



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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SUPPLEMENT TO THIS ISSUE

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

- Land Acquisition (Possession of Land Prior to Formal Vesting in the State) (No. 6) Order, 2022—(Legal Notice No. 132 of 2022).
- Land Acquisition (Possession of Land Prior to Formal Vesting in the State) (No. 7) Order, 2022—(Legal Notice No. 133 of 2022).
- Land Acquisition (Possession of Land Prior to Formal Vesting in the State) (No. 8) Order, 2022—(Legal Notice No. 134 of 2022).
- Land Acquisition (Possession of Land Prior to Formal Vesting in the State) (No. 9) Order, 2022—(Legal Notice No. 135 of 2022).
- Land Acquisition (Possession of Land Prior to Formal Vesting in the State) (No. 10) Order, 2022—(Legal Notice No. 136 of 2022).
- Land Acquisition (Possession of Land Prior to Formal Vesting in the State) (No. 11) Order, 2022—(Legal Notice No. 137 of 2022).
- Land Acquisition (Possession of Land Prior to Formal Vesting in the State) (No. 12) Order, 2022—(Legal Notice No. 138 of 2022).

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APPOINTMENT TO ACT AS MINISTER OF PLANNING AND DEVELOPMENT

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Acting Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE CAMILLE ROBINSON-REGIS, a member of the House of Representatives who is a Minister, to act in the Office of the Honourable PENNELOPE BECKLES, Minister of Planning and Development, with effect from 25th June, 2022 and continuing during the absence from Trinidad and Tobago of the said the Honourable Penelope Beckles, in addition to the discharge of her normal duties.

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

24th June, 2022.

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LICENSING SESSION

MUNICIPALITY OF TOBAGO

RETURN OF APPLICATION for the Licensing Committee's Certificate for a New Licence in the Municipality of Tobago under the provisions of the Liquor Licences Act, Chap. 84:10, to be considered at a Licensing Session which will be held at the Scarborough District Court on FRIDAY THE 24TH DAY OF JUNE, 2022 at 1.00 o'clock in the afternoon.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
Special Hotel			
Abena Richards 34, Aquamarine Drive Signal Hill Development Tobago	No. 30 Orange Hill Road Shaw Park East, Scarborough Toabgo	For the period ending 31st March, 2023

Dated this 22nd day of June, 2022 at the Scarborough District Court.

*Secretary, Licensing Committee
for the Municipality of Tobago*

Government of the Republic of Trinidad and Tobago
Updated Public Statement of National Quarries Company Limited

2020

In compliance with sections 7, 8 and 9 of The
Freedom of Information Act 1999 (FOIA)

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act, 1999 (FOIA) National Quarries Company Limited is required by law to publish updated statements, which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by National Quarries Company Limited;
- (2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect, or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- (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.

National Quarries Company Limited (NQCL) publishes the following statement as approved by the Minister of Energy and Energy Industries:

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of National Quarries Company Limited

NQCL is a wholly owned *State-Owned Enterprise* that was established on *February 23rd, 1979*, in accordance with an Act of Parliament, *Chapter 31 No. 1* in the Revised Laws of the Republic of Trinidad and Tobago and continued under section 343 of the Companies Act 1995.

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UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2020—CONTINUED

BRANCHES:

NQCL'S MISSION STATEMENT:

'To be a profitable, market-driven producer of quality aggregate with an engaged workforce, operating safely and effectively whilst managing our environment.'

NQCL's VISION STATEMENT:

'To be the preferred supplier of quality aggregate products.'

NQCL has three (3) locations; (i) the Corporate Office, which is located at Churchill Roosevelt Highway, Arouca, (ii) the Sand and Gravel Division, which is located at Turure Road, Guaico, Sangre Grande, and (iii) the Blue Limestone Division, which is located at Verdant Vale, Blanchisseuse Road, Blanchisseuse (Mailing Address: P.O. Bag 562, Maloney).

The Board of Directors is appointed by NQCL's shareholder, the Corporation Sole, and controls the overall direction of the company. Its members as of January 01, 2020, are:

Mr. Ulric Warner	-	Chairman
Mr. Ramnarine Clive Deokie	-	Director
Mr. Dons Waithe	-	Director
Mr. Shazim Mohammed	-	Director
Mr. Roger Rajan	-	Director
Mr. Polycarp Romany	-	Director
Dr. Wanda-Lee De Landro-Clarke	-	Director

There are five (5) Board Sub-Committees that consider, approve, and where necessary make recommendations to the Board of Directors on matters relating to Audit, Human Resources, Technical, Information Technology, and Finance.

As of December 31, 2020, the NQCL workforce consisted of approximately one hundred and fifty-one (151) Employees; one hundred and forty-two (142) Permanent employees, three (3) Temporary employees, Two (2) Contract employees, and Four (4) Casual employees. NQCL is led by *Mr Earl Wilson, Chief Executive Officer (CEO)*.

NQCL is divided into several responsibility centres as follows:

UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2020—CONTINUED

INTERNAL AUDITOR

General Accountability

The Internal Auditor has the responsibility to provide independent, objective assurance services designed to add value and improve the organization's operations. It helps the organization to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, controls and governance processes. The Internal Auditor reports to the Audit Committee, Chairman of the Board of Directors and administratively to the CEO.

CORPORATE SECRETARY/LEGAL ADVISOR

General Accountability

Reporting to the Chairman/Board of Directors directly and the CEO administratively, the Corporate Secretary/Legal Advisor is generally accountable for the provision of corporate secretarial, administrative, and legal services. The Corporate Secretary / Legal Advisor must establish and co-ordinate administrative policies and procedures for the Board of Directors and is responsible for advising NQCL on Corporate Governance and all Legal matters.

CHIEF OPERATING OFFICER

General Accountability

The Chief Operating Officer reports to the Chief Executive Officer and holds the responsibility for planning, designing, specifying, installing, modifying, and maintaining plant facilities, systems, and equipment while minimizing loss and maximizing Plant and equipment availability.

MARKETING MANAGER

General Accountability

The Marketing Manager holds responsibility for the development and implementation of the NQCL's marketing strategies and plans, new business opportunities, product pricing, and quoting on major projects. The incumbent would also be required to establish and maintain strong contacts with key road works and building construction players in the public and private sectors and to use data sourced from these contacts to engage the production planning and delivery process. Further, the incumbent will be required to engage and complete relevant market research, data analysis, and reporting, focusing on the needs of the road building and construction sectors ensuring that the NQCL's products are the first

UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2020—CONTINUED

choice for these markets in keeping with quality and pricing policies in meeting the needs of the customers.

CHIEF FINANCIAL OFFICER

General Accountability

Reporting to the Chief Executive Officer (CEO), the Chief Financial Officer is generally accountable for planning and directing the financial activities of the Company to ensure the creation of an environment that promotes and facilitates employee productivity and the proper utilization and accounting of the Company's financial resources.

MANAGER HUMAN RESOURCES

General Accountability

Reporting to the Chief Executive Officer (CEO), the Human Resources Department is generally accountable for assuring the presence and functionality of a corporate human resource management system by which the human resources of the NQCL are attracted, integrated, maintained, and managed. The department is additionally and equally accountable for the equitable administration of the policies, procedures and processes that underpin the human resource management system and for the speedy resolution of issues that may encumber the system.

HEALTH, SAFETY & SECURITY (HSS) MANAGER

General Accountability

Reporting to the Chief Executive Officer, the Manager - Health, Safety & Security is responsible for protecting NQCL's premises, employees, and customers. Additionally, the position has a responsibility for ensuring compliance with OSHA and industry standards.

PROCUREMENT MANAGER

General Accountability

Reporting to the Chief Executive Officer, the Procurement Manager is responsible for leading the Supply Chain and Logistics operations of the organization to facilitate the achievement of an efficient, competitively priced operation, while improving customer relations.

(See organization chart attached).

UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2020—CONTINUED

Effect of functions on members of the public

NQCL's work impacts various sectors in the country and on citizens of Trinidad and Tobago. Employees have to interact with customers on a daily basis. Our main customers are contractors who purchase aggregate for construction purposes. The public has the opportunity to be involved in the formulation of policy, by responding to surveys conducted by the Company. The responses aid in the formatting of policies for quality products and services.

Section 7 (I) (a) (ii)

Categories of Documents in the possession of National Quarries Company Limited

1. Files dealing with administrative support and General administrative documents for the operations of the Company.
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 NQCL.
4. Financial Records (cheques, vouchers, receipts, journals etc.).
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Maps/Photographs/Compact Discs/ Diskettes/ Abstracts/ Tapes/Catalogues.
7. Policy and Procedure Documents.
8. Internal and External correspondence files.
9. Customer files.
10. Documents relating to strategic review of National Quarries Company Limited.
11. Legislation and Legal Instruments.
12. Legal Opinions and related matters.
13. Files dealing with training — local and foreign and technical co-operation.
14. Minutes/Agenda of meetings.
15. Files dealing with Circulars, memoranda, notices, bulletins, etc.
16. Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants'/ Technical, Valuation, Accident etc.
17. Environmental Impact Assessments.
18. Inventories.
19. Complaint/suggestion files.
20. Registers/Certificates/ Licenses etc.

UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2020—CONTINUED

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

The public may inspect and/or obtain copies of the following material between the hours of **8.00 am — 4.00 pm** on normal working days at:

National Quarries Company Limited
Corporate Office
Churchill Roosevelt Highway,
Arouca

Section 7 (1) (a) (iv)

Literature available by subscription

NQCL does not currently publish any documents that are available by way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Public Authority

How to Request Information:

■ *General Procedure*

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available in our reception/lobby area, for information that is not readily available in the public domain.

■ *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of the NQCL (see Section 7 (1) (a) (vi)).

■ *Details in the Request*

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

UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2020—CONTINUED

■ *Requests not handled under the FOIA*

A request **under the FOIA** will not be processed to the extent that it asks for information, which is currently available in the public domain, either from NQCL or from another public authority (for example brochures and pamphlets).

• Responding to your Request

Retrieving Documents

NQCL is required to furnish copies of documents only when they are in our possession, or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved to process your request.

NQCL will do all in its power to retrieve documents in order to process requests.

• *Furnishing Documents*

An applicant is entitled to copies of information that NQCL has in its possession, custody or power. NQCL is required to furnish only one copy of a document. If it is not possible to furnish a legible copy of a document, NQCL may not attempt to reconstruct it. Instead, NQCL will furnish the best copy possible and note its quality in its reply.

Please note the NQCL is not compelled to do the following:

- (a) Create new documents. For example, the Company is not required to write a new program so that a computer will print information in the format preferred.
- (b) Perform research for the applicant.

• *Time Limits*

General

The FOIA sets certain time limits for public bodies to decide whether to disclose the documents requested. If NQCL fails to meet the deadlines, the FOIA gives applicants the right to proceed as if the request has been denied. NQCL will try diligently to comply with the time limits, but if it appears that processing a request may take longer than the statutory limit, we will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be misaddressed or misrouted, applicants may wish to call or write to confirm that NQCL has received the request and to ascertain its status.

UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2020—CONTINUED

- *Time Allowed*

NQCL will determine whether to grant a 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, applicants will be permitted to inspect the documents or be provided with copies, if requested.

Section 7 (1) (a) (vi)

Officers in the National Quarries Company Limited responsible for:

- (1) **The initial receipt of and action upon notices under section 10,**
- (2) **Requests for access to documents under sections 13 and**
- (3) **Applications for correction of Personal Information under Section 36 of the FOIA.**

The Designated Officer is:

Mrs. Tricia Gilbert-Bain
Company Secretary/Legal Advisor
Churchill Roosevelt Highway, Arouca
Tel: 646-3682 Ext. 107 Fax: 642-9161
email tgilbert-bain@nqcl.co.tt

Section 7 (1) (a) (vii)

**Advisory Boards, Councils, Committees, and other bodies
(Where meetings/minutes are open to the public)**

There are no bodies at NQCL that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

Reading Room Facilities

Documents may be inspected in the reading area of NQCL which is located in the lobby, ground floor of the Corporate Office. The reading area is open to the public from Mondays to Fridays between the hours of 8.00 am and 4.00 pm.

Provision of copies of documents that are readily available to the public.

- NQCL at its discretion may charge for photocopies at \$2.00 per page.
- Provision for certain documents may be subject to a small charge to cover administrative costs.
- Smoking, eating, or drinking is **not** allowed in the reading area.

UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2020—CONTINUED

Section 8 Statements

Section 8 (1) (a) (1)

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

- Laws of the Republic of Trinidad & Tobago - Volumes 1 — 90.
- The Companies Act Chapter 81:01.
- The Minerals Act Chapter 61:03.
- The Environmental Management Act Chapter 35:05.
- The Freedom of Information Act Chapter 22:02.
- Industrial Relations Act Chapter 88:01.
- Occupational Safety and Health Act Chapter 88:08.
- Minister of Finance (Incorporation) Act Chapter 69:03.
- Trade Unions Act Chapter 88:02.
- Water Contribution Act — Water and Sewerage Act Chapter 54:40.
- Retrenchment and Severance Benefit Act Chapter 88: 13.
- Equal Opportunities Act Chapter 22:03.
- Integrity in Public Life Act Chapter 22:01.
- State Lands Act Chapter 57:01.
- Workmen Compensation Act Chapter 88:05.
- Minimum Wages Act Chapter 88:04.

These can be purchased at the Government Printery.

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.

NQCL is governed and guided by the State Enterprise Performance Monitoring Manual and the following policies:

Finance:

Cash Management Policy
Credit Card Usage Policy
Fixed Assets Policy
General Ledger Policy
Petty Cash Policy & Procedure
Accounts Receivable (Debtors) Policy

HSSE:

Lockout Tagout Procedure

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UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2020—CONTINUED*Human Resources:*

Life-Threatening Diseases Policy
Performing Manager Policy
Attendance & Punctuality Policy
Recruitment & Selection Policy
Progressive Discipline Policy
Telephone Usage Policy
Training Development Policy
Uniform Policy
Drug-Free Workplace Policy
Company Vehicle Use Policy
Communication Policy
Code of Conduct Policy
Anti-Harassment Policy Procedure
Whistle Blower Policy
Crisis Communication & Management Policy & Procedure Employee
Time Processing Operating Procedure

Legal:

Donation Policy
Delegated Limits of Authority
NQCL Code of Conduct & Conflict of Interest for Board Directors
Mobile Smart Phone Policy
Policy & Procedure Manual for Corporate Secretary Department

Marketing:

Deco stone Ordering, Invoicing & Delivery to Customer

Operations:

Maintenance Policy
Risk Assessment for Blasting Operations at Limestone Division
Risk Assessment for Mining Activities at Sand and Gravel Division

Procurement:

Procurement — Prequalification Instructions
Procurement Policy
Procurement General Terms and Conditions
Tender Committee
Tender Box Opening Procedure
Supplier Registration & Monitoring
Purchasing Procedure
Warehousing Receipt of Stock & Non-Stock Items Procedure
for the Addition of New Inventory Items
Expediting Procedure
Supplier Contractor Management Policy

UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2020—CONTINUED

Warehousing Goods Return Procedure
Fleet Card Policy
Warehousing Procedure for Issuing of Stock

Environmental:

Quality Policy & Operating Procedures

Section 8 (1) (b)

Documents that are provided by a public authority for the use or guidance of the public authority or its officers in enforcing written laws or schemes administered by NQCL 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.

At this time there are no statements to be published under this subsection.

Section 9 Statements

Section 9 (1) (a)

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

At this time there are no reports or statements under this sub-section.

(b)

A report, or a statement containing the advice or recommendations, * (1) of a body or entity established outside National Quarries Company Limited 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 public authority or to the responsible Minister of National Quarries Company Limited.

At this time there are no reports or statements under this sub-section.

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.

At this time there are no reports or statements under this sub-section.

Section 9 (1) (d)

A report or a statement containing the advice or recommendations, of a committee established within National Quarries Company Limited to submit a report, provide advice or make

UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2020—CONTINUED

recommendations to the responsible Minister of National Quarries Company Limited or to another officer of National Quarries Company Limited who is not a member of the committee.

At this time there are no reports or statements under this sub-section.

Section 9 (1) (e)

A report (including the results of studies, surveys or tests) prepared for National Quarries Company Limited by a scientific or technical expert, whether employed within National Quarries Company Limited or not, including a report expressing the opinion of such an expert on scientific or technical matters.

A report re: Development of a Bitumen Stabilized Material Specification for Trinidad & Tobago prepared for NQCL. Prepared and submitted by the Engineering Institute Faculty of Engineering of The University of the West Indies St. Augustine Campus.

Section 9 (1) (f)

A report prepared for National Quarries Company Limited by a consultant who was paid for preparing the report.

UWI Report re: Performance Evaluation of Properties and Specifications of Local Marginal Aggregates and HMA for Trinidad and Tobago. Dated June 2019.

(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.

At this time there are no reports or statements under this sub-section.

Section 9 (1) (h)

A report on the performance or efficiency of National Quarries Company Limited, or of an office, division or branch of National Quarries Company Limited, whether the report is of a general nature or concerns a particular policy, programme or project administered by National Quarries Company Limited.

At this time there are no reports or statements under this sub-section.

Section 9 (1) (i)

A report containing (1) final plans or proposals for the re-organization of the functions of the National Quarries Company Limited, (2) the establishment of a new policy, programme or project to be administered by National Quarries Company Limited, or (3) the alteration of an existing policy programme or project administered by the National Quarries Company Limited, whether or not the plans or proposals are subject to approval by an officer of

UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2020—CONTINUED

National Quarries Company Limited, another public authority, the responsible Minister of National Quarries Company Limited or Cabinet.

At this time there are no reports or statements under this sub-section.

Section 9 (1) (j)

A statement prepared within National Quarries Company Limited and containing policy directions for the drafting of legislation.

At this time there are no reports or statements under this sub-section.

Section 9 (1) (k)

A report of a test carried out within National Quarries Company Limited on a product for the purpose of purchasing equipment.

At this time there are no reports or statements under this sub-section.

Section 9 (1) (l)

An environmental impact statement prepared within National Quarries Company Limited.

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within NQCL.

(m)

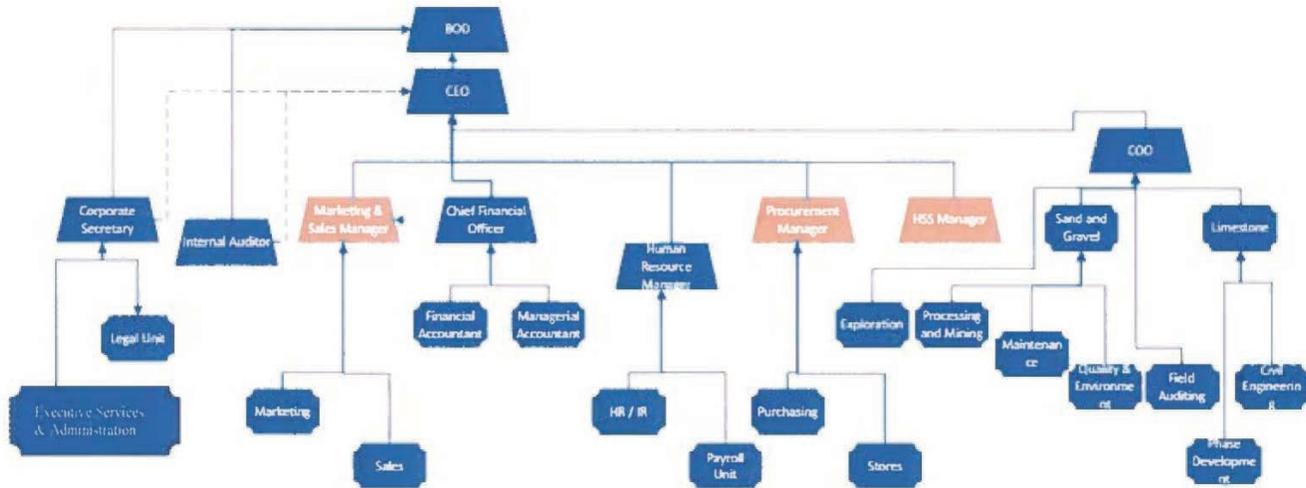
A valuation report prepared for National Quarries Company Limited by a valuator, whether or not the valuator is an officer of the public authority.

Annual surveys of stockpiles carried out by contractors (most recently L&S Surveying).

935—Continued

UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES COMPANY LIMITED 2020—CONTINUED

NATIONAL QUARRIES COMPANY LIMITED
ORGANISATIONAL CHART



Breakdown of Staff Complement as at December 2020

Permanent - 142

Contract - 2

Temporary - 3

Casual - 4

Total Head Count NQCL staff - 151

Government of the Republic of Trinidad and Tobago
Updated Public Statement of National Quarries Company Limited

2021

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Mr. Roger Rajan	Director
Mr. Polycarp Romany	Director

Its Members as of February 23, 2021, are:

Mr. Dominic Rampersad	-	Chairman
Mr. Shazim Mohammed	-	Director
Mr. Roger Rajan	-	Director
Mr. Polycarp Romany	-	Director
Ms. Ayasha Nickie	-	Director
Mr. David Elvis Guy	-	Director
Mr. Donald Charles	-	Director

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COMPANY LIMITED 2021—CONTINUED

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UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2021—CONTINUED

HEALTH, SAFETY & SECURITY (HSS) MANAGER

General Accountability

Reporting to the Chief Executive Officer, the Manager - Health, Safety & Security is responsible for protecting NQCL's premises, employees, and customers. Additionally, the position has a responsibility for ensuring compliance with OSHA and industry standards.

PROCUREMENT MANAGER

General Accountability

Reporting to the Chief Executive Officer, the Procurement Manager is responsible for leading the Supply Chain and Logistics operations of the organization to facilitate the achievement of an efficient, competitively priced operation, while improving customer relations.

(See organization chart attached).

Effect of functions on members of the public

NQCL's work impacts various sectors in the country and on citizens of Trinidad and Tobago. Employees have to interact with customers on a daily basis. The Company's main customers are contractors who purchase aggregate for construction purposes. The public has the opportunity to be involved in the formulation of policy, by responding to surveys conducted by the Company. The responses aid in the formatting of policies for quality products and services.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of National Quarries Company Limited

1. Files dealing with administrative support and General administrative documents for the operations of the Company.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc., files dealing with the accounting and financial management function of NQCL.
3. Financial Records (cheques, vouchers, receipts, journals etc.).
4. Files dealing with matters relating to the procurement of supplies, services and equipment.
5. Maps/Photographs/Compact Discs/ Diskettes/ Abstracts/ Tapes/Catalogues.
6. Policy and Procedure Documents.
7. Internal and External correspondence files.

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UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2021—CONTINUED

8. Customer files.
9. Documents relating to a strategic review of National Quarries Company Limited.
10. Legislation and Legal Instruments.
11. Legal Opinions and related matters.
12. Files dealing with training — local and foreign and technical co-operation.
13. Minutes/Agenda of meetings.
14. Files dealing with Circulars. memoranda, notices, bulletins, etc.
15. Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants'/ Technical, Valuation, Accident etc.
16. Environmental Impact Assessments.
17. Inventories.
18. Complaint/suggestion files.
19. Registers/Certificates/ Licenses etc.

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

The public may inspect and/or obtain copies of the following material between the hours of **8.00 am 4.00 pm** on normal working days at:

National Quarries Company Limited
Corporate Office
Churchill Roosevelt Highway,
Arouca

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

NQCL does not currently publish any documents that are available by way of subscription.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Public Authority****How to Request Information:**■ *General Procedure*

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available in our reception/lobby area, for information that is not readily available in the public domain.

UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2021—CONTINUED

■ *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of the NQCL (see Section 7 (1) (a) (vi)).

■ *Details in the Request*

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

■ *Requests not handled under the FOIA*

A request **under the FOIA** will not be processed to the extent that it asks for information, which is currently available in the public domain, either from NQCL or from another public authority (for example brochures and pamphlets).

■ **Responding to your Request**

Retrieving Documents

NQCL is required to furnish copies of documents only when they are in our possession, or we can retrieve them from storage. Information stored in the National Archives, or another storage center will be retrieved in order to process your request.

■ NQCL will do all in its power to retrieve documents in order to process requests.

■ *Furnishing Documents*

An applicant is entitled to copies of information that NQCL has in its possession, custody or power. NQCL is required to furnish only one copy of a document. If it is not possible to furnish a legible copy of a document, NQCL may not attempt to reconstruct it. Instead, NQCL will furnish the best copy possible and note its quality in its reply.

Please note the NQCL is not compelled to do the following:

- (a) Create new documents. For example, the Company is not required to write a new program so that a computer will print information in the format preferred.
- (b) Perform research for the applicant.

■ *Time Limits*

General

UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2021—CONTINUED

The FOIA sets certain time limits for public bodies to decide whether to disclose the documents requested. If NQCL fails to meet the deadlines, the FOIA gives applicants the right to proceed as if the request has been denied. NQCL will try diligently to comply with the time limits, but if it appears that processing a request may take longer than the statutory limit, we will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be misaddressed or misrouted, applicants may wish to call or write to confirm that NQCL has received the request and to ascertain its status.

■ *Time Allowed*

NQCL will determine whether to grant a 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, applicants will be permitted to inspect the documents or be provided with copies, if requested.

Section 7 (1) (a) (vi)

Officers in the National Quarries Company Limited responsible for:

- (1) **The initial receipt of and action upon notices under section 10,**
- (2) **Requests for access to documents under sections 13, and**
- (3) **Applications for correction of Personal Information under Section 36 of the FOIA.**

The Designated Officer is:

Mrs. Tricia Gilbert-Bain
Company Secretary/Legal Advisor
Churchill Roosevelt Highway, Arouca
Tel: 646-3682 Ext. 107 Fax: 642-9161
email tgilbert-bain@nqcl.co.tt

Section 7 (1) (a) (vii)

**Advisory Boards, Councils, Committees, and other bodies
(Where meetings/minutes are open to the public)**

There are no bodies at NQCL that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

Reading Room Facilities

Documents may be inspected in the reading area of NQCL which is located in the lobby, ground floor of the Corporate Office. The reading area is open to the public from Mondays to Fridays between the hours of 8.00 am and 4.00 pm.

Provision of copies of documents that are readily available to the public.

UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
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- NQCL at its discretion may charge for photocopies at \$2.00 per page.
- Provision for certain documents may be subject to a small charge to cover administrative costs.
- Smoking, eating, or drinking is not allowed in the reading area.

Section 8 Statements

Section 8 (1) (a) (1)

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

- Laws of the Republic of Trinidad & Tobago – Volumes 1 – 90. |
- The Company Act Chapter 81:01.
- The Minerals Act Chapter 61:03.
- The Environmental Management Act Chapter 35:05.
- The Freedom of Information Act, Chapter 22:02
- Industrial Relations Act Chapter 88:01.
- Occupational Safety and Health Act Chapter 88:08. ■
- Minister of Finance (Incorporation) Act Chapter 69:03.
- Trade Unions Act Chapter 88:02.
- Water Contribution Act Water and Sewerage Act Chapter 54:40.
- Retrenchment and Severance Benefit Act Chapter 88: 13.
- Equal Opportunities Act Chapter 22:03.
- Public Accounts Community Act —Public Account Committee.
- Integrity in Public Life Act Chapter 22:01.
- State Lands Act Chapter 57:01.
- Workmen Compensation Act Chapter 88:05.
- Minimum Wages Act Chapter 88:04.

These can be purchased at the Government Printery.

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.

NQCL is governed and guided by the State Enterprise Performance Monitoring Manual and the following policies:

Finance:

Cash Management Policy
Credit Card Usage Policy

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UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2021—CONTINUED

Fixed Assets Policy
General Ledger Policy
Petty Cash Policy & Procedure
Accounts Receivable (Debtors) Policy

HSSE:

Lockout Tagout Procedure

Human Resources:

Life-Threatening Diseases Policy
Performing Manager Policy
Attendance & Punctuality Policy
Recruitment & Selection Policy
Progressive Discipline Policy
Telephone Usage Policy
Training Development Policy
Uniform Policy
Drug-Free Workplace Policy
Company Vehicle Use Policy
Communication Policy
Code of Conduct Policy
Anti-Harassment Policy Procedure
Whistle Blower Policy
Crisis Communication & Management Policy & Procedure Employee
Time Processing Operating Procedure

Legal:

Donation Policy
Delegated Limits of Authority
NQCL Code of Conduct & Conflict of Interest for Board Directors
Mobile Smart Phone Policy
Policy & Procedure Manual for Corporate Secretary Department

Marketing:

Deco stone Ordering, Invoicing & Delivery to Customer

Operations:

Maintenance Policy
Risk Assessment for Blasting Operations at Limestone Division
Risk Assessment for Mining Activities at Sand and Gravel Division

Procurement:

Procurement — Prequalification Instructions
Procurement Policy

UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
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Procurement General Terms and Conditions
Tender Committee
Tender Box Opening Procedure
Supplier Registration & Monitoring
Purchasing Procedure
Warehousing Receipt of Stock & Non-Stock Items
Procedure for the Addition of New Inventory Items
Expediting Procedure
Supplier Contractor Management Policy
Warehousing Goods Return Procedure
Fleet Card Policy
Warehousing Procedure for Issuing of Stock

Environmental:

Quality Policy & Operating Procedures

Section 8 (l) (b)

Documents that are provided by a public authority for the use or guidance of the public authority or its officers in enforcing written laws or schemes administered by NQCL 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.

At this time there are no statements to be published under this sub-section.

Section 9 Statements

Section 9 (1) (a)

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

At this time there are no reports or statements under this sub-section.

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, * (1) of a body or entity established outside National Quarries Company Limited 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 public authority or to the responsible Minister of National Quarries Company Limited.

At this time there are no reports or statements under this sub-section.

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UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2021—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 public authority.

At this time there are no reports or statements under this sub-section.

Section 9 (1) (d)

A report or a statement containing the advice or recommendations, of a committee established within National Quarries Company Limited to submit a report, provide advice or make recommendations to the responsible Minister of National Quarries Company Limited or to another officer of National Quarries Company Limited who is not a member of the committee.

At this time there are no reports or statements under this sub-section.

Section 9 (1) (e)

A report (including the results of studies, surveys or tests) prepared for National Quarries Company Limited by a scientific or technical expert, whether employed within National Quarries Company Limited or not, including a report expressing the opinion of such an expert on scientific or technical matters.

A report re: Development of a Bitumen Stabilized Material Specification for Trinidad & Tobago prepared for National Quarries Company Limited. Prepared and submitted by the Engineering Institute Faculty of Engineering of The University of the West Indies St. Augustine Campus.

Section 9 (1) (f)

A report prepared for National Quarries Company Limited by a consultant who was paid for preparing the report.

UWI Report re: Performance Evaluation of Properties and Specifications of Local Marginal Aggregates and HMA for Trinidad and Tobago. Dated June 2019.

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.

At this time there are no reports or statements under this sub-section.

Section 9 (1) (h)

A report on the performance or efficiency of National Quarries Company Limited, or of an office, division or branch of National Quarries Company Limited, whether the report is of a general nature or concerns a particular policy, programme or project administered by National Quarries Company Limited.

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UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES
COMPANY LIMITED 2021—CONTINUED

At this time there are no reports or statements under this sub-section.

Section 9 (1) (i)

A report containing *(1) final plans or proposals for the re-organization of the functions of the National Quarries Company Limited, *(2) the establishment of a new policy, programme or project to be administered by National Quarries Company Limited, or *(3) the alteration of an existing policy programme or project administered by the National Quarries Company Limited, whether or not the plans or proposals are subject to approval by an officer of National Quarries Company Limited, another public authority, the responsible Minister of National Quarries Company Limited or Cabinet.

At this time there are no reports or statements under this sub-section.

Section 9 (1) (j)

A statement prepared within National Quarries Company Limited and containing policy directions for the drafting of legislation.

At this time there are no reports or statements under this sub-section.

Section 9 (1) (k)

A report of a test carried out within National Quarries Company Limited on a product for the purpose of purchasing equipment.

At this time there are no reports or statements under this sub-section.

Section 9 (1) (l)

An environmental impact statement prepared within National Quarries Company Limited.

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within NQCL.

Section 9 (1) (m)

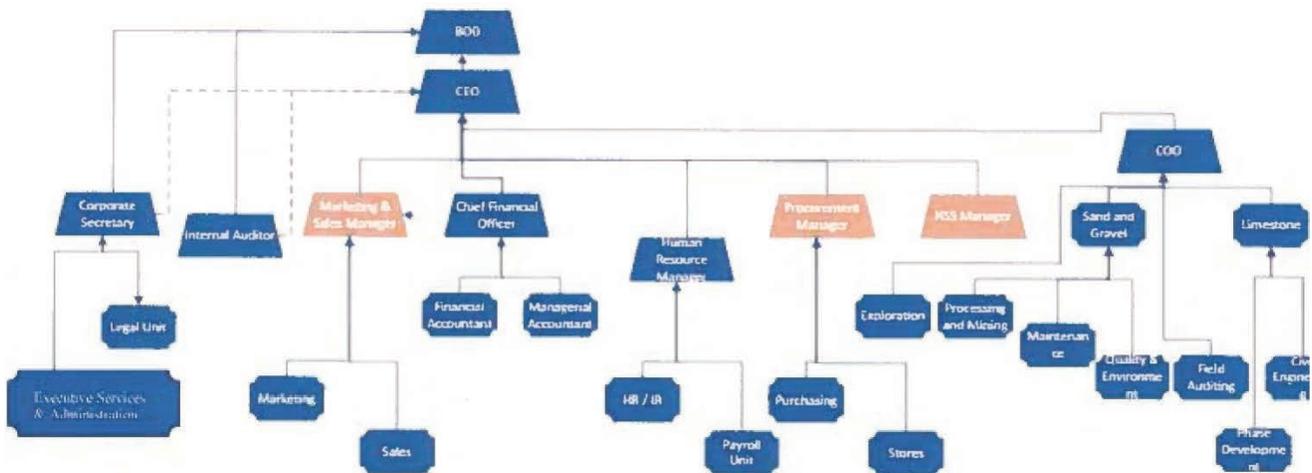
A valuation report prepared for National Quarries Company Limited by a valuator, whether or not the valuator is an officer of the public authority.

Annual surveys of stockpiles carried out by contractors (most recently L&S Surveying).

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UPDATED PUBLIC STATEMENT OF THE NATIONAL QUARRIES COMPANY LIMITED 2021—CONTINUED

NATIONAL QUARRIES COMPANY LIMITED
ORGANISATIONAL CHART



Breakdown of Staff Complement as at December 2021

Permanent - 135

Contract - 4

Temporary - 1

Casual — 8

On the Job Trainees 7

Total Head Count NQCL Employees- 148

Total with Trainees - 155

FOIA Updated Statement