



THE 2022 UPDATED PUBLIC STATEMENT OF THE LA BREA INDUSTRIAL DEVELOPMENT COMPANY LIMITED IN COMPLIANCE WITH SECTIONS 7, 8 and 9 OF THE FREEDOM OF INFORMATION ACT CHAP 22:02

The La Brea Industrial Development Company Limited ("LABIDCO") is required by Section 7, 8 and 9 of the Freedom of Information Act Chap 22:02 ("FOIA") to publish the following statements which list the documents and information generally available to the public. This includes the structure and functions of LABIDCO and a list of categories of documents held by LABIDCO. The FOIA also identifies those documents which are eligible for public access under it and sets out how to obtain same. The following information satisfies the legislative requirements of the FOIA. This is an Updated Public Statement.

The FOIA gives members of the public:

1. a legal right for each person to access information held by the Public Authority;
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; and
4. a legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions in accordance with Sections 7 (1) (b) and 9 (2) (b) of the FOIA.

LABIDCO publishes the following information as approved by the Minister of Energy and Energy Industries in accordance with Sections 7 (1) (b) and 9 (2) (b) of the FOIA:

STATEMENTS UNDER SECTION 7 OF THE FOIA

Section 7 (1) (a) (i)

LABIDCO is a subsidiary of The National Gas Company of Trinidad and Tobago Limited (NGC) which owns 91.55% of its equity shareholding. The remaining 8.45% is held by the Petroleum Company of Trinidad and Tobago (Petrotrin). LABIDCO was incorporated as a company under the Companies Ordinance Chapter 31 on 15th February 1995 and continued under the Companies Act Chap 81:01 on 10th June 1998. LABIDCO holds no shareholding or equity interests in any entity.

SCOPE OF BUSINESS:

- The promotion, development, and management of the La Brea Industrial Estate and associated maritime infrastructure.

- The provision of dock and harbour facilities.
- The provision of a logistics hub for offshore activities.
- The import/export of petrochemicals, bulk and break bulk cargo.
- The leasing of industrial sites.
- The bioremediation services for oily waste.

CORPORATE INFORMATION

LABIDCO's registered office is located at **Estate Corridor Road Extension Brighton Port, Material Storage & Handling Facility La Brea Industrial Estate, Brighton, La Brea.**

LABIDCO is governed by a Board of Directors appointed by NGC.

The Members of the Board are Dr. J. Khan (Deputy Chairman), Dr. D. Boodlal, H. Dottin, S. Fraser, L. Lee Chong, D. Martineau, M. Nicholls.

COMPANY STRUCTURE

LABIDCO is divided into two main business areas. They are:

Port and Marine

- a. manages, develops and maintains the La Brea Port facilities, the Port of Brighton Harbour and Navigational Aids;
- b. co-ordinates the utilisation of the facilities by the various users, ensuring the safe and efficient discharge/loading of cargo as well as the berthing and un-berthing of vessels; and
- c. ensures all international safety, operating and environmental policies and standards are observed and enforced to facilitate the safe, secure and efficient operations at the facilities.

Estate

- a. manages the La Brea Industrial Estate with its attendant tenants;
- b. maintains the quality of infrastructure on the estate by the implementation of timely maintenance activities and projects that result in continuous improvement;
- c. ensures operations (including that of its tenants) on the estate conform to the highest safety and environmental standards;

- d. ensures contracted works are implemented through procedures that are fair and ethical; and
- e. establishes development plans for maximising acreage on the estate for potential clients.

Both divisions are overseen by the **General Manager**, who -

- a. ensures the implementation of the strategic directives set by the Board, develops and maintains industrial estate operations and the Port of Brighton at La Brea;
- b. reviews and analyses the business environment locally and abroad with a view to protecting LABIDCO's interests;
- c. participates and negotiates potential projects for business investments and new ventures;
- d. ensures compliance with International Ship and Port Facility Security (ISPS) code as well as Environmental, Health and Safety standards on the Estate; and
- e. fosters and maintains healthy corporate community relations with stakeholders in La Brea and environs and the national community.

Please see attached approved Organisational Structure for LABIDCO

EFFECT OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC

The framework for the scope of business of LABIDCO and its affiliates is two-fold:

1. to maximise value from LABIDCO's business transactions for the benefit of the people of Trinidad and Tobago by leveraging its competencies and unleashing its entrepreneurial spirit; and
2. to become a transshipment port and logistics hub of choice and a major player in the provision of industrial land, port, fabrication yard, logistics and bioremediation services, by providing quality service and infrastructure at competitive prices that provide long-term value to the local and international business community.

In the course of its business, LABIDCO does not normally deal directly with members of the general public.



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STATEMENTS UNDER SECTION 7 OF THE ACT

Section 7 (1) (a) (ii)

**CATEGORIES OF DOCUMENTS IN THE
POSSESSION OF LABIDCO**

LABIDCO maintains records that relate to its administrative functions, support services and its technical operations (related to its core business activities). These records are generally categorised as follows:

1. General Administration and Support Services-
 - a. Records related to property management, risk management and office services.
2. Intra-Governmental Correspondence-
 - a. Correspondence with Ministries, Cabinet and other public authorities; and
 - b. Reports to the Central Statistical Office and other governmental financial management institutions.
3. Committees' Deliberations-
 - a. Minutes and reports of Committees and of other internal bodies.
4. Legal Activities-
 - a. Records of decisions, legislation, policies, procedures, contracts, agreements, litigation and other legal proceedings and the tendering procedure and process.
5. Business Activities-
 - a. Business plans, proposals, reviews, reports;
 - b. Records related to development, planning and general management of projects;
 - c. Human resource management operations;
 - d. Public relations including, bursaries, sponsorships, brochures, newsletters, photographs, maps, audio and visual material related to public relations activities;
 - e. Records of programmes and relations with pipeline communities;
 - f. Information resource management facilities, services, and technology;
 - g. Marketing and business promotions;
 - h. Performance and audit assessments and analyses;

- i. Consultancy, technical, valuation, assessment and other various reports which support business decisions;
 - j. Policies, procedures, and manuals e.g., safety manual, evacuation procedures;
 - k. Speeches and presentations in public fora and conferences; and
 - l. Records related to the management of corporate events.
6. Financial And Accounting Operations-
 - a. Records related to budgeting, capital investments, financial planning and reporting, taxation, cash management etc.;
 - b. Reports to government, audited financial accounts laid in Parliament and other public financial entities;
 - c. Accounting records; and
 - d. Annual financial reports.
 7. Technical Operations-
 - a. Records related to the management and maintenance of building and physical infrastructure, including port and marine operations and estate management at LABIDCO.

Section 7 (1) (a) (iii)

**DOCUMENTS PREPARED FOR PUBLICATION
AND INSPECTION**

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 9:30 a.m. and 3:00 p.m. on normal working days at: -

Estate Corridor Road Extension
Brighton Port, Material Storage & Handling Facility
La Brea Industrial Estate
Brighton La Brea

Phone: (868) 648 8884/8488
Fax: (868) 648 9319

- Annual Financial Report
- Tenders' procedure

If distribution copies of these publications are out of stock, requesting persons will be required to pay for photocopying or duplication. All general information is also available on the company's website, <https://labidco.co.tt/>

Section 7 (1) (a) (iv)

**DOCUMENTS AVAILABLE BY WAY OF
SUBSCRIPTION**

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

Section 7 (1) (a) (v)

**PROCEDURE FOR ACCESSING OFFICIAL
DOCUMENTS UNDER FOIA**

How to Request Information

1. Requests under the FOIA may be made between the hours of 10:00 am and 2:30 pm from Monday to Friday.
2. All requests for access to documents that are not readily available in the public domain are to be made on the *Request for Access to Official Document(s) Form* that is available from the Designated FOIA Officer or from the FOIA Unit.
3. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated FOIA Officer in the form of a letter.
4. To ensure prompt handling of requests, please address it to the Designated FOIA Officer of LABIDCO.
5. Requests will be acknowledged as official when made on the prescribed form.
6. Applicants must provide sufficient information to enable the Designated FOIA Officer to identify the document(s) being requested. If insufficient information is provided, clarification of missing details will be sought from the applicant.
7. The general policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to the applicant by the FOIA (for example the right to challenge a decision if the request for information is refused), the applicant must make the request in writing.
8. If the applicant is not sure how to write his/her request or what details to include, communication should be made with our Designated FOIA Officer.
9. A request under the FOIA will not be processed to the extent that it asks for information, which is already in the public domain, either from this public authority or from another public authority, for example, brochures, pamphlets, reports etc.



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Time Allowed

1. Applicants will be notified within **thirty (30) calendar days** of the request whether or not the request has been approved.
2. Applicants whose requests are incomplete or unclear will be informed of same by the Designated FOIA Officer who will decide to meet with the applicant for consultation with a view to clarifying the request.
3. The time limit of **thirty (30) days** will be suspended while consultation with the applicant is being undertaken and resumes on the day the applicant confirms or alters the request.
4. If the **thirty (30) day** deadline is not met, the FOIA gives the applicant the right to proceed as though his/her request has been denied.
5. If it appears that processing the applicant's requests may take longer than the statutory limit we will acknowledge the request and advise the applicant of the status.
6. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may call or write to confirm that we have received the request and to ascertain its status.
7. Applicants whose request for documents is refused, will be notified by the Designated FOIA Officer in writing of the reasons for refusal. The Officer will consult with the applicant about alternative recourses that are open to him/her.

Fees and Charges

1. Fees for photocopying services or purchase of documents will be determined based upon individual requests by applicants.
2. Applicants will be required to complete an official company invoice before funds are paid to the cashier.
3. Regulations for fees under the FOIA are not yet in force and, except for duplication charges, documents will be provided for free.

Section 7 (1) (a) (vi)

The Designated FOIA Officers are responsible for -

- 1) the initial receipt of and action upon notices under section 10 of the FOIA;
- 2) requests for access to documents under section 13 of the FOIA; and
- 3) applications for correction of personal information under section 36 of the FOIA.

The Designated FOIA Officer is:

LIESL ROBERTS

C/o National Energy Corporation of Trinidad and Tobago Limited
Corner Rivulet and Factory Roads
Brechin Castle
Couva
Phone: (868) 636 -8471 ext 224
Fax: (868) 636 -2905
Email: l.roberts@nationalenergy.tt

The Alternate FOIA Officer is:

(To be Determined)

Section 7 (1) (a) (vii)

ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES (WHERE MEETINGS/ MINUTES ARE OPEN TO THE PUBLIC)

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

Section 7 (1) (a) (viii)

LIBRARY/READING ROOM FACILITIES

LABIDCO does not maintain such facilities falling within the meaning of this section of the FOIA. However, there is a designated area committed for such purposes at its offices.

A person is not entitled to obtain, in accordance with the procedure provided for in this Part, access to:

1. a document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge;
2. a document which contains information that is available for purchase by the public in accordance with arrangements made by a public authority;
3. a document that is available for public inspection in a registry maintained by the Registrar General or other public authority; and
4. a document which is stored for preservation or safe custody, being a document which is a duplicate of a document of a public authority.

For the purposes of FOIA reference, documents may be viewed between 9:30 a.m. and 3:00 p.m. in the designated reading area located at -

Estate Corridor Road Extension
Brighton Port, Material Storage & Handling Facility La Brea Industrial Estate
Brighton, La Brea
Tel: (868) 648-8488/8884
Fax: (868) 648-9319

The public is required to adhere to the rules and regulations outlined for use of the facility.

STATEMENTS UNDER SECTION 8 OF THE ACT

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by LABIDCO, not being particulars contained in another written law.

At this time, we have no such documents.

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside LABIDCO, or similar documents containing rules, policies, guidelines, practices, or procedures.

The following in-house documents can be made available for inspection only upon request-

- safety policy and procedures;
- tender procedure; and
- visitors' security policy.

Section 8 (1) (b)

In enforcing written laws or schemes administered by LABIDCO 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, we have no such documents.

STATEMENTS UNDER SECTION 9 OF THE ACT

Section 9 (1) (a)

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

At this time, we have no such reports or statements.

Section 9 (1) (b)

A report or statement containing the advice or recommendations, (1) of a body or entity established outside LABIDCO by or under 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 LABIDCO or to the responsible Minister.

At this time, we have no such reports or statements.



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Section 9 (1) (c)

A report, or statement containing the advice or recommendations of an inter-departmental committee whose membership includes an officer of LABIDCO.

At this time, we have no such reports or statements.

Section 9 (1) (d)

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

At this time, we have no such reports or statements.

Section 9 (1) (e)

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

At this time, we have no such reports.

Section 9 (1) (f)

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

At this time, we have no such reports.

Section 9 (1) (g)

A report prepared within LABIDCO 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, we have no such reports.

Section 9 (1) (h)

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

At this time, we have no such reports.

Section 9 (1) (i)

A report containing (1) final plans or proposals for the re-organisation of the functions of LABIDCO, (2) the establishment of a new policy, programme or project to be administered

by LABIDCO (3) the alteration of an existing policy programme or project administered by LABIDCO, whether or not the plans or proposals are subject to approval by an officer of LABIDCO, another public authority, the responsible Minister or Cabinet.

At this time, we have no such reports.

Section 9 (1) (j)

A statement prepared within LABIDCO and containing policy directions for the drafting of legislation.

At this time, we have no such statements.

Section 9 (1) (k)

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

At this time, we have no such reports.

Section 9 (1) (l)

An environmental impact statement prepared within LABIDCO.

At this time, we have no such statements.

Section 9 (1) (m)

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

At this time, we have no such reports.

Approved Organisational Structure for LABIDCO

