



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF WORKS AND TRANSPORT 2022

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT, CHAP. 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap. 22:02 (FOIA) the Ministry of Works and Transport (Ministry) 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: -

- i. A legal right to access information held by the Ministry;
- ii. A legal right to have official information relating to himself amended where it is incomplete, incorrect or not relevant for the purpose for which the document is
- 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 the FOIA.

SECTION 7 - STATEMENTS

Section 7(1)(a)(i)
Function and Structure of the Ministry

MISSION STATEMENT

Through a motivated team, provide modern and reliable public infrastructure and transportation services, promoting economic development and enhancing the social well-being of the people of Trinidad and Tobago.

VISION STATEMENT

An efficient, effective, innovative, client-oriented organization geared toward the provision of safe, high-quality infrastructure and an integrated transportation system that meet the needs of Trinidad and Tobago.

STRUCTURE OF THE MINISTRY

The Ministry is one of the largest Ministries of Government, and a major generator of employment opportunities in the country. The organization impacts directly and indirectly on all citizens of the country and continually strives to enhance the quality and timely delivery of the services, which it provides to the national community.

The Ministry's Head Office is located at the Nos. 2-4 London Street, Port of Spain 100623. The Ministry's District Offices are located throughout the country.

The Ministry is comprised of an administrative arm that includes the following departments/units/divisions:

- Accounts
- Central Planning
- Corporate Communications
- Facilities Management
- General Administration
- Procurement
- Human Resource Management
- Information and Communication Technology
- Internal Audit
- Legal Services
- Permanent Secretary's Secretariat
- Priority Bus Route Administration

The operational arm of the Ministry is comprised of two main elements, namely, the Works component and the Transport component.

The Works component of the Ministry is associated with those Agencies and Divisions of the Ministry engaged in the provision and maintenance of physical infrastructure relating to the road network that includes main roads, special roads, secondary roads and any other highway constructed by the Minister and dedicated by the Minister to the public use.

The Transport component is associated with those Agencies and Divisions engaged in the regulation of air, sea and land transport and includes the Statutory Boards and similar bodies.

It is thus authorised to manage:

- Roads and highways
- Traffic management
- National transportation
- Ports
- Public transportation
- Coastal erosion
- Drainage
- Bridges
- Construction

WORKS COMPONENT

i. COASTAL PROTECTION UNIT

The Ministry's Coastal Protection Unit (CPU) was established to tackle issues of coastal erosion and flooding in Trinidad. As a small island state, our coastlines are important and require protection and maintenance. Within the CPU, a Coastal Protection Programme has been formulated to address the most crucial aspects of coastal erosion, instability, and flooding incidents along the coastlines of Trinidad.

The core activities of the CPU include the:

- Prevention of coastal erosion and flooding;
- Design and construction of hydraulic and coastal structures;
- Development and implementation of policies, plans, standards, regulations, rules and requirements for the prevention of coastal erosion; and
- Maintenance of sea defences.

ii. CONSTRUCTION DIVISION

The Construction Division is responsible for the design, planning and execution of works relating to the construction and rehabilitation of public buildings and facilities, the restoration of historical buildings and sites, and the procurement and provision of furniture fittings and equipment for these buildings.

The Division is also responsible for providing building consultancy and advisory services to Government, and design consultancy and contract administration in the implementation of major building projects.

iii. DRAINAGE DIVISION

The Drainage Division is responsible for the development and maintenance of main watercourses, the provision and maintenance of irrigation systems, land reclamation and protection of lands against water, which includes coastal protection. The Division also provides advice to government agencies which implement and approve development projects.

iv. ENVIRONMENTAL HEALTH AND SAFETY UNIT

The Environmental Health and Safety Unit was established in 1996 in order to oversee the Environmental Health and Safety Management of infrastructure projects in the Ministry. The Unit procures Certificates of Environmental Clearance and monitors projects to ensure compliance with laws and regulations.

v. HIGHWAYS DIVISION

The Highways Division is responsible for the planning, design, construction, preservation, maintenance and repair of the existing road network that includes highways, main, special and secondary roads under the purview of the Minister as the Highway Authority. This responsibility also includes maintenance works such as widening and altering road levels, upgrading verges and culverts and construction and maintenance of bridges.

vi. MAINTENANCE DIVISION

The Maintenance Division's core function is the provision of maintenance services to government buildings and facilities towards achieving a comfortable, safe, healthy, and functional work environment in compliance with the Occupational Safety and Health Act, Chapter 88:08.

Services provided by the Maintenance Division include:

- Masonry;
- Painting/Finishing;
- Electrical;
- Refrigeration/Air Conditioning;
- Carpentry/Woodworking;
- Plumbing/Drainage; and
- Landscaping

vii. MECHANICAL SERVICES DIVISION

The Mechanical Services Division is responsible for repairing, servicing, maintaining and transporting vehicles, plant and equipment belonging to the Ministry and other agencies in a reliable, effective, efficient and safe manner. It also provides sound technical advisory services to other Government Departments and Agencies as and when required.

viii. PROGRAMME FOR UPGRADING ROADS EFFICIENCY

The Programme for Upgrading Roads Efficiency Unit (PURE) is a Project Management Unit of the Highways Division in the Ministry. Driven by public demand for improved and additional road infrastructure, PURE was designed to ensure that Trinidad's road network continues to evolve into a user-oriented, safe and

functional asset, through the systematic rehabilitation, upgrade and expansion of the network elements. PURE, exists as an efficient and effective platform for achieving the strategic intent of the Ministry in respect of road infrastructure.

The works undertaken by PURE include:

- Road rehabilitation;
- Slope stabilization;
- Creation of alternative access routes;
- Design of traffic management measures;
- Bridge reconstruction and rehabilitation; and
- Pedestrian overpass construction.

ix. BRIDGES, LANDSLIP AND TRAFFIC MANAGEMENT PROGRAMME IMPLEMENTATION UNIT

The Bridges, Landslip and Traffic Management Programme Implementation Unit (BLT PIU) is a special project unit that is attached to the Highways Division. It manages:

- The Bridge Reconstruction Programme
- Landslip Repair Programme
- The Traffic Management Programme.

The Unit provides innovative solutions for the rehabilitation and maintenance of unsafe bridges, landslips and traffic management infrastructure.

x. OFFICE OF THE CHIEF TECHNICAL OFFICER

The Chief Technical Officer (CTO) serves as an Adviser to the Permanent Secretary on all aspects of Engineering Projects. The Chief Technical Officer also has responsibilities which are defined in several Laws of the Republic of Trinidad and Tobago.

TRANSPORT COMPONENT

i. MARITIME SERVICES DIVISION

The Maritime Services Division is the main regulatory agency in sea transport created to administer the provisions of the Shipping Act Chap. 50:10 and other national maritime legislation. The Division's main responsibilities are to ensure the safety and security of life at sea, the safety of navigation and the protection of the marine environment from ship pollution. The Division plays a pivotal role in the development of the National Maritime Sector and represents the country's interest at the International Maritime Organization conferences. It also acts as the implementation, monitoring and compliance authority for most of the State's obligations in respect of international maritime conventions to which Trinidad and Tobago is a party.

ii. NATIONAL TRAFFIC MANAGEMENT CENTRE

The core function of the National Traffic Management Centre (NTMC) is to manage the National Traffic Management System. The Centre serves as a central traffic monitoring system, known as the National Traffic Management System (NTMS) and consists of the following subsystems:

- Traffic Signal Control System (TSCS) - This system allows centralized traffic signal control and monitoring at major and strategic intersections.
- Corridor Traffic Management System (CTMS) - This system involves CCTV cameras, vehicle detection stations and all monitored from a central management system.

For the NTMS, other than CCTV (Closed Circuit Television), information is also collected via other sources/methods, such as the media, police, public etc.

iii. TRAFFIC MANAGEMENT BRANCH

The Traffic Management Branch (TMB), which falls under the Highways Division, is responsible for the management and control of traffic on the roadways of Trinidad. The TMB also implements and monitors road traffic regulations, co-ordinates and implements efforts to reduce road traffic congestion, and ensures the effective operation of all traffic control devices, which include, road markings, signs and traffic signals.

iv. TRANSPORT DIVISION

The Transport Division is sometimes referred to as the Licensing Division. Its functions include registration, classification, licensing and inspection of vehicles, issuance of driving permits, law enforcement under the Motor Vehicles and Road Traffic laws, administration of the Maxi Taxi Act, Chapter 48:53, monitoring of motor vehicle inspection garages and collection of revenues associated with those activities.

v. TRAFFIC WARDEN DIVISION

The Traffic Warden Division is responsible for assisting the Police with the control and regulation of road traffic and the enforcement of all related laws. The Traffic Warden Division strives to become the premier agency charged with the management, control and regulation of road traffic in Trinidad and Tobago. This Division controls and regulates road traffic, promotes road safety, road courtesy and enforcement of traffic laws. This Division upon request will work on site with any Division of the Ministry that conducts major road and infrastructure works and help to safely divert traffic around project site

SPECIAL ADMINISTRATIVE BODIES

The Special Administrative Bodies, which fall under the purview of the Ministry are as follows:

- Trinidad Transport Board;
- Air Transport Licensing Authority; and
- Pilotage Authority.

Trinidad Transport Board, the Air Transport Licensing Authority and the Pilotage Authority are dependent on the Ministry for administrative support and are therefore not classified as public authorities under the FOIA. They do not publish a public statement and requests for information under the FOIA are to be made through the Designated Officer of the Ministry.

i. TRINIDAD TRANSPORT BOARD

The Trinidad Transport Board is a body established in accordance with the Motor Vehicles and Road Traffic Act, Chapter 48:50. It is an advisory body, appointed by the President, with the Chief Technical Officer of the Ministry being the Chairman. Other members of the Board include nominations from the Police Service (First Division), Licensing Authority, the Road Safety Association, the Automobile Association and representatives of local government, commerce, industry, agriculture and labour.

The Board advises the President on all matters of road traffic, hears and determines any appeal submitted by an aggrieved person against any order or decision of the Licensing Authority.

ii. AIR TRANSPORT LICENSING AUTHORITY

The Air Transport Licensing Authority is a body established under the Air Navigation (Licensing of Air Services) Regulations, 1951-1953. This Authority consists of at least three members, appointed by the President, and is responsible for the granting of licences to carry passengers, mail or cargo by air, subject to such conditions as may be specified in the licence.

iii. PILOTAGE AUTHORITY

The Pilotage Authority, appointed by the Minister and under the chairmanship of the Director of Maritime Services, is responsible for overseeing all matters relating to the licensing and conduct of pilots.

STATUTORY AUTHORTIES

The Statutory Authorities which fall under the purview of the Ministry are as follows:

- Airport Authority of Trinidad and Tobago
- Port Authority of Trinidad and Tobago
- Public Transport Service Corporation
- Trinidad and Tobago Civil Aviation Authority

These entities are classified as public authorities under the FOIA and therefore publish their own public statements and requests for information are to be made directly to their respective Designated Officers.

STATE ENTERPRISES

There are five (5) State Enterprises which fall under the purview of the Ministry, namely:

- The Vehicle Maintenance Corporation of Trinidad and Tobago Limited
- The National Infrastructure Development Company Limited
- The National Helicopter Services Limited
- The Point Lisas Industrial Port Development Corporation Limited
- Lake Asphalt of Trinidad and Tobago (1978) Limited

These Enterprises are classified as public authorities under the FOIA and will publish statements on their own behalf.

ORGANISATIONAL STRUCTURE

The organisational structure of the Ministry is depicted at Appendix I.

Section 7(1)(a)(ii)

Categories of documents in the possession of the Ministry

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry.
2. Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc.
3. Files dealing with the accounting and financial management function of the Ministry.
4. Financial records (cheques, vouchers, receipts, journals, etc.).
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents.
7. Maps, Charts and Photographs.
8. News releases, and speeches originating in the Ministry.

9. Policy and Procedure documents.
10. Internal and External correspondence files.
11. Customer files
12. Documents relating to a strategic review of the Ministry.
13. Legislation and legal instruments.
14. Legal opinions and related matters.
15. Files dealing with training – local and foreign and technical co-operation.
16. Minutes/Agenda of meetings.
17. Files dealing with Circulars, Memoranda, Notices, Bulletins etc.
18. Reports: Statistical, Annual/Monthly/Quarterly, Audit, Consultant, Technical, Valuation.
19. Environmental Impact Assessment
20. Briefing Papers.
21. Files dealing with official functions, conferences and events hosted and attended by the Ministry.
22. Inventories.
23. Files dealing with complaints.
24. Registers, Certificates, Permits, Licences etc.
25. Periodicals and publications

Section 7(1)(a)(iii)

Material prepared for publication or inspection

Maritime Services Division

The public may inspect and/or obtain copies of certain documents with respect to the functions and operations of the Maritime Services Division as well as the Pilotage Authority, between the hours of 8.00 a.m. and 12.00 p.m. on Monday, Wednesday and Friday at:

Maritime Services Division
Clarence House
#127-129 Duke Street
Port of Spain

An administrative cost of \$1.00 per page may be charged. A list of information available can be obtained at the Maritime Services Division.

Section 7(1)(a)(iv)

Literature available by subscription

Not applicable at this time.

Section 7(1)(a)(v)

Procedure to be followed when accessing a document from the Ministry

How to Request Information:

- General Procedure
The policy is to respond to all requests for information both oral and written. However, in order for an applicant to exercise the rights codified by the FOIA (for example, the right to challenge a decision where a request for information is refused), the applicant must make his/her initial request in writing. The applicant ought therefore to complete the appropriate form

(Request for Access to Official Documents) available in the Reception area, or from the Designated Officer, for information that is not readily available in the public domain. [See Section 7(1)(a)(vi) below].

- Addressing Requests
To facilitate prompt handling of a request, please address same to the Designated Officer of the Ministry. [See Section 7(1)(a)(vi) below].
- Details in the Request
Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided to enable the Ministry to properly respond to the Applicant's request, clarification will be sought from the applicant. If the applicant is uncertain as to how his/her request should be structured or uncertain regarding the details that should be included, he/she is invited to communicate with the Designated Officer for guidance.
- Requests not handled under the FOIA
A request under the FOIA will not be processed to the extent that it asks for information either from this Ministry or from another public authority (e.g. brochures and pamphlets etc.), a document that is:
:
-open to public access;
-available for purchase by the public;
-available for public inspection in a registry maintained by a public authority; and
-stored for preservation or safe custody.

Responding to your Request

- Retrieving Documents
The Ministry is required to furnish copies of documents only when they are in its possession or when the Ministry can retrieve them from storage.
- Furnishing Documents
An applicant is entitled to copies of the information that the Ministry has in its possession, custody or power. The Ministry is required to furnish only one copy of a document. If the Ministry cannot make a legible copy of a document to be released, the Ministry may not attempt to reconstruct it. Instead, the Ministry will furnish the best copy possible and note its quality in our reply. Extra copies will be provided at the cost of reproduction.

Please note that the Ministry is not compelled to do the following:-

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

Time Limits

- General
The FOIA sets certain time limits for the Ministry to decide whether to disclose the documents you have requested. If the Ministry fails to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. If it appears that processing your request may take longer than the statutory limit, the Ministry will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misrouted, you may wish to call or write to confirm that the Ministry has received the request and to ascertain its status.

- Time Allowed
The Ministry will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA.

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 working days of payment of the relevant fee. Should the Ministry fail to provide the information within seven working days, the applicant is entitled to a refund of the fees paid, in addition to access to the document/s requested.

Section 7(1)(a)(vi)

Officers in the Ministry are responsible for: -

- i. The initial receipt of and action upon notices under Section 10 of the FOIA;
- ii. Requests for access to documents under Section 13 of the FOIA; and
- iii. Applications for correction of Personal Information under Section 36 of the FOIA.

The Designated Officer is: -

Ms. Sharon-Mae Armoogan, Administrative Officer II (Ag.)
Sixth Floor, Ministry of Works and Transport Head Office
Nos. 2-4 London Street, Port of Spain 100623
Tel. No: 625-1225 ext 10928; email: sarmoogan@mowt.gov.tt

The Alternate Officer is: -

Mrs. Asha Roopnarine-Seegulam, Administrative Assistant (Ag.) Fifth Floor, Ministry of Works and Transport Head Office
Nos. 2-4 London Streets, Port of Spain 100623
Tel. No: 625-1225 ext 10766; email: aseegulam@mowt.gov.tt

Section 7(1)(a)(vii)

At the present time there are no bodies that fall within the meaning of this section of the FOIA.

Section 7(1)(a)(viii)

Information can be accessed through the Designated Officer or Alternate Officer during the hours of 8:30a.m. and 3:00p.m. from Mondays to Fridays, at the contacts listed previously.

SECTION 8 - STATEMENTS

Section 8(1)(a)(i)

Governing Legislation

Motor Vehicles and Road Traffic Act, Chapter 48:50
Maxi Taxi Act, Chapter 48:53

Pilotage Act, Chapter 51:02
Harbours Act, Chapter 50:06
Motor Launches Act, Chapter 50:08
Droghers Act, Chapter 50:07
Port Authority Act, Chapter 51:01
Civil Aviation Act, Chapter 49:03
Shipping Act, Chapter 50:10
Civil Service Act, Chapter 23:01
Air Navigation (Licensing of Air Services) Regulations, 1951-1953
Public Service Commission Regulations, 1966
Industrial Relations Act, Chapter 88:01
Exchequer and Audit Act, Chapter 69:01
Financial Regulations, 1965
Travelling Allowances Act, Chapter 23:50
Central Tenders Board Act, Chapter 71:91
Freedom of Information Act, Chapter 22:02
Land Acquisition Act, Chapter 58:01
Highways Act, Chapter 48:01
Waterworks and Water Conservation Act, Chapter 54:41
Engineering Profession Act, Chapter 90:01
Architecture Profession Act, Chapter 90:02
Land Surveyors Act, Chapter 58:04
Occupational Safety and Health Act, Chapter 88:08

These are available for purchase at the Government Printery or online at <https://agla.gov.tt/law-revision-commission/classified-table-of-chapters/> or <http://www.ttparliament.org/> or <http://laws.gov.tt/>

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:

Transport Division

The public may purchase copies of the following publications at the various offices of the Licensing Division:

- i. Light Motor Vehicle Driver: Examination Study Guide - \$15.00
- ii. Goods Vehicle: Study Guide - \$15.00
- iii. Public Service Vehicles: Study Guide - \$15.00

A copy of the Highway Code and Hand Signals are given free of charge with the purchase of the study guides.

The public can access additional documents via the Ministry's website at <http://www.mowt.gov.tt>.

Section 8(1)(b)

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

Not applicable at this time.

SECTION 9 – POSSESSION OF REPORTS AND STATEMENTS

Documents created since February 20, 2001

A list of the reports may be available upon request from the Designated Officer:

Ms. Sharon-Mae Armoogan, Administrative Officer II (Ag.)
Sixth Floor, Ministry of Works and Transport Head Office
Nos. 2-4 London Street, Port of Spain 100623
Tel. No: 625-1225 ext 10928;
email: sarmoogan@mowt.gov.tt

THE MINISTRY OF WORKS AND TRANSPORT 2022 STATEMENT