



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 61

Caroni, Trinidad, Friday 30th September, 2022—Price \$1.00

No. 173

1457

## SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette: Legal Supplement Part B*—  
Special Event (No. 7) Order, 2022—(Legal Notice No. 195 of 2022)

1458

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

### PUBLIC STATEMENT

#### OF

## THE LADY HOCHOY CENTRES OF TRINIDAD AND TOBAGO

### **In Compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) CHAPTER 22:02.**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) Chapter 22:02, the Lady Hochoy Centres of Trinidad and Tobago (“the LHCTT”) is required by law to publish the following statement listing the documents and/or information generally accessible to the public.

#### **The FOIA gives members of the public the right to:**

1. Access official documents and/or information held by the LHCTT;
2. Have official information relating to himself/herself corrected where it is incomplete, incorrect, misleading or not relevant for the purpose for which the document is held;

1458—Continued

PUBLIC STATEMENT OF THE OFFICE OF THE LADY HOCHOY CENTRES OF TRINIDAD  
AND TOBAGO—CONTINUED

3. Obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
4. Complain to the Ombudsman and/or apply to the High Court for Judicial Review of adverse decisions made under the FOIA.

**SECTION AND STATEMENTS****Section 7(1) (a) (i)***Function and Structure of the Lady Hochoy Centres of Trinidad and Tobago.**Mission Statement*

To provide an environment for persons with mental retardation to enable them to achieve their full potential for integration into the main stream of a well-informed society.

*Roles and functions of the Lady Hochoy Centres of Trinidad and Tobago:*

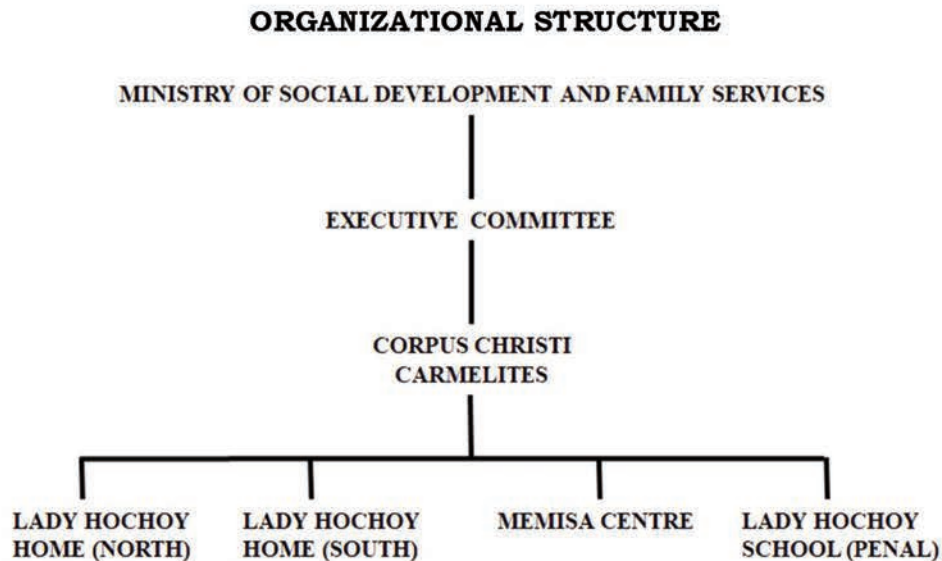
- To maintain ongoing research and investigation of the problems of mental retardation in Trinidad and Tobago;
- To establish Homes and Day Care Training Centres for the care, maintenance and welfare of persons who are mentally retarded and/or educationally sub-normal in Trinidad and Tobago;
- To provide education, treatment, training and rehabilitation for persons who are mentally retarded and educationally sub-normal;
- To assist in the activities of agencies (public or private) institutions and associations (public or private) which may be deemed advantageous to and for the welfare of persons who are mentally retarded and/or educationally sub-normal
- To co-operate and affiliate with any institution, or association (public or private) having objects similar in whole or in part to those of the Association;
- To own, purchase, mortgage, lease or rent property or in any way deal with land or interest in land; and
- To receive monies, donations, contributions for the aforementioned purposes.

1458—Continued

PUBLIC STATEMENT OF THE OFFICE OF THE LADY HOCHOY CENTRES OF TRINIDAD  
AND TOBAGO—CONTINUED

Organizational Structure

The Lady Hochoy Centres of Trinidad and Tobago has a total staff of one hundred and seventeen (117) persons. The staffing of the LHCTT is to four (4) locations throughout Trinidad namely; Lady Hochoy Home (North), Lady Hochoy Home (South), Lady Hochoy School (Penal) and the Memisa Centre. The Organization Structure of the LHCTT is outlined hereunder:



Administration

In order to efficiently manage the LHCTT the following components and functions are utilized. These components and functions consist of:

1. Executive Committee – Concerned with overall responsibility for supporting the co-ordination of strategic activities associated with LHCTT’s Articles of Incorporation.
2. Corpus Christi Carmelites – Concerned with overall responsibility for the operation control and running of the Centres.
3. Principals and Administrators – Responsible for the management of the four (4) LHCTT locations and programmes including; residences, special primary, early intervention and vocational training.

PUBLIC STATEMENT OF THE OFFICE OF THE LADY HOCHOY CENTRES OF TRINIDAD  
AND TOBAGO—CONTINUED

**Section 7 (1) (a) (ii)**

Categories of Documents held by the LHCTT.

Administrative Matters

- Files and documents relating to the general administration and programmes conducted by the LHCTT;
- Personnel files detailing staff appointments, residents, transfers resignations, deaths, retirements, leave etc;

Financial Matters

- Files dealing with the amounting, financial records (donations, expenditures, receipts, etc) and financial management functions of the LHCTT.

Correspondence

- Internal and external correspondence and memorandums.

**Section 7 (1) (a) (iii)**

Material prepared for publication or inspection:

1. Reports
  - Audit
  - Executive Committees
  - Sub-Committees
  - Programmes
2. News Releases, speeches originating from the LHCTT.

1458—Continued

PUBLIC STATEMENT OF THE OFFICE OF THE LADY HOCHOY CENTRES OF TRINIDAD  
AND TOBAGO—CONTINUED**Section 7 (a) (iv)***Not applicable***Section 7 (1) (a) (v)**

The policy of the LHCTT is to respond to all requests for information and/or access to information, using the prescribed form per Section 13 of the Freedom of Information Act, Chapter 22:02.

**Details of Information Requested**

Applicants are required to provide specific details relating to the identification and location of the records requested. In the instance that insufficient information is provided, the LHCTT shall seek clarification from the Applicant. In the instance that the Applicant is uncertain about the documents and/or details to include in the Request for Access to Information and/or Documentation Form, they are advised to communicate with the Designated Officer.

**Information and/or Documentation Not Subject to FOIA**

An Applicant requesting access to information and/or documentation held at the LHCTT shall not be entitled to obtain, in accordance with the procedure provided for in this Part, access to:

1. Any document containing information open to public access, part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge;
2. Any document containing information that is available for purchase by the public;

PUBLIC STATEMENT OF THE OFFICE OF THE LADY HOCHOY CENTRES OF TRINIDAD  
AND TOBAGO—CONTINUED

3. Any document that is available for public inspection in any registry maintained by the Registrar General or other public authority;
4. Any document stored for preservation, or safe custody, being a document which is a duplicate of a document of a public authority.

Responding to Requests For Information and/or Access to Documents

The LHCTT will furnish documents that are in its possession and/or when they can be retrieved from the National Archives or another storage facility. Prior to the commencement of the Freedom of Information Act 22:02, old records may have been destroyed. The granting of requests for documents and/or information pre-dating the commencement of the Freedom of Information Act, Chapter 22:02 may therefore, be impossible given that the time periods for keeping such records may have elapse.

Furnishing of Information and/or Documents to an Applicant

An Applicant is entitled to copies of documents held by the LHCTT. Where a legible copy cannot be released an Applicant will be furnished with a copy and its quality noted in the response to the application.

Applicants should note that the LHCTT is not compelled to either create a new document in the format the Applicant prefers or conduct research for the Applicant.

Time Limits

The LHCTT shall normally comply with the time limit as provided by Section 15 of the Freedom of Information Act, Chapter 22:02 as soon as practicable but no later than thirty (30) days after the day on which the request is duly made. In the instance that the processing of a request for access to information and/or documentation held by the LHCTT taking longer than the statutory limit, the LHCTT will acknowledge the request for information and/or access to documents and advise of the status.

1458—Continued

PUBLIC STATEMENT OF THE OFFICE OF THE LADY HOCHOY CENTRES OF TRINIDAD  
AND TOBAGO—CONTINUEDFees and Refund

The Freedom of Information Act, Chapter 22:02 prescribe the fees related to the search, retrieval and provision of information and/or documents held by the LHCTT. In the instance that the LHCTT fails to provide the information within seven (7) working days, the Applicant is entitled to a refund of the fees paid, in addition to access to the information and/or documents requested.

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

The Designated Officer for the LHCTT is responsible for:

1. The initial receipt of, and action upon, notices under Section 10 of the Freedom of Information Act, Chapter 22:02;
2. The initial receipt of, and action upon requests for, access to documents under Section 13 of the Freedom of Information Act, Chapter 22:02; and
3. The initial receipt of and action upon applications for, corrections of personal information under Section 36 Freedom of Information Act, Chapter 22:02.

**The Designated Officer is:****Mr. Howard Sabga**

Lady Hochoy Home (North)  
Harding Place,  
Cocorite  
Tel/Fax 622-4495/4714

**The Alternate Officer is: Mr. Sean Paddy**

Lady Hochoy Home (North)  
Harding Place,  
Cocorite  
Tel/Fax 622-4495/4714

PUBLIC STATEMENT OF THE OFFICE OF THE LADY HOCHOY CENTRES OF TRINIDAD  
AND TOBAGO—CONTINUED

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

Advisory Boards, Councils, Committees and other Bodies

The Executive Committee of the LHCTT is elected each year at the Annual General meeting and is responsible for the general conduct and management of the business affairs, property and estate of the Association.

The Executive Committee establishes sub-committees which are responsible for proper management and maintenance of the LHCTT's homes, centres etc in each district in accordance with the aims and objects of the LHCTT.

The Annual General Meeting of the LHCTT is held in the month of November following the end of the fiscal year. The persons elected at that meeting take up office from the month following the elections. All other meetings are Extraordinary General Meetings.

Notice convening any meeting states the time and place of the meeting, and in case of special business, the nature of such business. All notices are delivered or posted to members at least 15 days before the meeting.

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

Reading Facilities

Documents available to members of the public under the provisions of the Freedom of Information Act can be viewed at the Head Office located at Harding Place, Cocorite on Fridays between the hours 12:00 noon to 3:00 pm.

Telephone: 622-4495/4714



1458—Continued

PUBLIC STATEMENT OF THE OFFICE OF THE LADY HOCHOY CENTRES OF TRINIDAD  
AND TOBAGO—CONTINUEDPhotocopying of Documents:

The policy of the LHCTT with regard to the provision of copies of documents held at its Head Office is as follows:

- Charge for photocopies is seventy-five cent (75) cents per page. However, if you provide your own paper no fee will be charge;
- Provision of certain documents may be subjected to a small charge to cover the administrative cost;
- No smoking, eating or drinking in the designated reading area.

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

Not Applicable

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

Not Applicable

**Section 8 (1) (b)**

Not Applicable

**Section 9(1) (a)**

Not Applicable

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

Not Applicable

**Section 9(1) (c)**

Not Applicable

1458—Continued

PUBLIC STATEMENT OF THE OFFICE OF THE LADY HOCHOY CENTRES OF TRINIDAD  
AND TOBAGO—CONTINUED**Section 9(1) (c)**

Not Applicable

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

Not Applicable

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

Not Applicable

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

Not Applicable

**Section 9(1) (g)**

Not Applicable

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

Not Applicable

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

Not Applicable

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

Not Applicable

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

Not Applicable

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

Not Applicable

**Section 9(1) (m)**

Not Applicable

1459

APPOINTMENT OF A BONDED AREA  
(Customs Act, Chap. 78:01)

IN EXERCISE of the powers conferred upon the Comptroller of Customs and Excise under the Customs Act, Chap. 78:01, I, Vidyah Marcial, Comptroller of Customs and Excise, acting under the provisions of section 263(3) of the said Act, do hereby appoint the place described in the Schedule hereunder to be a Bonded Customs Area for the storage of flavorings, sugar, emulsifiers, stabilizers, manufactured and semi manufactured goods, polypropylene film and other packaging materials by Creamery Novelties Limited and various products imported or taken out of bond approved by the Comptroller.

SCHEDULE

A single storey building constructed of brick and mortar walls with a galvanized roof of Creamery Novelties Limited situated at Lot No. 6A, eTeck Diamond Vale Business Park, Diamond Vale, Diego Martin having rectangular areas, measuring 15.3 meters wide by 79.2 meters long and 15.2 meters wide by 24.4 meters long comprising an enclosed compound shaped area measuring a total of 1582.64 square meters.

The area is bounded on the east by a cold storage facility measuring 79.2 metres in length, on the west by a drain, fifteen feet wide, on the north by a concrete paved area and staff locker rooms adjacent to Factory Road, and on the south by two workshop areas adjacent to the Brunton Avenue.

Dated 28th day of September, 2022

V. MARCIAL  
*Comptroller of Customs and Excise*

1460

APPOINTMENT OF A BONDED AREA  
(Customs Act, Chap. 78:01)

IN EXERCISE of the powers conferred upon the Comptroller of Customs and Excise under the Customs Act, Chap. 78:01, I, Vidyah Marcial, Comptroller of Customs and Excise, acting under the provisions of section 263(3) of the said Act, do hereby appoint the place described in the Schedule hereunder to be a bonded Customs Area, for the storage of galvanized steel coils by Roof Systems Limited and various products imported or taken out of bond approved by the Comptroller.

SCHEDULE

A single storey building of Roof Systems Limited situated at Lot No. 42A, Spancrete Boulevard, O'meara Industrial Estate, Arima, constructed of steel beams, purlins and aluminum cladding walls with a galvanized roof, having an enclosed rectangular area measuring 18.3 meters in width and 9.2 meters in length comprising a total of 168.36 square meters, with an access sliding gate.

The area is bounded on the east by an entry way measuring 6.36 meters wide on the north by a concrete paved area adjacent to David Blake Street, on the west by a grassed landscape area adjacent to a drain measuring 0.97 meters wide and on the south by the north side of the main production building.

Dated 28th day of September, 2022

V. MARCIAL  
*Comptroller of Customs and Excise*

NOTICE OF VACANCY FOR THE OFFICE OF DIRECTOR, FINANCE, NATIONAL LIBRARY AND INFORMATION SYSTEM AUTHORITY (NALIS)—CONTINUED

**Job Summary:**

This Officer is responsible for directing, controlling, planning and organising the work of the Finance Division to ensure that the proper system of accounting as prescribed by the Board of NALIS is established and maintained. The work involves overseeing all the financial activities of the NALIS including budgetary and financial management, the preparation of financial reports, and the management of payroll. The officer is responsible for ensuring that there is strict adherence to NALIS Financial Rules, Tenders Rules and that all policies, procedures and systems are in compliance with the relevant financial statutory and regulatory guidelines, providing reasonable assurance that risk management, control and governance systems are aligned, and functioning in a manner that promotes the attainment of the organisation's objectives in accordance with the NALIS Act.

**Distinguishing Features of Work:**

- Facilitates the development and implementation of NALIS' Strategic Plan.
- Leads the development, implementation, monitoring and evaluation of the Divisional Strategic Initiatives.
- Assists the Executive Director in the development and implementation of strategies for the prudent management of NALIS' funds.
- Ensures preparation of the annual budget Estimates of NALIS that are consistent with the organisation's goals and strategic objectives, and have them approved by the Management Team and Board of NALIS.
- Establishes policies for the Division and directs its technical and administrative functions.
- Leads the preparation of the Annual Financial Statements for approval by the NALIS Executive for Audit purposes and for inclusion in NALIS' Annual Report for submission to Parliament.
- Provides leadership and direction of the finance team over the supervision of the receipt of revenue of NALIS, to ensure its punctual collection and bring promptly to account under the proper heads and sub-heads, all moneys for which he/she is accountable.
- Makes proper provision for the safekeeping of moneys, securities, stamps, revenue receipts, licenses and other such things belonging to NALIS.
- Provides leadership in the management of the Division's Human Resources capacity to ensure strict compliance with NALIS' Financial Rules and other financial statutory obligations:
- Manages the payment of salaries, allowances, wages and pensions to all staff of NALIS.
- Manages the process for the control, preparation and issuance of cheques.



1461—Continued

## NOTICE OF VACANCY FOR THE OFFICE OF DIRECTOR, FINANCE, NATIONAL LIBRARY AND INFORMATION SYSTEM AUTHORITY (NALIS)—CONTINUED

- Advises and assists the Board of NALIS in its decision-making process on matters related to the Budget and Financial Statements.
- Reviews the cash flow and prepares reports on the financial status of NALIS to be presented to the Executive Management, the Management Team and the Board of NALIS.
- Provides strategic support to other Divisions and external stakeholders such as external and internal auditors, Actuaries, Trustees, Investment Manager, Ministry of Finance and the Economy, Auditor General and Comptroller of Accounts.
- Reviews, monitors and evaluates all the financial rules, policies, plans and procedures.
- Assesses the financial performance of organisational units to ascertain whether defined objectives have been efficiently achieved and whether those policies have been adhered to.
- Assesses compliance with International Financial Reporting Standards (IFRS); and all relevant Legislative and Regulatory framework governing the organisation.
- Participates in the development and the implementation of strategies for the provision of maintenance, care and the upkeep of plant and equipment for the Division.
- Assists the Executive Director in ensuring adherence and compliance with all legislative requirements in the work environment and advises thereon:
- Performs other duties related to the job as required.

**Minimum Qualifications, Experience and Training:**

- Professional certification in accounting or Finance and Administration from a recognised institution e.g. ACCA, or CIMA.
- At least eight (8) to ten (10) years of professional experience in financial management/accounting, with increasing responsibilities for multi-faceted direction and planning.

---

For consideration, a letter of application and an up to date curriculum vitae must be submitted to the attention of the Director, Human Resources Division or via email at

[recruitment@nalis.gov.tt](mailto:recruitment@nalis.gov.tt)

No later than September 30, 2022

Please note that only shortlisted applicants will be contacted.