



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 46

Port-of-Spain, Trinidad, Thursday 26th July, 2007—Price \$1.00

No. 125

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to amend the Finance Act, 2007”—(42 cents).

1390

SUPPLEMENTS TO THIS ISSUE

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

Legal Supplement Part B—

Legal Profession (Eligibility for Admission) (No. 10) Order, 2007—(Legal Notice No. 142 of 2007).

Certificate of Environmental Clearance (Designated Activities) (Amendment) Order, 2007—(Legal Notice No. 143 of 2007).

Legal Supplement Part C—

Bill entitled “An Act to amend the Finance Act, 2007”.

1391

PUBLICATION OF BILL

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

The Finance (Amendment) Bill, 2007.

Copies of the Bill may be purchased from the Government Printery Sales Section, 2–4, Victoria Avenue, Port-of-Spain.

J. SAMPSON-JACENT

25th July, 2007.

Clerk of the House

1392

APPOINTMENT TO ACT TEMPORARILY AS A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that, under the provisions of section 40 and section 44 of the Constitution of the Republic of Trinidad and Tobago, Her Excellency the Acting President, acting in accordance with the advice of the Leader of the Opposition, has appointed DR. NEIL ADRIAN SINGH, to be temporarily a Member of the Senate, with effect from 17th July, 2007 and continuing during the period of illness of Senator RONALD PHILLIP.

H. HEMNATH

*Secretary to Her Excellency
the Acting President*

17th July, 2007.

**Government of the Republic of Trinidad and Tobago
Public Statement of Lake Asphalt of Trinidad and Tobago (1978) Limited
In Compliance with sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999**

Introduction

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 ("FOIA"), Lake Asphalt of Trinidad and Tobago (1978) Limited is required by law to publish the statements contained herein, which list the documents and information generally available to the public.

The Act gives members of the Public (hereinafter referred to as "the applicant"):

- (i) A Legal Right for each person to access information held by Lake Asphalt of Trinidad and Tobago (1978) Limited
- (ii) A Legal Right for each person to have official information relating to him or herself amended where it is incomplete, incorrect or misleading
- (iii) A Legal Right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA and
- (iv) A Legal Right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under this FOIA.

Part I - Section 7 : Statements

Section 7 (1) (a) (i)

1. Mission Statement

"To be a profitable, dynamic company of high integrity, providing quality asphalt products, surpassing customer and other stakeholders' expectations, empowering dedicated and satisfied employees, working in harmony with our community and environment."

2. Function and Structure

Lake Asphalt of Trinidad and Tobago (1978) Limited (Lake Asphalt) is a wholly owned state enterprise falling under the purview of the Ministry of Energy and Energy Industries. The Company was incorporated in 1978 under the Companies Ordinance and continued under Section 343 of the Companies Act 1995. Its registered office is located at LP 4717, Brighton, La Brea.

1393—Continued

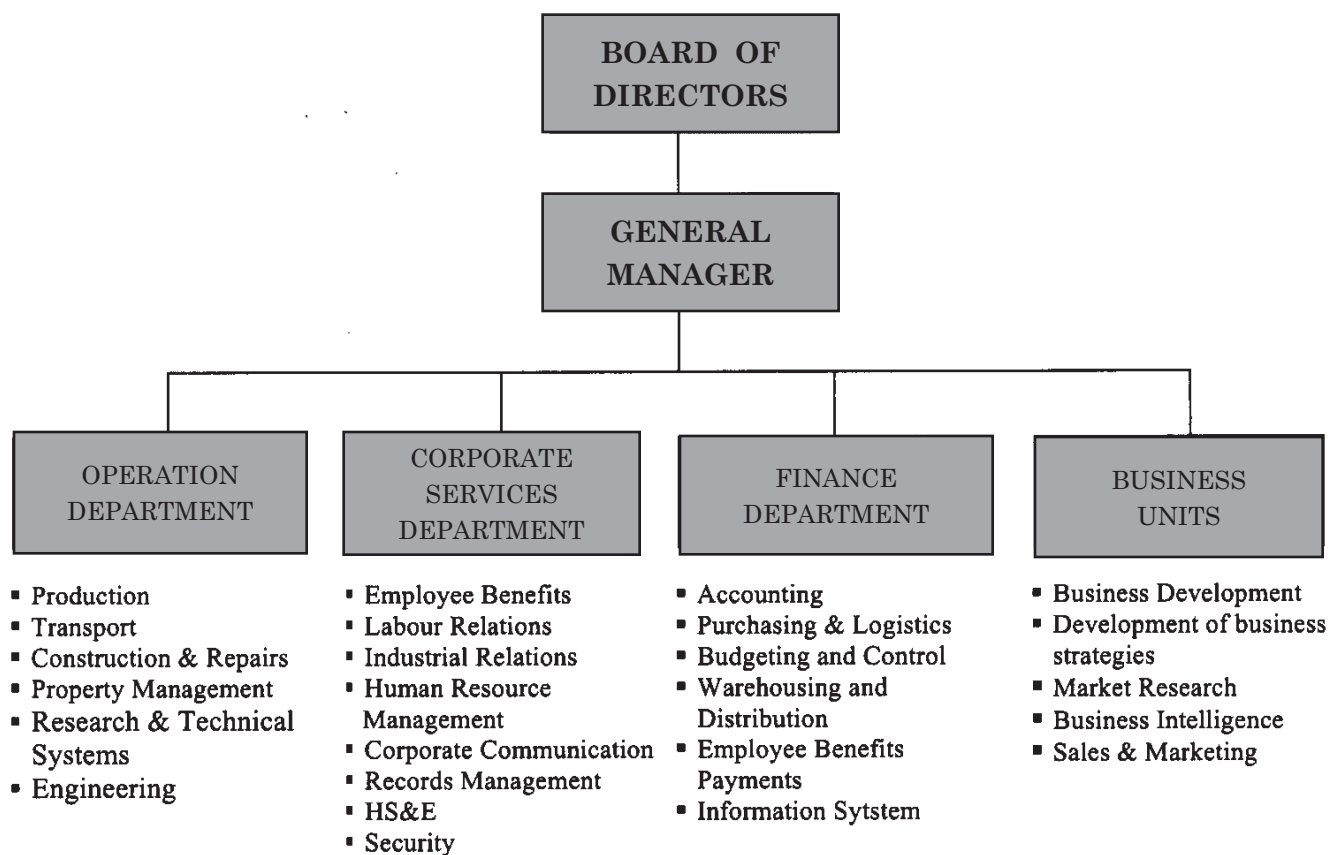
Lake Asphalt is engaged in the mining, processing and marketing of **Trinidad Lake Asphalt** or Dried Asphalt which is extracted from the Pitch Lake in La Brea, Trinidad. In addition, the company manufactures and markets Cationic Bitumen Emulsions and a range of industrial coatings and paints marketed under the Brand name – LASCO. Over 60% of the Company's Revenue is generated from Export Sales, the major markets being the United States of America, Europe and the Far East.

The Company's main interface with members of the public is in the form of the Customer – Supplier relationship in which case, the "public" refers to commercial entities and individuals in the Road Paving Industry, which include small, medium and large contractors.

It should be noted that the organization's interest in the Pitch Lake is of a commercial nature only and does not include the tourism aspect of the Lake and that the Pitch Lake as a tourist site does not fall under its jurisdiction. The company has no relationship with any tour guides, official or otherwise who are attached to the Pitch Lake.

2.1. Organizational Structure

The organizational structure of the Company is as follows:



1393—Continued

The Company is headed by a Board of Directors appointed by the Government. The Directors which are listed hereunder control the overall direction of the Company:

Mr. Ian Rajack	-	Chairman
Mr. Anthony Richardson	-	Deputy Chairman
Mr. Gene Porther	-	Director
Mr. Owen C. Hinds	-	Director
Mr. Raval Singh	-	Director
Ms. Merlin Boyce	-	Director

The Board is supported by a Corporate Secretary whose responsibility includes ensuring that good corporate governance practices are adhered to.

The Management Team is responsible for the management of the Company and reports to the Board via the General Manager - Mr. Wayne Wood. The Company currently employs 164 permanent employees and 104 casual workers and is divided into six (6) responsibility centers – Corporate Services, Finance, Marketing and Business Development, Engineering, Production and Research and Technical Services.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of Lake Asphalt

Administrative

1. Files dealing with administrative support and general administrative documents
2. Files relating to staff movements, transfers, promotions, retirements, resignations etc.
3. Correspondence Files
4. Files dealing with training
5. Minutes of Meetings/ Meeting Agendas
6. Files containing circulated information re: Memos, notices etc.
7. Licenses and Permits
8. Internal and external correspondence files

Legal

1. Legal Opinions and related matters
2. Industrial Agreements
3. Legislation
4. General Contracts

1393—Continued

Financial

1. Financial and Accounting Files
2. Financial Policy Statements
3. Vouchers, receipts, Cheques
4. Accounts Payable and Receivable Records
5. Invoices
6. Files relating to procurement of supplies and services
7. Fixed Asset Register

Corporate

1. News Releases, speeches originating from the Company
2. Policy and Procedure Documents
3. Files relating to the strategic intent of the Company
4. Files relating to Information Technology Strategy
5. Statistical reports, technical and Corporate
6. Pension Plan Guidelines

Marketing

1. Customer Files
2. Files dealing with official functions and events hosted by the Organization
3. Magazines and brochures on products
4. Sales & Production Statistics

Technical

1. Books
2. Pamphlets, periodicals and publications
3. Feasibility Studies
4. Maintenance Records
5. Service Job Orders

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

The public may inspect and/or obtain copies of the following material between the hours of 9:00 a.m. – 3:30 p.m. on normal working days at:

Lake Asphalt's Administration Building
Brighton
La Brea

Telephone No.: 648-7583
Fax No.: 648-7433
Email: latt@trinidadlakeasphalt.com
Website: www.trinidadlakeasphalt.com

- Company Newsletter
- Technical information on the composition of the Lake for educational purposes
- Technical Brochures on Trinidad Lake Asphalt and projects using Trinidad Lake Asphalt
- Published News Releases on Lake Asphalt of Trinidad and Tobago (1978) Limited and its products
- Technical Specifications for Trinidad Lake Asphalt

Section 7 (1) (a) (iv)

Literature available by subscription

There are no publications available by subscription at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from Lake Asphalt

1. How to Request Information

General Procedure

The Company's policy is to respond to all requests for information. However, all requests must be made in writing. This is to enable the applicant to challenge the Company's decisions if a request for information is denied.

The applicant must complete the appropriate form "**Request for Access to Official Documents**" which is available from the Reception/ Operator in the Company's Administration Building, Brighton, La Brea. This form is used for information that is not readily available in the public domain.

Addressing Requests

The Form should be addressed to the Designated Officer (see section 71 a vi) of Lake Asphalt of Trinidad and Tobago (1978) Limited.

Details in Request

Applicants should provide sufficient details to allow for ready identification and location of the records being requested. If insufficient information is provided clarification will be sought from the application in an attempt to comply with the request. Please contact the Designated Officer if assistance is required.

2. **Requests not handled under the FOIA**

A request under the FOIA will not be processed if the information requested is currently available in the public domain, either from the company or another public authority.

3. **Responding to Requests**

Retrieving Documents

The Company will furnish copies of documents only when they are in its possession. Information stored will be retrieved in order to process any request.

Furnishing Documents

The Company is required to furnish copies of documents in its possession, custody or power.

However:

- (a) The Company is not compelled to create new documents or write a new programme to provide the information in your desired format.
- (b) The Company is not compelled to conduct research for you.
- (c) The Company is required to furnish only one copy of a document.

4. **Time Limits**

General

The FOIA sets a limit of thirty (30) calendar days from the date the request was received for your request to be processed. In the event that this deadline is exceeded, the Applicant has the right under the Act to proceed as if the request was denied. However, the Company shall make every possible effort to comply with your request within the stipulated time frame. We will advise you as to the status of your request in the event that it appears as though the processing may take longer than the statutory limit. Since there is the possibility that requests may be misaddressed or misrouted, applicants may wish to call or write to confirm that the request was received and to ascertain the status of the matter.

Section 7 (1) (a) (vi)**Officers in Lake Asphalt of Trinidad & Tobago (1978) Limited responsible for Implementation of the Freedom of Information Act.**

The Designated Officer in the Company with responsibility for:

- (1) The initial receipt of and action upon notices under section 10
- (2) Requests for access to documents under section 13 and
- (3) Applications for corrections of Personal Documents under section 36 of the FOIA

is the:

Corporate Secretary
Sati Jagmohan
Lake Asphalt of Trinidad and Tobago (1978) Limited
Brighton, La Brea
Telephone (648-7555/6) Ext. 205
sjagmohan@trinidadlakeasphalt.com

The Alternate Officer(s) is
Mrs. Charlene Pollard
Lake Asphalt of Trinidad and Tobago (1978) Limited
Brighton, La Brea
Telephone (648-7555/6) Ext. 206
cpollard@trinidadlakeasphalt.com

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

This section is not applicable at this time.

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

Information can be accessed at our **Reading Room** or through our website at www.trinidadlakeasphalt.com

Location: The Reading Room is located at Administration Building and is **open to the public from Mondays and Fridays between the hours of 9:00 am and 3:30 pm**

1393—Continued

Reading Room Rules: Please note that there is to be no smoking, eating or drinking in the Reading Room.

The nominal charge for photocopies is 50 cents per page.

Section 8 : Statements

Section 8 (1) (a) (i)

Documents containing interpretation or particulars of written laws or schemes administered by the public authority not being particulars contained in another written law.

The Companies Act 1995
Freedom of Information Act 1999

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letter of advice to persons outside the company, documents containing rules, policies, guidelines, practices or precedents.

Financial Policy Statements
Corporate Policies and Procedures

Section 8 (1) (b)

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

Tender Rules & Procedures

The items listed in this section relate to documents that were created since 20th February 2001

1393—Continued

Section 9 : Statements

Section 9 (1) (a)

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

There are no documents of this nature held by the Company at this time.

Section 9 (1) (b)

A report or a statement containing advice or recommendation, (1) of a body or entity established outside the company by or under a written law (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the company or to the responsible Minister.

Performance Monitoring Manual.

Section 9 (1) (c)

A report or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the public authority.

There are no documents of this nature held by the Company at this time.

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 the company or to another officer of the Company who is not a member of the committee.

There are no documents of this nature held by the Company at this time.

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 documents of this nature held by the Company at this time.

Section 9 (1) (f)

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

There are no documents of this nature held by the Company at this time.

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.

There are no documents of this nature held by the Company at this time.

Section 9 (1) (h)

A report on the performance or efficiency of the public authority, or 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.

There are no documents of this nature held by the Company at this time.

Section 9 (1) (i)

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

There are no documents of this nature held by the Company at this time.

1393—Continued

Section 9 (1) (j)

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

- **Tender Assessment reports for:**
 - **Telephone System Acquisition**
 - **Garbage Collection Services**
 - **Ground Maintenance Services**
 - **Insurance Services**

Section 9 (1) (k)

An environmental impact statement prepared within the public authority.

There are no documents of this nature held by the Company at this time.

Section 9 (1) (l)

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

There are no documents of this nature held by the Company at this time.

Lake Asphalt of Trinidad and Tobago (1978) Limited
October 27th 2006