for information that impact upon the inspection of their electrical installation.
- (ii) Interfacing with Importers, Distributors and Manufacturers as regards the design, application and acceptable standard of electrical products.
- (iii) Presentations to schools and firms as regards electrical safety and training

Fire and Accident Investigation

- (i) Visiting the scenes of fires to determine if the cause of the fire is due to an electrical fault upon requests from the Police, the Trinidad and Tobago Electricity Commission, Trinidad and Tobago Fire Service or Insurance Companies.
- (ii) Attending court proceedings that may arise from the investigation at one (1) above, when summoned to give evidence.
- (iii) Investigations of incidents/accidents resulting in loss of life or grievous hurt to any person that occurred in connection with electrical installations or plant or apparatus and submission of findings to the nearest Magistrate.

Regulatory Functions

- (i) Determining/reviewing codes, regulations and standards relevant to the inspection of installations.
- (ii) Interfacing with the Trinidad and Tobago Electricity Commission regarding defects/problems associated with electrical systems/installations.
- (iii) Enforcement of the Trinidad and Tobago Electrical Wiring Code.

Licensing of Wireman and Projectionist

- (iv) Evaluating the qualifications, competence and experience of applicants for the grant of Wireman's Licence. Reviewing/Evaluating the performance/conduct of Wiremen and renewing their Licences as appropriate.
- (v) Administering the grant of Projectionists (Cinema Operators) Licences to competent candidates and renewal of same.

2022 PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL INSPECTORATE DIVISION
MINISTRY OF PUBLIC UTILITIES—CONTINUED

Effects of functions on members of the public

The functions of the Government Electrical Inspectorate Division have a profound effect on the public in that it affords them confidence in knowing that their wiring system have met a satisfactory standard of safety. Members of the public are also assured that their person and property are safeguarded from hazards, which may arise from their electricity usage.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Government Electrical Inspectorate Division

- a. Files dealing with administrative support and general administrative documents for the operation of the Government Electrical Inspectorate Division.
- b. Personnel files, which detail staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
- c. Files dealing with the accounting and financial management function of the Government Electrical Inspectorate Division.
- d. Financial Records (cheques, vouchers, receipts, journals, Electrical Inspection, Housing Electricians and Cinema Operators Fees).
- e. Files dealing with matters relating to the procurement of supplies, services and equipment.
- f. Policy and Procedure Documents.
- g. Internal and External correspondence files.
- h. Customer files.
- i. Legislation and Legal Instruments.
- j. Legal Opinions and related matters.
- k. Files dealing with training – local and foreign and technical co-operation.
- l. Files dealing with circulars, memoranda, notices, bulletins, etc.
- m. Inventory.
- n. Complaints/suggestions files.
- o. Registers/Certificates/Permits/Licences etc.

2022 PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL INSPECTORATE DIVISION
MINISTRY OF PUBLIC UTILITIES—CONTINUED**Section 7(1) (a) (iii)****Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material between the hours of 8:00 am to 4:00 p.m. on normal working days at the following locations:

Head Office:	#48 Eastern Main Road, Arouca Tel. 692-6548, 692-6549
South Office:	Maska Building South Trunk Road La Romaine. Tel. 697-7976
Port of Spain Office:	One Alexandra Place, 1 Alexandra Street, St. Clair, Port of Spain Telephone number 628-9500 Ext. 1113, 1114

- High Voltage Regulations
- Low Voltage Regulations
- Electrical Inspections Fees
- Housing Electricians Fees
- Cinema Operators Fees
- Departmental Rulings from the Chief Electrical Inspector
- Requirements for Wireman's Licence and Cinema Operators Permits

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

This section is not applicable.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Government Electrical Inspectorate Division.****How to Request Information:****General Procedure:**

Our policy is to answer all requests for information, both oral and written. However, in order to exercise your rights under the FOIA (for example the right to challenge a decision if the request for information is refused), the request must be made in writing.

2022 PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL INSPECTORATE DIVISION
MINISTRY OF PUBLIC UTILITIES—CONTINUED

The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) which is available at any of the four Offices of the Government Electrical Inspectorate Division, for information that is not readily available to the public.

Addressing Requests:

To facilitate prompt handling of your request, please address it to the Chief Electrical Inspector (**see section 7 (1) (a) (vi)**)

Details in the Request:

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer (**see section 7 (1) (a) (vi)**).

Request 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 the Government Electrical Inspectorate Division or from another public authority.

Responding to your Request

Retrieving Documents:

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 not be possible. 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 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 program so that a computer will print information in the format you prefer.
- (b) Perform research for you.

2022 PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL INSPECTORATE DIVISION
MINISTRY OF PUBLIC UTILITIES—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 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/or be provided with copies.

Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the documents/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven-day period, you are entitled to a refund of the fees paid in addition to free access to the documents/s requested.

Section 7 (1) (a) (vi)

Officers in the Government Electrical Inspectorate Division 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.

The Designated Officer:

Mr. Marlon Williams
Chief Electrical Inspector
#48 Eastern Main Road, Arouca
Telephone: 628-9500 ext. 7000/ 7013

The Alternate Officer:

Mrs. Murine Rooplal
Administrative Officer II
#48 Eastern Main Road, Arouca
Telephone: 628-9500 ext. 7007

Section 7 (1) (a) (vii)**Advisory Boards, Council, Committee, and other bodies**

- National Technical Electrical Committee of the Government Electrical Inspectorate

2022 PUBLIC STATEMENT OF THE GOVERNMENT ELECTRICAL INSPECTORATE DIVISION
MINISTRY OF PUBLIC UTILITIES—CONTINUED

Section 7 (1) (a) (viii)**Library/Reading Room Facilities**

Certain information may be readily accessed at our offices:

- Head Office - #48 Eastern Main Road, Arouca
Telephone: #692-6548, 692-6549
- Office - Maska Building South Trunk Road La Romain
Telephone #697-7976
- Office – One Alexandra Place, 1 Alexandra Street, St. Clair, Port of Spain
Telephone number 628-9500 Extension 1107, 1113

The public may also make general enquiries to Chief Electrical Inspector - Mr. Marlon Williams at 628-9500 ext. 7000/ 7013. Our offices are open to the public from Monday to Friday between the hours of 8:00am and 4:00pm.

Policy of the Government Electrical Inspectorate Division for provision of copies of documents that are readily available to the public.

Members of the public are required to provide paper for photocopies.

Section 8 Statements**Rules and Regulation under which the GEID operates**

- Electricity (Inspection) Act Chapter 54:72
- Electrical Installation (Building) Act Chapter 54:71
- The Cinematograph Act and Video Entertainment Act Chap: 20:10, Legal Notice 139
- Public Service Regulations

Electrical installations in Trinidad and Tobago must comply with the following standards:

- Trinidad and Tobago Wiring Code, Part 1, Low voltage installation (TTS171: Part 1: 2002)
- Trinidad and Tobago Wiring Code, Part 2, High voltage installation (TTS171: Part 2: 2002)
- Trinidad and Tobago Wiring Code, Part 3, Renewable Energy Systems and Interconnections (TTS171: Part 3: 2011)
- National Electrical Code – 2011
- TTEC – Wiring for Lighting and Power (2008)
- Bulletins issued by the Chief Electrical Inspector

Section 9 Statements

This section is not applicable at this time.

2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
AND LOCAL GOVERNMENT

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Rural Development and Local Government is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access information held by the Ministry of Rural Development and Local Government.
2. A legal right for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading.
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

FUNCTION AND STRUCTURE OF THE MINISTRY OF RURAL DEVELOPMENT AND LOCAL GOVERNMENT

MISSION STATEMENT

The Ministry of Rural Development and Local Government shall ensure the sustainable development of our local communities through effective policy guidance, facilitation and monitoring of Municipal and Regional Implementation Agencies in a network that promotes high quality, partnerships, wide participation in governance and the continuous development of our human resource.

2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
AND LOCAL GOVERNMENT—CONTINUED

STRUCTURE OF THE MINISTRY

The Ministry of Rural Development and Local Government is comprised of the following Units:

- General Administration
- Finance and Accounts
- Human Resource Management
- Planning
- Engineering
- Audit
- Information Technology
- Local Area and Regional Planning and Development
- Disaster Management
- Communications
- Legal Services
- PIRO – Personnel and Industrial Relations Office

1. **GENERAL ADMINISTRATION**

This Unit is responsible for Accommodation, Office and Fleet Management, Registry Services, Complaint, Investigation, Security, Tenders and the Acquisition of Lands, Insurance/Inspection of Vehicles.

2. **FINANCE AND ACCOUNTS**

This Unit is responsible for ensuring that payment for all goods and services procured by the Ministry are paid for in a timely and transparent manner. This includes but is not limited to payment of wages and salaries for Head Office staff and applications for release of funds for the recurrent expenditures, Public Sector Investment Programmes and the Road Improvement Fund.

3. **HUMAN RESOURCE MANAGEMENT**

This Unit is responsible for the planning, selection, training and development, terminal benefits, employee relations and ensuring that there is adequate monthly paid staffing for the Ministry and Municipal Corporations. It is also responsible for the appointment of contract officers and the administration of contracts, travelling issues, and matters relating to devolved functions and delegated authority.

2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
AND LOCAL GOVERNMENT—CONTINUED4. **PLANNING**

The Planning Unit is responsible for collecting, collating and analyzing socio-economic data in general and in particular Rural Development and Local Government data; interpreting such data for the formulation of planning policies; preparing and presenting research reports on assigned Rural Development and Local Government issues; investigation and monitoring development projects; compiling, investigating and analyzing economic and statistical data and the maintaining of these records; and in general, providing technical assistance to Municipal Corporations.

The Unit is also responsible for facilitating the enhancement of managerial, structural and technical capabilities of Municipal Corporations, the empowerment of citizens by involving them in Rural Development and Local Government via mechanisms of communication and education in Rural Development and Local Government. Also, for collaborating with Municipal Corporations to pursue measures for stimulating and sustaining corporate productivity and supporting developmental programmes with project management capability.

5. **ENGINEERING**

The Engineering Unit is responsible for the implementation of Civil/Structural and Mechanical/Electrical Engineering projects from inception to commissioning. Moreover, the Unit responds to the demands from the burgesses for an improved quality of life within communities through the development of new initiatives to solve infrastructural problems. Technical advice and assistance are also provided to the Regional Corporations with respect to the project they plan to undertake. The Unit also visits sites, conduct surveys and prepares detailed estimates, specifications, drawings and other contract documents. Consultancy services are provided during the construction phase of projects.

6. **AUDIT**

This Unit is responsible for the:

- (i) Verification of all arrears of payment owed by the Ministry, the verification of Pension and Leave Records, Records of Service and Virements.

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2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
AND LOCAL GOVERNMENT—CONTINUED

- (ii) Applications for Credit, Contract Gratuity, Terminal Benefits, Workmen's Compensation and Investigation of specific matters as requested by the Permanent Secretary.
- (iii) Execution of Audit Checks on particular activities, records and systems of Internal Controls.

Reports are prepared for (i), (ii) and (iii) and submitted to relevant Managers who are responsible. Audit is a consultant to management of all Regions and Head Office as a consequence of their activities.

7. INFORMATION TECHNOLOGY

This Unit is responsible for the development and implementation of electronic information infrastructure to make it possible to share information and computer resources, as well as to reduce redundant operations enterprise wide in respect of Head Office and the fourteen (14) Municipalities.

8. LOCAL AREA AND REGIONAL PLANNING AND DEVELOPMENT

This Unit is responsible for:

- Developing a Municipal Social and Physical Infrastructure Database with Geographic Information System (GIS) capacity on the present assets, current and future needs, with regards to local Infrastructure.
- Facilitating the Development and Implementation of Local Area and Regional Developmental Plans.
- Developing a System of Standards for Infrastructure that informs Local Area and Regional Development.
- Developing a Policy on Local Infrastructural Provisions, Management, Operations and Access by users.
- Facilitating the Institutional Strengthening of Municipal Corporations to Undertake Developmental Planning and Control Activities.

2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
AND LOCAL GOVERNMENT—CONTINUED9. **DISASTER MANAGEMENT**

The Disaster Management Unit is responsible for the Operation of the Emergency Operation Centers, Designing Plans for Managing Emergencies in Regional Communities in conjunction with the 14 Municipal Corporations, the Fire and Police Services, the Defense Force and Emergency Health Services (EHS), collaborating with the Office of Disaster Preparedness and Management (ODPM) and implementing the Disaster Management Policy for the Ministry.

10. **COMMUNICATIONS**

The Communication Unit is responsible for the Marketing and Public Relations of the Ministry of Rural Development and Local Government, its fourteen (14) Municipal Corporations and Special Purposes Companies and Maintaining and Promoting the Good Corporate Image of the Ministry.

11. **LEGAL SERVICES**

The Legal Services Unit is responsible for Providing Legal Advice to the Honourable Minister, Permanent Secretary and the fourteen (14) Municipal Corporations on the Programmes, Projects and Initiatives undertaken by the Ministry. The Unit deals extensively with the Municipal Corporation Act and related legislation.

The Unit Implements Procedures for Management of the Legal Issues affecting the Ministry and the Municipal Corporations as well as to ensure that there is Continuity in the Projects Undertaken by the Ministry, given its Strategic Objectives and the Ongoing Thrust for Local Government Reform.

The Legal Services Unit liaises with the Legal Units of other Ministries to work jointly on Legal Issues of Mutual Concerns and Interests.

12. **PIRO – Personnel and Industrial Relations Office**

The Personnel and Industrial Relations Office (PIRO) Unit is very important because it deals with the employment relationship, specifically the complex interrelations between this Ministry and its employees, inclusive of those at the Regional Corporations, as well as trade unions. PIRO handles policies and regulations, complaints and grievances, sick leave, applications for retirement and death benefits for daily paid employees.

2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
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The Statutory Boards and other Bodies which fall under the purview of the Ministry of Rural Development and Local Government are as follows:

- The Trinidad and Tobago Association of Local Government Authorities (TTALGA)
- Port of Spain City Corporation (POSCC)
- San Fernando City Corporation (SFCC)
- Arima Borough Corporation (ABC)
- Point Fortin Borough Corporation (PFBC)
- Chaguanas Borough Corporation (CBC)
- Diego Martin Regional Corporation (DMRC)
- San Juan/Laventille Regional Corporation (SJLRC)
- Tunapuna/Piarco Regional Corporation (TPRC)
- Sangre Grande Regional Corporation (SGRC)
- Princes Town Regional Corporation (PTRC)
- Couva/Tabaquite/Talparo Regional Corporation (CTTRC)
- Penal/Debe Regional Corporation (PDRC)
- Siparia Regional Corporation (SRC)
- Mayaro/Rio Claro Regional Corporation (MRCRC)

SPECIAL PURPOSE STATE ENTERPRISES UNDER THE PURVIEW OF THE MINISTER OF LOCAL GOVERNMENT

- Rural Development Company of Trinidad and Tobago (RDC)
- Community Environment Enhancement and Protection Programme (CEPEP)

SECTION 7 (1) (a) (ii)**CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE MINISTRY OF RURAL DEVELOPMENT AND LOCAL GOVERNMENT**

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry.
2. Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirement, leave, vacation etc.

2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
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3. Files dealing with the accounting and financial management functions of the Ministry.
4. Financial records (cheques, vouchers, receipts, journals, etc.)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet documents.
7. Maps, charts, photographs.
8. News releases and speeches originating in the Ministry.
9. Policy and procedure documents.
10. Internal and external correspondence files.
11. Documents relating to strategic review of the Ministry.
12. Legislation and legal instruments.
13. Legal opinions and related matters.
14. Files dealing with training – local, foreign and technical co-operation.
15. Minutes/Agenda of Meetings.
16. Files dealing with Circulars/Memoranda, Notices, Bulletins, etc.

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17. Reports: Statistical, Annual/Monthly/Quarterly, Audit, Technical and Valuation.
18. Files dealing with official functions, conferences and events hosted and attended by the Ministry.
19. Briefing Papers.
20. Inventories.
21. Files dealing with complaints.
22. Files dealing with acquisition of lands for public purposes on behalf of Municipal/Regional Corporations, that is, markets, recreation grounds, pavilions/parks, playgrounds/playfields, roadways, etc.
23. Files dealing with leases.
24. Video tapes of major events attended by the Minister of Local Government.
25. Three to five minutes business features.
26. Emergency Response Plans (for all fourteen Municipalities).
27. List of vulnerable communities (for all fourteen Municipalities).
28. List of hazards faced (for all fourteen Municipalities).
29. Disaster Management Policy at the Local Government level.

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30. Draft Gap and Needs Analysis of the Disaster Management System at the Rural Development and Local Government level.

31. Draft Disaster Management Systems Manual.

SECTION 7 (1) (a) (iii)**Material prepared for publication or inspection.**

- ❖ Policy on Local Government Transformation and Modernization.
- ❖ Transitioning of Local Government, Draft Policy 2016

SECTION 7 (1) (a) (iv)**Literature available by subscription.**

Not available at this time.

SECTION 7 (1) (a) (v)**Procedures to be followed when accessing a document from the Ministry of Rural Development and Local Government****How to request information:**

- **General Procedure**

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you under the Freedom of Information Act 1999 (FOIA) (e.g. 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 from the General Administration Office or from our Designated Officer, for information that is not readily available to members of the public [see Section 7 (1) (a) (vi)].

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2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
AND LOCAL GOVERNMENT—CONTINUED

- **Addressing Requests**

To facilitate prompt handling of your request, please address to the Designated Officer of the POSC: See Section 7 (1) (a) (vi).

- **Details in the Request**

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

- **Requests not handled under FOIA**

A request under the FOIA will not be processed, if what is asked for is information which is currently available in the public domain, either from this Ministry or from another public authority (e.g. brochures, pamphlets, reports etc.)

Time Limits

- **General**

The Freedom of Information Act sets a time limit of thirty (30) calendar days for accession 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 thirty (30) days as required by Section 15 of the FOIA.**

2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
AND LOCAL GOVERNMENT—CONTINUED**RESPONDING TO YOUR REQUEST****• Retrieving Documents**

The Ministry is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

• 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 in our reply. Extra copies will be provided at the cost of production.

Please note that we are not compelled to do the following:

- (a) Create new documents.
- (b) Perform research for you.

Section 7(1) (A) (VI)

Officers in the Ministry of Rural Development and Local Government 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) Application for correction of Personal Information under Section 36 of the FOIA.

The Designated Officer is:

Ms. Neisha Seepersad
Administrative Officer IV (Ag.)
General Administration
Ministry of Rural Development and Local Government
First Floor
Kent House
Maraval
Telephone Nos. 628-7363 or 628-1323-5 Ext. 3305

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2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
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The Alternate Designated Officer is:

Mr. Keeshan Pheerangee
Administrative Officer V (Ag)
General Administration
Ministry of Rural Development and Local Government
First Floor
Kent House
Maraval

Telephone Nos. 622-9426 or 628-1323-5 Ext. 3308

SECTION 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other bodies

Not applicable at this time.

Section 7(1) (a) (viii)

Library/Reading Room Facilities

Not available at this time.

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.

Governing Legislation includes:

- Municipal Corporations Act 21 of 1990 (and amendments)
- Civil Service Act and Regulations Chapter 23:01

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2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
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- Public Service Commission Regulations 1966 (Amendments) to Chapter XI of the Civil Service Act Ch. 23:01
- Industrial Relations Act 1972
- Exchequer and Audit Ordinance 1959
- Financial Regulations 1965
- Travelling Regulations Chapter 23:50
- Central Tenders Board Ordinance No. 22 of 1961 (and amendments)
- Freedom of Information Act No. 26 of 1999 as amended by Act No. 92 of 2000
- Land Acquisition Act Chapter 48:01
- The Public Procurement and Disposal of Public Property Act, 2015 (and amendments)
- The Miscellaneous Provisions (Local Government) Act, 2022

These are available for purchase at the Government Printery.

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.

Not applicable at this time.

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 Ministry of Rural Development and Local Government.

- Report of the Cabinet Appointed Committee to Develop a Model for the Control of Development.

2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
AND LOCAL GOVERNMENT—CONTINUED

Section 9 (1) (b)

A report or a statement containing the advice or recommendation of the body or entity established outside the Ministry of Rural Development and Local Government by or under a written law or by a Minister of Government of either public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the Ministry of Rural Development and Local Government or to the responsible Minister of Rural Development and Local Government.

- Report on the Draft White Paper on Local Government Boundaries Review Exercise 2009.

Section 9 (1) (c)

A report or a statement containing the advice or recommendation of an inter-departmental committee whose membership includes an officer of the Ministry of Rural Development and Local Government.

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

Section 9 (1) (d)

A report or a statement containing the advice or recommendations of a Committee established within the Ministry of Rural Development and Local Government to submit a report, provide or make recommendations to the responsible Minister of Rural Development and Local Government or to another officer of the Ministry of Rural Development and Local Government who is not a member of the Committee.

Report of the Cabinet appointed Committee to develop a model for the control of development 2009.

2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
AND LOCAL GOVERNMENT—CONTINUED**Section 9 (1) (e)**

A report including any report concerning the results of studies, surveys or tests prepared for the Ministry of Rural Development and Local Government by a scientific or technical report, whether employed within the Ministry of Rural Development and Local Government or not, including a report expressing the opinion of such an expert on scientific or technical matters.

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

Section 9 (1) (f)

A report prepared for the Ministry of Rural Development and Local Government by a consultant who was paid for preparing the report.

- Disaster Management Policy for Local Government (2009)
- Draft GAP/Needs Analysis of the Disaster Management Structure within the Ministry of Local Government (2010)
- Draft Disaster Management Manual for the Disaster Management Unit of the Ministry of Local Government
- Local Government transformation and modernization
- Inception Report Outlining Implementation Strategies and Schedules for the Approved Regulations, Bye-Laws, Rules, Standing Orders and Incidental Legal Instruments/Vesting Orders/Laws Prepared.
- Building Capacity/Strengthening Institution and Delivering Exceptional Service.

2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
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- Inception Report, Situation Report I and II, Draft Municipal Development Plan, Consultation Report and Final Draft Municipal Development Plan for all fourteen (14) Municipalities.
- Generic Urban Design Framework
- Report of training activities
- Independent Assessment Reports
- Programme Assessment Report
- Generic Model for Participatory Consultation
- Training for Facilitators

Section 9 (1) (g)

A report prepared within the Ministry of Rural Development and Local Government 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.

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

Section 9 (1) (h)

A report on the performance or efficiency of the Ministry of Rural Development and Local Government or of an office, division or branch of the Ministry of Rural Development and Local Government, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Ministry of Rural Development and Local Government.

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

2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
AND LOCAL GOVERNMENT—CONTINUED**Section 9 (1) (i)**

A report containing final plans or proposals for the re-organisation of the functions of the Ministry of Rural Development and Local Government, the establishment of a new policy, programme or project to be administered by the Ministry of Rural Development and Local Government or the alteration of an existing policy, programme or project administered by the Ministry of Rural Development and Local Government whether or not the plans or proposals are subject to approval by an officer of the Ministry of Rural Development and Local Government, another public authority, the responsible Minister of the Ministry of Rural Development and Local Government or Cabinet.

- Staff establishment and job descriptions.
- Organizational structure of the reform Ministry of Rural Development and Local Government and Municipal Corporations.

Section 9 (1) (j)

A statement prepared within the Ministry of Rural Development and Local Government and containing policy directions for the drafting of legislation.

- Green Paper on roles and responsibilities of Local Government Bodies.
- Draft White Paper on Local Government Reform 2009.
- Draft White Paper on Local Government Transformation and Modernization 2013.
- Transitioning of Local Government, Draft Policy 2016.

Section 9 (1) (k)

A report of a test carried out within the Ministry of Rural Development and Local Government on the product for the purpose of purchasing equipment.

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

2022 PUBLIC STATEMENT OF THE MINISTRY OF RURAL DEVELOPMENT
AND LOCAL GOVERNMENT—CONTINUED

Section 9 (1) (l)

An environmental impact statement prepared within the Ministry of Rural Development and Local Government.

There are no environmental impact statements to be published under this section at this time.

Section 9 (1) (m)

A valuation report prepared for the Ministry of Rural Development and Local Government by a valuator, whether or not the valuator is an officer of the Ministry of Rural Development and Local Government.

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