



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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SUPPLEMENT TO THIS ISSUE

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Tobacco Control (Amendment) Regulations, 2019—(Legal Notice No. 191 of 2022).

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**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**  
**2021 PUBLIC STATEMENT OF THE**  
**CHILDREN'S AUTHORITY OF TRINIDAD AND TOBAGO**  
**In Compliance with Sections 7, 8 and 9 of the**  
**Freedom of Information Act, Ch. 22:02**

In compliance with Sections 7, 8 and 9 of the Freedom of Information Act Chap 22:02 (FOIA) the Children's Authority of Trinidad and Tobago ("the Authority") is required by law to publish this statement; and annually update the statements which lists the documents and information generally available to the public.

The FOIA gives members of the public:

- (1) A legal right for each person to access information held by the Authority;
- (2) A legal right for each person to have official information relating to him/her amended where it is held by the Authority and such information 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.

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**SECTION 7 STATEMENTS**

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

**Function and Structure of the Authority: -**

The Authority is a body corporate established by the Children's Authority Act, Chap. 46:10 as amended (the Act). The objects of the Act, according to Part 1, Section 3A, are to:

- promote the well-being of all children in Trinidad and Tobago;
- provide care and protection for vulnerable children; and
- comply with certain obligations under the United Nations Convention on the Rights of the Child.

**Powers of the Authority**

In Part II of the Act, Sections 5 (1) and (2) provide that:

5 (1) The Authority may have and exercise such powers and functions as are conferred on it by this Act and in particular may—

- (a) provide care, protection and rehabilitation of children in accordance with Part III of this Act;
- (b) investigate and make recommendations with respect to the adoption of children in accordance with the Adoption of Children Act, 2000;
- (c) investigate complaints made by any person with respect to any child who is in the care of a community residence, foster home or nursery, that the said residence, home or nursery failed to comply with the requisite standards prescribed under the Children's Community Residences, Foster Care and Nurseries Act, 2000 and any incident of mistreatment of children in such places;
- (d) investigate complaints or reports of mistreatment of children;
- (e) upon investigation, remove a child from his home where it is shown that the child is in imminent danger;
- (f) monitor community residences, foster homes and nurseries and conduct periodic reviews to determine their compliance with such requirements as may be prescribed;
- (g) issue, suspend and revoke licences of community residences and nurseries as provided under the Children's Community Residences, Foster Care and Nurseries Act, 2000;
- (ga) issue, suspend and revoke temporary residence licences and conditional residence licences of Children's Homes and nurseries as provided under the Children's Community Residences, Foster Care and Nurseries Act;
- (h) advise the Minister on matters relating to the operation of this Act; and
- (i) do all such things as may be necessary or expedient for the proper performance of its duties.

5 (2) In the course of exercising its powers under subsection (1), the Authority may provide the following services to children assessed by the Authority to be in need of those services while they are living with their families:

- (a) advice, guidance and counselling;
- (b) occupational, social, cultural or recreational activities;

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- (c) home help; and
- (d) facilities for or assistance with travelling to and from home for the purpose of accessing any other service provided by the Authority or any similar service.

The Authority also carries out a critical role in the adoption of children pursuant to section 5 A of the Act which states:

'5A. In exercising its powers in relation to the adoption of children, the Authority shall—

- (a) receive applications from parents, guardians and prospective adopters in respect of the adoption of children;
- (b) make such investigations concerning the adoption of children for the consideration of the Court as may be prescribed;
- (c) make recommendations to the Court as to whether in its view the adoption is in the best interest of the child whose adoption is sought;
- (d) advise the Minister regarding adoption matters generally; and
- (e) listen to the views of the child.'

**Duty of the Authority**

The Act further provides as follows:

6 (1) It shall be the duty of the Authority to—

- (a) promote the wellbeing of the child;
- (b) recognise and give effect to the right of the parent to be heard and the right of the parent to a fair hearing;
- (c) act as an advocate to promote the rights of all children in Trinidad and Tobago;
- (d) take all reasonable steps to ensure the availability of accommodation necessary for compliance with this Act;
- (e) take all reasonable steps to ensure the availability of staff required for proper implementation of the Act, inclusive of programmes for training;
- (f) take all reasonable steps to prevent children from suffering ill-treatment or neglect;
- (g) promote contact between the child and—
  - (i) his parents;
  - (ii) any person who is not his parent but who has parental responsibility for him;
  - or
  - (iii) any relative, friend or other person connected with him,

except where it is not reasonably practicable or is prejudicial to the welfare of the child;

- (h) exercise such powers as are conferred on it by this Act and as may be necessary with respect to any child so as to serve the best interests of that child;

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- (i) make use of such facilities and services available for children that are provided by other agencies or institutions, as appears reasonably necessary to the Authority.

**Function and Structure of the Authority**

The Act provides for the appointment by the President of the Republic of Trinidad and Tobago of a Board of Management and a Director, who is appointed by the Board of Management. The Director is responsible for the day-to-day functions of the Authority and reports to the Board of Management.

The Authority also has an Executive Management Team which consists of three Deputy Directors appointed by the Board of Management. The Authority is structured into three Units: Care, Legal and Regulatory, and Corporate Services. Each Division is headed by a Deputy Director who reports to the Director.

These Divisions are further divided into sub-Units to facilitate the delivery of the Authority's mandate.

**The Mission of the Authority is:**

*"To promote the best interest of children through advocacy, prevention, intervention and collaborative strategies based on multidisciplinary approaches".*

**The Vision of the Authority is:**

*"To defend and support child rights and make child protection everybody's business."*

The Authority is comprised of the following:

**CARE SERVICES UNITS**

- Emergency Response Team (ERT)
- Investigation and Intervention Unit
- Assessment Unit
- Foster Care Unit
- Adoption Unit

**LEGAL AND REGULATORY SERVICES UNITS**

- Child Protection Registry (CPR) Unit
- Child Support Centre (CSC) Function
- Licensing and Monitoring Unit



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- Legal Services Unit
- Child Justice Unit

**OFFICE OF THE DIRECTOR**

- Tobago Operations, which is headed by the Tobago Coordinator  
Staff deliver the following key services:
  - ✚ Assessment
  - ✚ Child Justice Unit
  - ✚ Child Support Centre
  - ✚ Investigation and Intervention Unit
  - ✚ Corporate Services
- Communications Unit

**CORPORATE SERVICES UNITS**

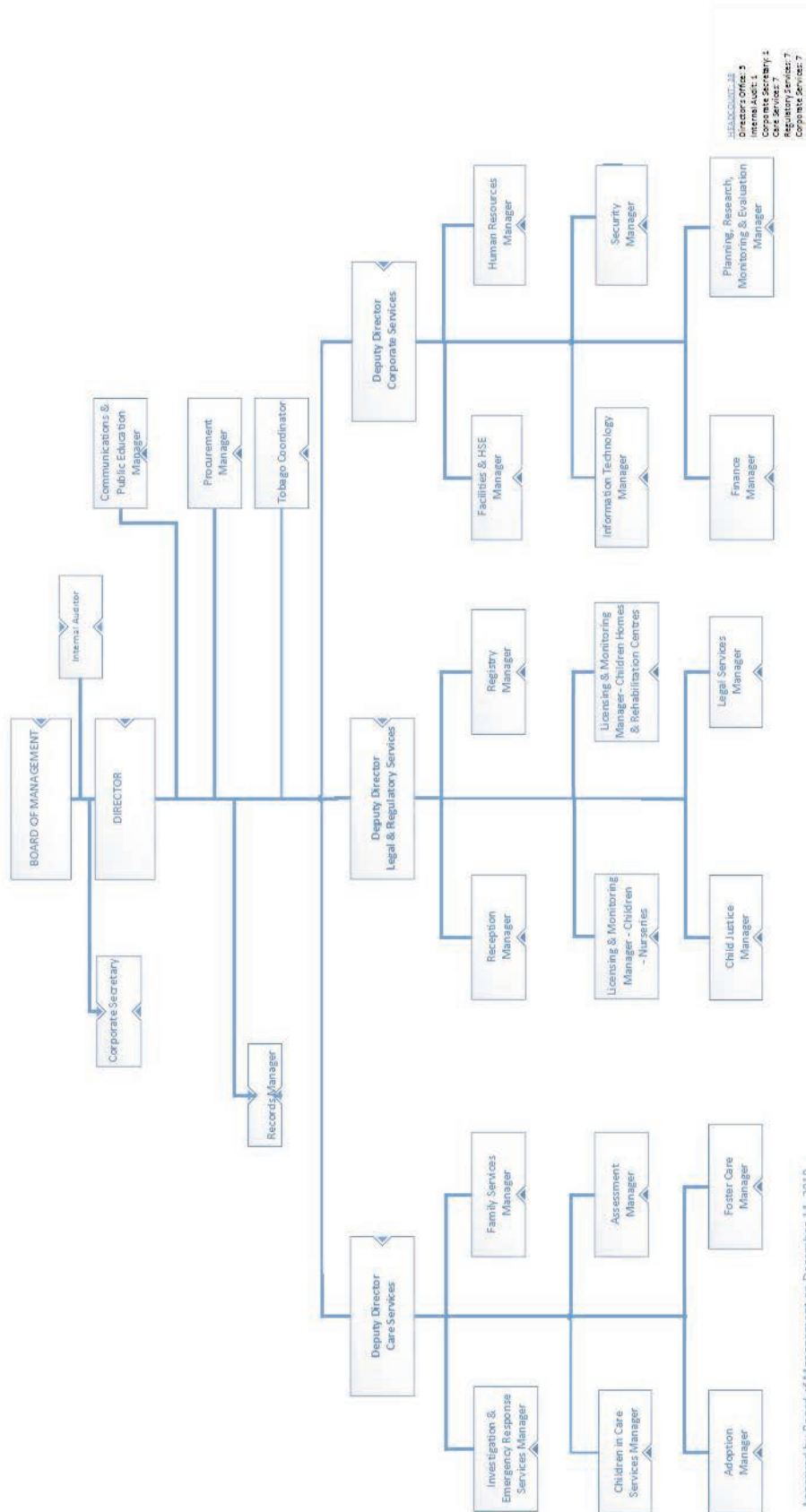
- Facilities, Administration and Health, Safety, Security and Environment Unit
- Finance and Procurement Unit
- Human Resources Unit
- Information Technology Unit
- Research, Planning, Monitoring and Evaluation Unit

**OTHER**

- Internal Auditor
- Corporate Secretary Office

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THE CHILDREN'S AUTHORITY OF TRINIDAD AND TOBAGO  
MANAGEMENT STRUCTURE – CHART #1  
December 2018



Approved by Board of Management on December 14, 2018

2021 PUBLIC STATEMENT OF THE CHILDREN'S AUTHORITY OF  
TRINIDAD AND TOBAGO—CONTINUED**Care Services Units**

The core function of the Authority depends heavily on the services provided by the teams operating in the Care Services Units. These Units ensure the Authority delivers on its mandate to provide care, protection and rehabilitation to children who have been abused, or who are at risk of abuse and maltreatment.

**The Emergency Response Team (ERT)** is a 24-hour team that is mandated to receive a child into care once it has been shown that the child is in imminent danger where the likelihood of physical, emotional, mental or psychological harm could result in serious injury or death. The ERT adopts a collaborative approach by working with external agencies, such as the Child Protection Unit of the Trinidad and Tobago Police Service, as well as, other essential service providers, whenever necessary.

**The Investigation and Intervention Unit (IIU)** was formed in 2021 following the merger of the Investigation and Child and Family Services Units. This was as a result of the Authority's transition to a new Best Interest Regional Case Management Model. The IIU is divided into five zones, North, East, Central and South in Trinidad and Tobago. The Model allows for one Case Worker to be assigned to a case to conduct the investigation, follow-up, case management and interventions.

This new Case Management Model is designed to drive a collaborative and seamless approach to service delivery by the Authority, while also streamlining the investigation and interventions conducted for cases. It is expected that this approach would facilitate more timely rates of intervention and increase the number of cases receiving attention throughout the organisation.

**The Assessment Unit** is responsible for conducting efficient comprehensive assessments of children in need of care and protection, who are brought to the attention of the Authority. The Assessment Unit is also mandated to formulate Treatment Plans, which must adhere to the best interests of the child, as outlined in the Children's Authority Act, Chapter 46:10, Section 6 (2). Another key role of the Assessment Centre is its collaboration with the Child Protection Unit (CPU) of the Trinidad and Tobago Police Service.

**The Foster Care Unit** is responsible for providing a safe, stable and nurturing home environment for children until such time they can be reunited with their family, or until such time that other suitable long-term living arrangements can be made. The Unit is responsible for facilitating the placement of children who are not able to live with their birth families due to a range of different circumstances. The Unit also facilitates sensitisation sessions to educate the public on Foster Care. In addition, the Foster Care Unit conducts case management and monitoring of children in foster care and reintegration of children with their birth families.

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**The Adoption Unit** - Pursuant to Section 5A of the Children's Authority Act and the Adoption of Children Act 2000, this Unit is responsible for the receipt and processing of adoption applications as the Authority has oversight of all adoptions in Trinidad and Tobago. In the course of its work the Unit also conducts sensitisations on adoption with stakeholders and the public at large.

**Legal and Regulatory Services Units**

The Legal and Regulatory functions of the Authority reside within this Unit, which also has responsibility for the care and rehabilitation of children in residential centres managed by the Authority as well as children who are in need of supervision. One of the core functions of the Authority which is the receipt of reports also forms part of this Unit.

**The Child Protection Registry (CPR) Unit** is responsible for receiving, logging, and triaging reports relative to children who are deemed to be in need of care and protection. With the aid of the Authority's Child Protection Information Management System (CPIMS), the data collection element of the CPR Unit is critical to the core function of the Authority. In most cases, CPR is the first point of intervention for a child who is in need of care and protection. Also, the Registry Unit receives calls on a 24-hour basis and the data collected allows the organisation to observe trends, identify high-risk communities and make recommendations for policy formation, as it relates to parenting and child protection in Trinidad and Tobago.

**The Child Support Centre (CSC)** is responsible for facilitating short-term emergency placement for children removed from abusive situations and who require housing at a location that is secure, child-friendly and professionally staffed. In addition, the CSC aims to address children's need for trauma reduction and psycho-social support. The overall goal of the CSC is to rehabilitate the children, based on the level of trauma they experienced, while seeking family reintegration.

**The Licensing and Monitoring Unit (L&M)** is the Unit within the Authority with oversight and responsibility for the Licensing and Monitoring of Community Residences. This is encapsulated within the Community Residences, Foster Care and Nurseries Act Chap 46:10. Unit is the regulatory and monitoring arm of the Authority for Community Residences. Pursuant to Section 5 of the Children's Authority Act Chapter 46:11

(as amended), the Unit is responsible for the issuance, suspension and revocation of licences of Children's Homes and nurseries. The L&M Unit works collaboratively with community residences to ensure a guided approach as it pertains to the implementation of actions essential to licensure of Community Residences are fulfilled and met.



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**The Legal Services Unit (LSU)** provides in-house legal support to the Authority in the general execution of its statutory mandate and represents the Authority in all Court matters. Whether wardship and Care matters or where the Authority has been named as party to the proceedings. The LSU also provides critical support to the Authority by appearing before Judges and Masters of the Children Court in relation to children who are in conflict with the law and/or those who are deemed to be in need of supervision.

**The Child Justice Unit (CJU)** is a specialised team that supports children who are engaged by the judicial system. The Unit supports Children in Conflict with the Law and Children in Need of Supervision (CHINS). The aim of the Child Justice Unit is to provide recommendations for interventions that are essential for the child's rehabilitation.

### **Tobago Operations**

The Tobago Operations was established in mid-2018 to deliver the mandate of the Authority on the sister-isle and is headed by a Tobago Coordinator, who reports to the Director. All of the services available to the public in Trinidad are available in Tobago. The Units include:

- Assessment
- Child Justice
- Child Support Centre
- Investigation and Intervention
- Corporate Services

The Tobago Operations accesses all core services including: Finance, HR, FAHSSE, IT, Legal, Research, Registry and liaises at all levels with Trinidad colleagues. The Tobago Operations is spread across 3 locations:

- A Child Support Centre
- Tobago Regional Office and Assessment Centre – Pascal Village Extension, Lambeau
- Staff offices at the Office of the Prime Minister (C.A.S.T. Building), Orange Hill Road, Scarborough.

### **Corporate Services Units**

The Corporate Services Units at the Authority comprise the administrative backbone of the organisation. They provide support services for all areas of the organisation's operations to enhance service delivery and the welfare of employees. While the staff who work in the Corporate Services Units may not work directly with the clients who receive services from the Authority, the Units play an integral role in the operations of the Care and Legal and Regulatory Services Units.

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**The Facilities, Administration and Health, Safety, Security & Environment (FAHSSE) Unit**

In accordance with the Occupational Safety and Health Act, Chapter 88:08, Section 6, it is the duty of the Authority to ensure, as is reasonably practicable, the safety, health and welfare of all employees. In this regard, the FAHSSE plays a critical role in ensuring a safe and healthy environment. The FAHSSE is the driving force behind the Authority's commitment to developing a culture that mitigates risks to staff, community and the environment. The Unit's emphasis on risk mitigation is consistent with protecting human health, avoiding and preventing accidents and injuries, and minimising environmental impacts. The FAHSSE implemented Health, Safety, Security and Environment best practices through policies that are aligned with global industry standards and statutory obligations. The FAHSSE Unit is responsible for ensuring facilities are outfitted with the necessary aesthetics to facilitate a high level of service to the Authority's clients who would utilise the spaces. In the face of soaring concerns about the environmental impact of existing infrastructure, FAHSSE was tasked with finding better ways to manage waste, reduce energy output and improve overall sustainability.

**The Finance and Procurement Unit** is responsible for the provision of financial services to the Authority. The Unit is responsible for effectively managing the Children Authority Fund. The Unit is also responsible for overseeing financial planning, including budgeting and forecasting, cash flow management and ensures compliance. In addition, the Unit prepares the Authority's financial statements.

Procurement is responsible for executing safe, effective and efficient procurement activities for the Authority with integrity and transparency. The Unit's aim is to effect all procurement activities in accordance with the principles of good governance with a view of achieving local industry development standards.

The function of the Procurement Unit is inextricably link to that of its corporate services counterpart, the Finance Unit. The Authority is in the process of aligning its tender process and operations with the Legal and Regulatory requirements articulated in the Public Procurement and Disposal of Property Act, 2015 (as amended).

**The Human Resources Unit** is responsible for the hiring of staff in accordance with the Authority's policies. Under the Children's Authority Act, the Authority can take all reasonable steps to ensure the availability of qualified staff required for the implementation of its legislative mandate. The Unit also implements training programmes, wellness and culture initiatives, to afford staff the opportunity to undertake their job effectively in a positive work environment.

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**The Information Technology Unit (IT)** is responsible for creating a solid, reliable and converged network infrastructure platform upon which services can be delivered to the entire organisation, including all Regional Offices of the Authority. The IT Unit puts measures in place to secure the Authority's network and minimise its vulnerability to unauthorised access, misuse and or malfunction.

**The Public Education and Communications Unit** conducts and facilitates sensitisation sessions throughout Trinidad and Tobago. The sessions are intended to foster a culture that promotes children's rights and positively influences societal values regarding the care and protection of children. The Unit's advocacy campaigns continue to target key stakeholders as well as the general public which includes, Faith-Based Organisations, Non-Governmental Organisations, health care providers, educators, children and the wider public.

**The Research, Planning, Monitoring and Evaluation Unit** provides essential support to the Authority's Corporate Services, Care and Legal and Regulatory Units. It is responsible for implementing the research, planning, monitoring and evaluation agendas of the Authority and it reviews the effectiveness of the programmes and interventions administered by the Authority. The work undertaken by the Unit supports the functions of the Authority through strategic planning, the development of key performance indicators that are in alignment with organisational goals and objectives; the monitoring and evaluation of the achievement of key performance indicators, strategic goals and objectives; policy development; data analysis; and research to assist in evidence-based decision making.

The operational mandate of the Authority is carried out by the aforementioned Units which provides services to the public of Trinidad and Tobago, with specific focus on children in need of Care and Protection, and their families. The Authority's work also impacts various sectors of the country through its support to governmental stakeholders, Non-Governmental Organisations, Faith-Based Organisations, Community-Based Organisations, international organisations, civil society, the media, and public education.

The Authority has not yet spearheaded the development of national policy that requires the involvement of the public.

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

**Categories of documents that are maintained in the possession of the Authority:-**

**(a) Files, Records, Manuals and Documents**

- i Administrative files generated and used in the daily operations of the Authority
- ii Documentation related to the accounting and financial management function of the Authority
- iii Financial records
- iv Documentation relating to the procurement of supplies, services and equipment
- v Personnel records containing information on job specifications, job applications, staff appointments, promotions, transfers, applications for leave, vacation, resignations
- vi Legal Opinions and related matters
- vii Minutes and Agendas of Board and Committee Meetings
- viii Policy Documents
- ix Procedural Guidelines and Manuals
- x Records of Human Resource Development and Training
- xi Contract documents and incidental material
- xii Statistical Reports and Research Documents
- xiii Media releases and speeches originating within the Authority
- xiv Circulars, Memoranda, Notices and Bulletins
- xv Legislation and Legal Instruments
- xvi Safety Advisories
- xvii Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
- xviii Client files including registry reports, investigation reports, court reports, Treatment Plans, Adoption files, Foster Care agreements, Suitability Assessments, Home study reports, Medical and Forensic interview reports
- xix Registers/Certificates/Permits/Licenses

**(b) Publications**

- i Response to the Joint Select Committee on Support Programs and Services for Children Whose Parent or Guardian was the Perpetrator or Victim of a Violent Offence
- ii Response to the Joint Select Committee on the Systems in Place to Protect Children from Abuse
- iii Response to the Joint Select Committee on the Treatment of Child Offenders at the Youth Training Centre, St. Michael's Interim Rehabilitation Centre for Young Males Offenders and St. Jude's Interim Rehabilitation Centre for Young Female Offenders



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## (c) Forms

- i Adoption Application Form – Married
- ii Adoption Application Form – Single Person
- iii Child Protection Registry Reporting Form

## (d) Audio/Visuals

- i Digital media files (photographs of events at which the Authority participated) only in relation to the work and training of the Authority
- ii On Facebook there are child protection messages in various formats – animation, graphics, Facebook Live interviews and videos  
<https://www.facebook.com/childrensauthoritytt/>
- iii PowerPoint Presentations on the role and function of the Authority

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

The public may inspect and/or obtain copies of material between the hours of 8:30a.m. to 3:30p.m. on normal working days at the following office: -

**The Children's Authority of Trinidad and Tobago****Children's Authority Head Office****Kazim Tower****Corner Dere Street & Queen's Park West, Port-of-Spain****Telephone (868) 627-8597****Email: [info@ttchildren.org](mailto:info@ttchildren.org)****Website: [www.ttchildren.org](http://www.ttchildren.org)**

**The following documents may be accessed at the website <http://www.ttchildren.org/>**

**Legislation**

- The Children's Authority Act Chap 46:10
- The Children Act, (2012)
- The Children's Community Residences, Foster Care and Nurseries Act Chap 46:11
- The Adoption of Children Act, 2000
- The Adoption of Children (Amendment) Act, 2003
- The Adoption of Children (Amendment) Act, 2015
- Children's Authority Regulations, 2014
- Children's Community Residences Regulations 2014
- Foster Care Regulations, 2014
- The Adoption of Children Regulations

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- Consolidated Adoption of Children Act

**Publications**

- 1 Annual Reports (2015, 2016, 2017, 2018, 2019, 2020 and 2021)
- 2 Brochures
- 3 Child Protection Tips
- 4 Notes to Teachers (Teacher's Guide)
- 5 Notes to Medical Practitioners (Medical Practitioner's Guide)
- 6 Information for parent or guardian when a child is received into the care of the Children's Authority, pursuant to Section 22 of the Children's Authority Act, Chap. 46:10
- 7 Statistical Bulletin: Nine Months and Counting May 18, 2015 to February 17, 2016
- 8 Statistical Report on Sexual Abuse Against Children in Trinidad and Tobago for the Nine-Month Period – May 18, 2015 to February 26, 2016
- 9 Statistical Report on Cases May 18, 2015 to May 17, 2016

**Other information that can be accessed at the Authority's website include: -**

- (i) General Information
  - a. Corporate Brochure
  - b. Information for parent or guardian when a child is received into the care of the Children's Authority, pursuant to Section 22 of the Children's Authority Act, Chap. 46:10
- (ii) Media Releases
- (iii) Speeches/Presentations
- (iv) Newspaper Articles
- (v) Licensing and Monitoring
  - a. Application Form (<http://ttchildren.org/services/licensing-regulations-and-monitoring>)
- (vi) Child Protection
  - a. Child Protection Registry Reporting Form
  - b. Child Protection Tips
- (vii) Foster Care
  - a. Foster Care Application Checklist
  - b. Foster Care Information Booklet
  - c. Foster Care Application Form
  - d. Medical Screening Report
- (viii) Adoption
  - a. Adoption Application Form – Married
  - b. Adoption Application Form – Single

2021 PUBLIC STATEMENT OF THE CHILDREN'S AUTHORITY OF  
TRINIDAD AND TOBAGO—CONTINUED**SECTION 7 (1) (a) (iv)****Literature available by subscription**

The Authority does not publish material to which members of the public may subscribe. As such, this section is not applicable.

**SECTION 7 (1) (a)(v)****Procedure to be followed when accessing a document from the Children's Authority of Trinidad and Tobago: -****General Procedure**

In order to have the rights given to applicants by the FOI Act Chapter 22:02, **an applicant must make their request in writing.** The *Request for Access to Official Documents* can be accessed under the 'Resources' tab from the website at [www.foia.gov.tt](http://www.foia.gov.tt)

The relevant information that **must be** provided to the Authority includes: -

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of the Authority.  
**(see Section 7 (1) (a) (vi)).**

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 or Alternate Officer.

The FOIA sets a time limit of thirty (30) calendar days for the notification of the approval or refusal of the request for access to information as soon as practicable but no later than thirty (30) calendar days (unless extended by the applicant) as required by section 15 of the FOIA. Upon receipt of the FOIA Request form for information, the Authority will first acknowledge the applicant's request for information and diligently seek to comply with the stipulated time limit as per the FOI or FOIA, i.e. 30 calendar days, and should it appear that processing timeline for the request may take longer than the statutory limit, the Authority will seek an extension of time from the applicant.

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After determining if the request can be made available to the applicant (approval), the applicant is informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed as the request for information may fall under one of the listed exemptions as outlined in the Act, the applicant is to be informed in writing of the refusal and their rights according to sections 23(1), 38A and 39 of the FOI Act.

**Requests not handled under the FOIA**

In accordance with section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows: -

- a) documents which contain information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge;
- b) documents which contain information that is available for purchase by the public in accordance with arrangements made by a public authority;
- c) documents that are available for public inspection in a registry maintained by the Registrar General or other public authority;
- d) documents which are stored for preservation or safe custody, being documents, which are duplicates of documents of a public authority.

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

**Officers in the Authority responsible for: -**

- (1) The initial receipt 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.

**Designated Officer:**

**Name:** Marlon Prince

**Children's Authority of Trinidad and Tobago**

Kazim Tower

Corner Dere Street and Queen's Park West

Port-of-Spain

**627-8597**

**Alternate Designated Officer**

**Name:** Shemelle Paradice

**Children's Authority of Trinidad and Tobago**

Kazim Tower



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Corner Dere Street and Queen's Park West

Port-of-Spain

627-8597

Email: [foia@ttchildren.org](mailto:foia@ttchildren.org)

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

**Advisory Boards, Councils, Committees and other bodies**

**(Where meetings/minutes are open to the public)**

At this time, there are no Advisory Boards, Councils, Committees or other bodies in the Authority that fall within the meaning of this section of the FOIA.

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

**Library/ Reading Room Facilities**

At this time, the Authority does not have a Library or Reading Room in which information in the public domain can be accessed.

**Policy of the Authority 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 for example, soft or hard copies, and must take into consideration, the possibility that the copies may not be available in the form required/requested.
- (b) Be required to supply copying paper for hard copies in instances where requests require large amounts of paper.
- (c) Provision of documents may be subject to a charge to cover administrative costs. (no, under the FOI Act we are not authorized to collect fees from a member of the public).

**SECTION 8 STATEMENTS**

**SECTION 8 (1) (a) (i)**

**This sub-section pertains to documents utilised by the Authority for its use and guidance. These documents contain interpretations or particulars of written laws or schemes administered by the Authority, not being particulars contained in another written law:**

**NOTE: examples of what is required here includes Gazette material, Regulations, Orders, Codes, instructions, memoranda, Guidelines for procurement of supplies, standards etc.**

- Adoption of Children Regulations;

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- Children's Authority Regulations, 2014;
- Children's Community Residences Regulations 2014;
- Family and Children Division Act, 2016;
- Foster Care Regulations, 2014;
- Memorandum of Understanding between the Children's Authority of Trinidad and Tobago ("the Authority") and the Tobago House of Assembly-Division of Health Wellness and Family Development, Providing Statutory Services for Children in Need of Care and Protection in Tobago, c.2018/2019;
- Memorandum of Understanding between the Children's Authority of Trinidad and Tobago ("the Authority") and the South West Regional Health Authority (SWRHA), 2020 [ this was included in the Care Team listing; Memorandum of Understanding between the Children's Authority of Trinidad and Tobago ("the Authority") and the South West Regional Health Authority (SWRHA), 2020 [ this was included in the Care Team listing;
- Memorandum of Understanding between the North-Central Regional Health Authority ("NCRHA") and the Children's Authority of Trinidad and Tobago ("the Authority"), 2014;
- Memorandum of Understanding between the North-Central Regional Health Authority ("NCRHA") and the Children's Authority of Trinidad and Tobago ("the Authority"), 2020;
- The Adoption of Children (Amendment) Act, 2003;
- The Adoption of Children (Amendment) Act, 2015;
- The Adoption of Children Act, 2000;
- The Children Act, (2012);
- The Children's Community Residences, Foster Care and Nurseries Act Chap 46:11;
- The Children's Authority Act Chap 46.10;

2021 PUBLIC STATEMENT OF THE CHILDREN'S AUTHORITY OF  
TRINIDAD AND TOBAGO—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:**

- Acceptable Use of IT Resource (Assets) Policy (approved by BOM, 2020)
- Assessment Centres Operational Manual Policies and Procedures for Forensic Interviews (approved by BOM, 2020)
- Back Up and Restore Policy (approved by BOM, 2020)
- Board Communication Procedure in Time of Crisis (2021)
- Board Governance Policy.pdf
- Charitable Donation and Fundraising Policy (approved by BOM, 2020)
- Children's Authority of Trinidad and Tobago Strategic Plan 2011-2014, 2018 -2020 and 2020-2023
- Closed Circuit (CCTV) Policy
- Communications Policy
- Crisis Communications Policy (2021)
- Data Classification Policy (approved by BOM, 2020)
- Dress Code Policy.pdf
- Email Acceptable Policy (approved by BOM, 2020)
- Employee Relations (Grievance and Disciplinary) Policy (1).pdf
- Employee Relations (Grievance and Disciplinary) Policy.pdf
- Financial Policy
- Forensic Medical Evaluation Protocol (approved by BOM, 2020)
- Foster Care - MANUAL
- Foster Care Operational Policies and Procedures (2019) (approved by BOM<sup>1</sup>, 2019)
- Health Safety Security and Environment Policy Manual
- HSSE Policy Statement (approved by BOM, 2019)
- Information Technology Policy
- Internal Policy Development Guidelines.pdf
- Internet Usage Policy (approved by BOM, 2020)
- Ligature Point Management Policy and Guidelines (approved by BOM, 2020)
- Malware Protection Policy (approved by BOM, 2020)
- Management of External Transport Providers Policy (approved by BOM, 2020)
- Motor Vehicles Policy and Guidelines (approved by BOM, 2019)
- Multi-Disciplinary Assessment Operational Manual (approved by BOM, 2020)

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<sup>1</sup> BOM (Board of Management)

2021 PUBLIC STATEMENT OF THE CHILDREN'S AUTHORITY OF  
TRINIDAD AND TOBAGO—CONTINUED

- Password Protection Policy (approved by BOM, 2020)
- Peer to Peer Policy (approved by BOM, 2020)
- Policy Guidelines on the Safety and Security of Staff in the Intervention of Cases
- Procurement Policies and Guidelines
- Recruitment and Selection Policy
- Relations (Grievance and Disciplinary) Policy
- Remote Access Policy (approved by BOM, 2020)
- Volunteer Policy (2021)

There are other documents which guide the operations of the Children's Authority as follows:

- Adoption Training Guide for Prospective Adoptive Parents
- Assessment Centre Process Map
- Case Management Process Maps (2015)
- Child and Family Services Department – Roles, Core Functions
- Child and Family Services Unit Transport Manual
- Child Protection Information Management System Process Map
- Children's Services Assistant Handbook, Child and Family Services Unit
- Client files such as registry report, investigation reports, court reports, Treatment Plans, Adoption files, Foster Care agreements, Suitability Assessments, Home study reports, Medical and Forensic interview reports
- Critical Incident Reporting Protocol
- Departmental Action Plans for Start-Up
- Family Team Conferencing
- FAQ about Child and Family Services Department (2015)
- Fee structure for Adoption Services
- Financial Regulations and Instructions
- Foster Care Payments Protocol
- Handbook for Emergency Response Team
- Head Office Security Clearance Procedure
- HSSE Emergency Response Plan
- Investigation Protocol
- Level of Care Protocol
- Licensing Process Map
- Meta Process Map
- Operations Manual, Child and Family services Department (2015)
- Place of Safety Protocol
- Practice Guidelines for Case Management and Monitoring



2021 PUBLIC STATEMENT OF THE CHILDREN'S AUTHORITY OF  
TRINIDAD AND TOBAGO—CONTINUED

- Practice Guidelines for Matching and Placement
- Practice Guidelines for Removal, Transition and Discharge of children in Foster Care
- Practice Guidelines for Reporting of Critical Incidents
- Practice guidelines for writing case notes
- Registry Protocol
- Report for Child Protection Task Force: Towards Start Up
- The Path to Permanency at Children's Authority of Trinidad and Tobago

### **SECTION 8 (1) (b)**

**In enforcing written laws and schemes administered by the public authority where a member of the public might be directly affected by the enforcement, being documents containing information on the procedure to be employed or the objectives to be pursued in the enforcement of the written laws or schemes:**

- Information For Parent and Guardian When A Child Is Received Into The Care Of The Children's Authority Pursuant to Section 22 of The Children's Authority Act, Chap. 46:10 (Brochure)
- Information on Foster Care services tab of the CATT'S website:  
<http://ttchildren.org/services/foster-care>
- Information on Adoption on the services tab of the CATT'S website:  
<http://ttchildren.org/services/adoption>

### **SECTION 9 STATEMENTS**

In accordance with section 9 (1) (a)-(m), the following sections highlight reports that are available at the Children's Authority of Trinidad and Tobago located at Kazim Tower, Corner Dere Street and Queen's Park West, Port-of-Spain:

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

**A report or a statement containing the advice or recommendations, of a body or entity established within the public authority.**

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

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

**A report, or a statement containing the advice or recommendations, of a body or entity established outside the public authority by or under a written law, or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that public authority.**

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

2021 PUBLIC STATEMENT OF THE CHILDREN'S AUTHORITY OF  
TRINIDAD AND TOBAGO—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 Authority.**

- The Child Protection Task Force Report - December 2013
- The Child Protection Task Force Report Number Two - March 2014
- Final Report of the Child Protection Task Force - July 2014

**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.**

- Proposal for the Provision of Financial Assistance to Community Residences

**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.**

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

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

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

- A Snapshot of Contemporary Attitudes of Adults towards Children, Children's Rights, and Child Abuse
- Reports on Media Sensitisation Workshops (Cycle 1 and 2)
- Statistical Overview of Children in Community Residences
- The Children's Authority of Trinidad and Tobago Brand Identity Guidelines prepared by Hot Pepper Limited.
- The Final Assessment Report of Community Residences prepared by Andrew Dunn and John Parry-Williams.

**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.**

2021 PUBLIC STATEMENT OF THE CHILDREN'S AUTHORITY OF  
TRINIDAD AND TOBAGO—CONTINUED

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

**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.**

- Audited Financial Statements
- Annual Reports
- HR Audit 2018

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

**A report containing (1) final plans or proposals for the re-organization 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 or Cabinet.**

- The Strategic Plan 2011-2014 of the Children's Authority of Trinidad and Tobago.
- The Strategic Plan 2018-2020 of the Children's Authority of Trinidad and Tobago.
- The Strategic Plan 2020-2023 of the Children's Authority of Trinidad and Tobago.

**(REFERENCE-MANAGEMENT ORGANIZATIONAL CHART DATED 2018 -IS THERE AN UPDATED &APPROVED CHART THAT FORMS PART OF THE STRATEGIC PLAN 2020 -2023)**

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

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

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

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

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

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

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

**An environmental impact statement prepared within the public authority.**

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

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

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

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

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

**Public Statement of the Sugar Industry Labour Welfare Committee**

**In Compliance with Sections 7, 8 and 9 of**

**The Freedom of Information Act (FOIA) 1999**

**(Updated Statement as of December 31<sup>st</sup> 2021)**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Sugar Industry Labour Welfare Committee (SILWC) is required by law to publish the following statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public:-

- (1) A legal right for each person to access information held by the Sugar Industry Labour Welfare Committee.
- (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 an applicant's request for information under 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 (1) (a) (i)**

**Function and Structure of the Sugar Industry Labour Welfare Committee**

**Vision of the Sugar Industry Labour Welfare Committee**

The Sugar Industry Labour Welfare Committee (SILWC) was incorporated by an Act of Parliament in 1951, Chapter 64:05 (the SILWC Act). Its precursor the S157, Act of 1948,

SUGAR INDUSTRY LABOUR WELFARE COMMITTEE UPDATED STATEMENT  
AS OF DECEMBER 31ST 2021—CONTINUED

Chapter 64:04 provided the funding mechanism for housing loans to cane farmers and sugar workers.

**Mission of the Sugar Industry Labour Welfare Committee**

The SILWC partners with stakeholders to maintain high quality, housing estates improving the overall quality of life for former sugar workers, cane farmers and their families.

**Vision of the SILWC**

The SILWC seeks to ensure the sustainability of its housing estates.

**Major functions of the SILWC**

The SILWC was incorporated by an Act of Parliament in 1951, Chapter 64:05. Its precursor the S157, Act of 1948, Chapter 64:04 provided the funding mechanism for housing loans to cane farmers and sugar workers.

In 1948, the Soulbury Commission investigated the squalid and unsanitary conditions of workers, who lived on the fringes of the sugar cane plantations in barrack type structures provided by the sugar companies.

The Sugar Industry Special Funds Act, Chap. 64:04 provided the funding mechanism for housing loans. These were unique loans monetising labour from the borrowers and friends and family members to fund those loans. Sugar manufacturers were required to pay a levy of \$2.40 for each ton of sugar exported and the SILWC was empowered by the Act to control and administer this fund. This meant that the borrowers essentially borrowed money to pay for the materials for the construction of the homes. SILWC provided technical expertise when required.

Caroni (1975) Limited ceased operations in July 2003, and the Sugar Manufacturing Company Limited in April 2010, making the collection of the levy non-existent. The SILWC processed its last mortgage loan on February, 2007.



SUGAR INDUSTRY LABOUR WELFARE COMMITTEE UPDATED STATEMENT  
AS OF DECEMBER 31ST 2021—CONTINUED

SILWC's premier responsibility remains the housing of the former sugar workers, cane farmers and their families. SILWC has twenty three (23) Housing Developments throughout Trinidad some are older established communities, for example Union Hall Settlement and there are more recent ones such as Orange Field. SILWC has the responsibility of ensuring that the roads, drainage and other physical infrastructure are kept in good condition and within the guidelines of the various Regional Corporations.

SILWC is also the agency chosen by the line Ministry to process Home Improvement Grant (HIG) and Subsidies for low-income households. SILWC has also entered into a Memorandum of Understanding (MOU) with Trinidad and Tobago Mortgage Finance (TTMF) to offer mortgages to the former Caroni workers who received residential lots.

**Medium Term Planning Framework (MTPF)**

The Sugar Industry Labour Welfare Committee's (SILWC's) strategic objectives were aligned to the government development goals. These goals comprise five (5) parts-

**1. Putting People First Nurturing our Greatest Asset**

Ensuring that we meet and exceed the needs of our clients: Home Owners in our housing developments; our Home Improvement Grants; First Time Home Owners and Subsidy clients.

**2. Promoting Good Governance and Service Excellence**

Putting the emphasis on training the staff of SILWC to meet the challenges ahead especially in the current environment. Treat our clients with respect and work with them to improve their standard of living. Adhering to the highest standards of operation in keeping with the laws of Trinidad and Tobago. Operating in the principles of democracy, transparency and accountability in all our interactions.

**3. Improving Productivity through Quality Infrastructure and Transportation**

Improving the infrastructure of our Housing Developments by adhering to strict tendering practices and high quality project management thereby getting value for money.

SUGAR INDUSTRY LABOUR WELFARE COMMITTEE UPDATED STATEMENT  
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**4. Building Globally Competitive Businesses**

Working with other government agencies to ensure that government's goals and objectives are met in the medium and long term.

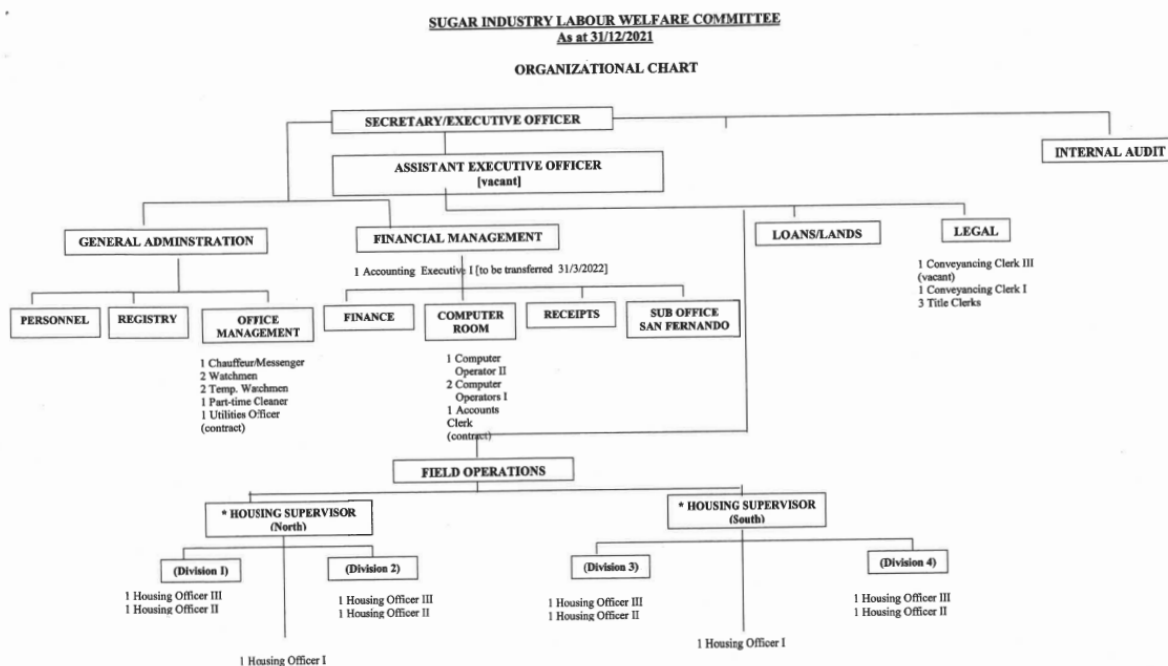
**5. Valuing and Embracing our Environment**

Fostering a synergistic relationship with other government agencies especially Regional Corporations to eliminate health hazards in our Housing Developments. Work with the residents to create open spaces, and playgrounds so that families can congregate in a clean and healthy environment.

**ORGANIZATIONAL STRUCTURE AND STAFFING**

The Sugar Industry Labour Welfare Committee is headed by the Secretary/Executive Officer and has twenty-four (24) established and twelve (12) contract positions in sum, comprising of clerical, technical/professional, secretarial, administrative and manipulative staff. The core SILWC is divided into the following Divisions/Sections/Units; as outlined in the organizational chart attached.

**Organizational Chart**



SUGAR INDUSTRY LABOUR WELFARE COMMITTEE UPDATED STATEMENT  
AS OF DECEMBER 31ST 2021—CONTINUED

**Administration Unit: (Includes Personnel, Registry, and Manipulative staff**

- **The Secretary / Executive Officer** is the Accounting Officer and is responsible for the management of SILWC;
- **Personnel** is responsible for the maintenance of all files, e.g. Personal, and Administrative; preparation of Pension and Leave records, leave administration; request for approvals from Statutory Authorities Service Commission [SASC]; responsible for the rostering of the Watchmen for the security of the building and its contents; and
- **Registry** is responsible for opening and dispatching correspondence and file maintenance.

**Technical Unit**

Land development and squatter regularization works -

- Identification of land for development of sites and obtain approvals from Regulatory Agencies;
- Conducts investigations and other related support services for processing, approval and monitoring the disbursement of Home Improvement Grants/Subsidy programmes;
- Monitors and reports on the conditions of all of SILWC's housing developments;
- Identify boundaries with the various housing developments;
- Resolving complaints from our clients;
- Preparation of Scope of Works for small, medium and large projects and monitors the contractor's performance and their quality of work for the duration of the project; and
- Manages contractor related files for all of SILWC's projects.

**Accounting Unit**

Dealing with all matters of a financial nature, such as:

- Application for releases;
- Preparation of payments for salaries and other services;
- Preparation of monthly reconciliation statements;
- Maintenance of accounting ledgers, pay record cards and other related documents;

SUGAR INDUSTRY LABOUR WELFARE COMMITTEE UPDATED STATEMENT  
AS OF DECEMBER 31ST 2021—CONTINUED

- Preparation of Recurrent expenditure statements and other related accounting reports;
- Maintenance of ledgers re granting and repayment of loans; and
- Preparation of Financial Statements for the Committee as required.

**Legal Unit**

- Manages our clients' legal matters by the preparation of case histories for deliberations at Legal Sub Committee meetings;
- Prepares letters, Deeds, Releases, Consents and other related legal documents; and
- Prepares, reviews and processes Memoranda of Discharge and Satisfaction.

**Internal Audit**

Conducts audits on the following:

- Petty Cash;
- Imprest (Committee funds, Account No.1), vouchers;
- Bank reconciliation;
- Fixed Asset Register;
- Verifies payments pertaining to the award contract (Cash performance deposits and retention fees);
- Verifies Pension and Leave records according to the guidelines outlined in the Devolved functions;
- Entries in the Rates and Taxes Schedule; and
- Queries from the Auditor General's department and Comptroller of Accounts Borrower's files- written off loans and other related records.

**Loans/Lands**

- Upkeeps and update Loan Balances, Arrears and Refunds with regard to-
  - All Close-Off Loans; and
  - All Written Off Loans;
- Maintaining, calculating and updating rates, taxes, lease rent and premium for all SILWC's Settlement/Developments-
  - Usine Ste. Madeleine;

SUGAR INDUSTRY LABOUR WELFARE COMMITTEE UPDATED STATEMENT  
AS OF DECEMBER 31ST 2021—CONTINUED

- Caroni;
  - Woodford Lodge;
  - Forres Park;
  - Trinidad Sugar; and
  - Gordon Sugar;
- Calculating outstanding balances for Non-Conveyed Lots;
  - Updating and maintaining all records of leasehold, conveyed and non-conveyed properties with regards to-
    - Deeds of Conveyances;
    - Deeds of Lease;
    - Deeds of Rectification;
    - Deeds of Gift; and
    - Deeds of Gift by Way of Assent;
  - Liaising with the Legal Department for further clarification of Client's status; and
  - Assist the Ministry of Housing and Urban Development's Auditors with regard to SILWC's Accounts and Loan and Lands Records.

**Field Operations**

- Initial visits are made to verify works to be done with the Home Improvement Grant;
- Follow-up visits are made to ensure that Home Improvement Grant funds are being properly utilized;
- Visits are made for social investigations to determine the living conditions of existing Borrowers and Lessees of SILWC;
- Monitoring of housing settlements to investigate encroachment issues, squatting and conditions of roads etc.;
- Officers are required to deliver letters, releases and other correspondence to borrowers, lessees etc.;
- Reports are submitted for Home Improvement Grants so that funds can be disbursed;



1429—Continued

SUGAR INDUSTRY LABOUR WELFARE COMMITTEE UPDATED STATEMENT  
AS OF DECEMBER 31ST 2021—CONTINUED

- Social Investigation Reports are submitted in order to update records for lessees of SILWC Settlements and Borrowers; and
- Reports on observations made when monitoring settlements so that corrective measures can be taken.

**The SILWC's Programmes**

No programmes available for the reporting period.

**Section 7(1) (a)(ii):****Categories of Documents in the possession of the Sugar Industry Labour Welfare Committee.**

- Client [Lot beneficiaries, mortgagees, legal] files;
- Accounting files; and
- Administrative files.

**Related Legislation:**

- Sugar Industry Special Funds Act Chap. 64:04
- Sugar Industry Labour Welfare Committee (Incorporation) Act Chap. 64:05
- Sugar Industry Labour Welfare Committee Regulations (69/1949)
- Sugar Industry Labour Welfare Fund Regulations (18/1952)

**Section 7(1) (a)(iii):****Material Prepared For Publication or Inspection**

The SILWC offers no material prepared for publication or inspection.

**Section 7(1) (a) (iv):****Literature Available By Subscription**

The SILWC offers no literature by way of subscription services.

SUGAR INDUSTRY LABOUR WELFARE COMMITTEE UPDATED STATEMENT  
AS OF DECEMBER 31ST 2021—CONTINUED

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

**Procedure to be followed when a request for access to a document is made to the SILWC.**

Applications to the SILWC must be made in writing. The Request for Access to Official Documents Form can be downloaded from the website [www.foia.gov.tt](http://www.foia.gov.tt). The application should include:

- Name of the Applicant
- Contact information for the Applicant
- The information requested and the format in which the information is to be provided
- Date of the request
- Signature of Applicant
- Details that will allow for ready identification and location of the records that are being requested.

The application should be addressed to the Executive Officer of the SILWC (see Section 7(1)(a)(vi)). If insufficient information is provided, clarification will be sought from the Applicant. An Applicant who is unsure how to write a request or of what details to include should inquire from the Executive Officer.

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the SILWC or another public authority, or if the said information is exempted. The SILWC is required to furnish copies of documents only when they are in its possession.

The SILWC is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead the best copy possible will be furnished.

The SILWC will determine whether to grant a request for access to information as soon as practicable but not later than 30 days of the date of receipt, as required by the FOIA. Every effort will be made to comply with the time frames set out in the FOIA, but where it appears that processing a request may take longer than the statutory limit, the SILWC will acknowledge the request and advise the Applicant of its status. If the SILWC fails to meet the

SUGAR INDUSTRY LABOUR WELFARE COMMITTEE UPDATED STATEMENT  
AS OF DECEMBER 31ST 2021—CONTINUED

deadlines set out in the FOIA, the Applicant has the right to proceed as if the request has been denied.

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 tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

How to Request Information:

- **General** – The SILWC is to respond to all requests for information, both oral and in writing. In order to have the rights provided under the FOIA for example, the right to challenge a decision if a request for information is refused, a request must be made in writing on the appropriate form, that is, the “**Request for Access to Official Documents**” form.
- **Addressing Requests** – To facilitate prompt handling of requests for access to information, please address the completed request form to the Executive Officer, SILWC.
- **Details in the Requests** – Applicants should provide details that will facilitate identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from you. If you are unsure how to make the request or the details to be included, communicate with our Executive Officer.

**Requests Not Handled under the FOIA**

- A request under the FOIA to access information that is currently available in the public domain, (for example in the form of brochures and pamphlets), will not be made available.

SUGAR INDUSTRY LABOUR WELFARE COMMITTEE UPDATED STATEMENT  
AS OF DECEMBER 31ST 2021—CONTINUED

## **RESPONDING TO A REQUEST FOR ACCESS TO INFORMATION**

### **Retrieving Documents**

The SILWC is only required to furnish copies of documents currently in its possession or when the said documents could be retrieved from storage. Prior to the commencement of the FOIA, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals state the time periods for keeping records before they may be destroyed.

### **Furnishing Documents**

An Applicant is entitled to copies of information that the SILWC has in its possession, custody or power. The SILWC is required to furnish one copy of a document to an applicant. If a legible copy of a document cannot be made for release, the SILWC may not attempt to reconstruct it. Instead, the best copy available will be furnished and a statement regarding its quality made in the response to the applicant.

Please note that the SILWC is not compelled to do the following:

1. Create new documents. The SILWC is, for example, not required to write a new program to enable a computer to print information in the format preferred by the applicant.
2. Perform research for the applicant.

### **Time Limits**

- **General** – The FOIA establishes time limits for the SILWC to make a decision regarding its ability to disclose the documents requested. If these deadlines are not met, the FOIA gives the applicant the right to proceed as if his\her request has been denied. The SILWC will diligently try to comply with the time limits, but if it appears that processing the request may take longer than the statutory limit, the request will be acknowledged and the applicant advised of its status. Since there is a possibility that requests may be misaddressed or misrouted, the applicant may wish to call or write to the Executive Officer to confirm that the SILWC received the request and to ascertain its status.

SUGAR INDUSTRY LABOUR WELFARE COMMITTEE UPDATED STATEMENT  
AS OF DECEMBER 31ST 2021—CONTINUED

- **Time Allowed** – The SILWC will determine whether 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 FOIA. If a decision is taken to grant access to the information requested, the Applicant will be permitted to inspect the documents or be provided with copies, if so requested.
- **Fees and Refunds** – The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. The Applicant is entitled to receive the document/s within seven days of payment of the relevant fee. If the SILWC fails to provide the information within the seven day period he\she is entitled to a refund of the fees paid in addition to access to the document/s requested.

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

**Procedure to be followed when a request for access to a document is made to the SILWC.**

The Officer in the SILWC is responsible for:

1. The initial receipt of, and action upon notices under Section 10;
2. Processing requests for access to documents under Section 13; and
3. Processing applications for correction of Personal Information under Section 36 of the FOIA.

**The Freedom of Information Officer for the SILWC is:**

<b>Name</b>	<b>Ms. Nicole Robinson</b>
<b>Job Title</b>	Secretary/Executive Officer (Ag.)
<b>Address</b>	Sugar Industry Labour Welfare Committee Corner Dove and Balisier Avenue, Couva
<b>Telephone</b>	636-7425
<b>Fax</b>	679-0544
<b>e-mail</b>	<a href="mailto:Nicole.Robinson@silwc.gov.tt">Nicole.Robinson@silwc.gov.tt</a> and <a href="mailto:silwc@live.com">silwc@live.com</a>



SUGAR INDUSTRY LABOUR WELFARE COMMITTEE UPDATED STATEMENT  
AS OF DECEMBER 31ST 2021—CONTINUED

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

**Advisory Boards, Councils, Committees and other Bodies (Where Meetings/Minutes are Open to Members of the Public)**

- There are no bodies which fall within the meaning of this Section at this time.

**Section 7 (1) (a) (viii)**

**Library / Reading Room Facilities**

The SILWC's Conference Room is used as a Reading Room and consists of legislation, educational books, self-help books and books on land matters. Information in the SILWC can be accessed by contacting the SILWC's Executive Officer to make an appointment and the necessary accommodation will be made available.

**SECTION 8- STATEMENTS**

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

**Documents containing interpretation or particulars of written laws or schemes administered by the Sugar Industry Labour Welfare Committee, not being particulars contained in another written law.**

Not applicable at this time.

**Section 8(1)(a)(ii)**

**Manuals, Rules of Procedure, Statements of Policy, Records of Decisions, Letters of Advice to persons outside of the public authority, or similar documents containing rules, policies, guidelines, practices or precedents.**

- Information Booklet
- Sugar Industry Labour Welfare Committee — Policies
- Sugar Industry Labour Welfare Committee — Land Distribution Policy
- Procedures for the Invitation and Consideration of Tenders and the Award of Contracts, Goods, Services and the Execution of works for the Sugar Industry Labour Welfare Committee
- Approved Prequalification list for Small, Medium and Large Contractors

1429—Continued

SUGAR INDUSTRY LABOUR WELFARE COMMITTEE UPDATED STATEMENT  
AS OF DECEMBER 31ST 2021—CONTINUED**Section 8(1) (b):**

**In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of written laws or schemes.**

Cabinet Decision — Removal of Restrictive Covenants to SILWC's Residential Lease to former employees of Caroni (1975) Limited.

**SECTION 9 STATEMENTS****Section 9 (1) (a):**

**Report or Statement containing the advice / recommendations of a body or entity established within the Sugar Industry Labour Welfare Committee.**

- SILWC's Health and Safety Committee dated July 17<sup>th</sup> 2017

**Section 9 (1) (b):**

**Report or statement containing advice/ recommendations of a body or entity established outside of the Sugar Industry Labour Welfare Committee for that purpose.**

Not applicable at this time.

**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.**

- SILWC's Health and Safety Committee Report dated July 17<sup>th</sup> 2017.

**Section 9(1) (d):**

**Report or Statement containing the advice or recommendation of a Committee established within the SILWC, to submit a Report, provide Advice or make Recommendations to the responsible Minister to another Officer of the SILWC who is not a member of the Committee.**

Not applicable at this time.

SUGAR INDUSTRY LABOUR WELFARE COMMITTEE UPDATED STATEMENT  
AS OF DECEMBER 31ST 2021—CONTINUED

**Section 9(1) (e):**

**A Report (including a Report concerning the results of Studies, Surveys or Test) prepared for the SILWC by a scientific or technical expert, whether employed within SILWC or not, including a report expressing the opinion of such an expert on scientific or technical matters.**

- Air Quality Test Report from Kaizen Environmental Services (Trinidad) Ltd dated July 2017.

**Section 9(1) (f):**

**A Report prepared for the SILWC by a Consultant who was paid for preparing the Report.**

- Davyn Consultants — the provision of an updated accounting software package.
- Cactus Caribbean Limited - SILWC's Strategic Plan 2004-2006.
- Quantum Systems 2000 (Trinidad) Limited - Revised Strategic Direction of the SILWC Strategic Plan 2013-2015.

**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.**

Not applicable at this time.

**Section 9(1) (h):**

**Report on the performance and efficiency of the SILWC**

Administrative Report of the SILWC 2018-2019

**Section 9(1) (i):**

**A Report containing final plans or proposals for the re-organisation of the functions of the public authority, the establishment of a new policy, programme or project to be administered by the public authority, or the alteration of an existing policy, programme or project administered by the public authority whether or not the plans or proposals are**

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SUGAR INDUSTRY LABOUR WELFARE COMMITTEE UPDATED STATEMENT  
AS OF DECEMBER 31ST 2021—CONTINUED

**subject to approval by an officer of the public authority, another public authority, the responsible minister of the public authority or cabinet.**

Not applicable at this time.

**Section 9(1) (j):**

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

- Strategic Plan of the SILWC 2004-2006; and
- Strategic Plan of the SILWC 2013-2015.

**Section 9(1) (k):**

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

Not applicable at this time.

**Section 9(1) (l):**

**An Environmental Impact Statement prepared within the public authority.**

Not applicable at this time.

**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.**

Not applicable at this time.

SUGAR INDUSTRY LABOUR WELFARE COMMITTEE<sup>1</sup>

1430

CINEMA LICENCE  
(Cinematography Act, Chap. 20:10)

CITY OF SAN FERNANDO

NOTICE IS HEREBY GIVEN that an Application for a New Theatre Licence, under the provision of the Cinematography Act, Chap. 20:10, for a Cinema Licence to be heard on Thursday the 29th day of September, 2022 at 9.00 a.m. in the forenoon at the San Fernando District Court.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>
Ingrid Jahara/ Cinema One Limited	One Woodbrook Place 189, Tragarete Road Woodbrook	Gulf City Mall South Trunk La Romaine

Dated this 20th day of September, 2022.

C. DARSOO  
*Deputy Chairman, Licensing Committee  
City of San Fernando*

1431

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995  
[Pursuant to Section 406(1)]

In the Matter of

SYMMETRY (TRINIDAD) LIMITED

SPECIAL RESOLUTION

By way of a written Special Resolution in lieu of a meeting dated the 6th day of September, 2022, the following special resolution was duly passed as a Special Resolution:

“That the Company be wound up voluntarily and that Nicholas Voisin of Winnie Mohammed Villas, 66, Winnie Mohammed Road, Unit No. 2, New Yalta, Diego Martin 151813, be appointed Liquidator for the purposes of such winding-up”.

Dated the 6th day of September, 2022.

RUDY REVAK  
*Director*

1432

LOSS OF PAN-AMERICAN LIFE INSURANCE OF  
TRINIDAD AND TOBAGO POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
ANN RAMDIAL-MOHAMMED ... ..	3446021
SITARA SOOKDEO ... ..	3389459

KAVIR GOBIN	...	...	...	3416397
ANDRE COLLINS	...	...	...	3426685
ANDRE COLLINS	...	...	...	3538442

PAN-AMERICAN LIFE INSURANCE  
OF TRINIDAD AND TOBAGO

91–93, St. Vincent Street  
Port-of-Spain.

1433

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
ISADORA SANDIFORD	...
MATILDA QUINTERO	...
CLINT WILLIAMS	...
WENDELL HEWITT	...
BERNARD MAYERS	...

PAN-AMERICAN LIFE INSURANCE  
OF TRINIDAD AND TOBAGO

91–93, St. Vincent Street  
Port-of-Spain.