



**Lake Asphalt**  
of Trinidad and Tobago (1978) Limited

Government of the  
Republic of Trinidad and Tobago

Updated Public Statement of Lake Asphalt of  
Trinidad and Tobago (1978) Limited  
(Year 2020)  
In Compliance with Sections 7, 8 and 9 of  
The Freedom Of  
Information Act  
(FOIA)

Lake Asphalt is headed by a Board of Directors. The current Board was first appointed on December 31, 2015; and, subsequent reappointments were made at Annual General Meetings (AGMs) held in May 2016 and in December 2017. The composition of the Board of Directors of the Company is as follows:

Mr. Christopher John-Williams	-	Chairman
Mr. Christopher Hagley	-	Deputy Chairman
Ms. Marsha Bailey	-	Director
Ms. Claire Gomez-Miller	-	Director
Mr. Kyle Jackman	-	Director
Mr. Stephen Mc Clashie	-	Director
Mr. Wendell Seecharan	-	Director

The Board is supported by a Corporate Secretary/Legal Officer whose responsibilities include 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 Chief Executive Officer - Mr. Roger Wiggins. The Company currently employs 203 permanent employees, 31 contract employees, 67 casual workers and 3 temporary workers, divided into the following responsibility centers:

## Introduction

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act ("FOIA"), Lake Asphalt of Trinidad and Tobago (1978) Limited is required by law to publish the statements contained herein, which lists 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 unless it can be shown that disclosure can cause harm to essential interests;
- (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 the FOIA.

## Part II- FOIA: PUBLICATION OF CERTAIN DOCUMENTS AND INFORMATION

### Section 7 (1) (a) (i)

#### (1) Mission Statement

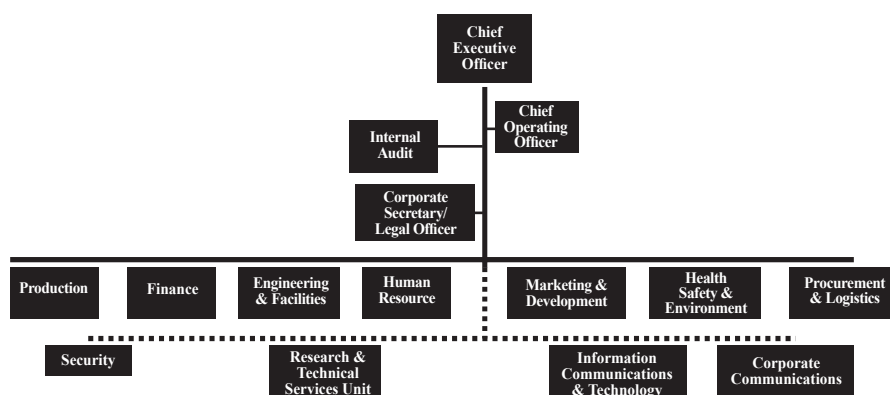
"To provide superior quality asphalt and bituminous products to the world in a socially and environmentally responsible manner."

#### (2) Function and Structure

Lake Asphalt of Trinidad and Tobago (1978) Limited (Lake Asphalt) was incorporated on April 27, 1978 as a wholly owned subsidiary of Trinidad and Tobago Oil Company Limited (TRINTOC) and was subsequently made a wholly owned state enterprise in 1998 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.

The primary role of Lake Asphalt is to monetize the asphalt from the Pitch Lake. The Company is therefore involved in the extraction, refining, processing and marketing of dried asphalt, asphalt cement and asphalt based derivatives, as well as bituminous emulsions, and is responsible for managing the Pitch Lake. The Company's revenue is generated from export sales both locally and regionally. Lake Asphalt's operations are dependent upon product demand.

## Organisational Structure



### ■ Office of the Corporate Secretary/Legal Officer (CS/LO)

The Office of the CS/LO provides support to the Board of Directors of the Company while safeguarding the integrity of the Company's governance framework. Additionally, the office ensures that the Company is in compliance with statutory and regulatory requirements and, implements decisions made by the Board of Directors.

Specifically, the Office of the CS/LO:

- Maintains statutory records inclusive of Board Meeting Minutes; the Register of Shareholders; and the Register of Charges;
- Convenes meetings as requested by Directors, shareholders and key stakeholders under the provisions of the Companies Act;
- Reviews and/or prepares contractual agreements, legal and quasi-legal documents; and,
- Instructs on litigation matters in which the Company is involved.

### ■ Internal Audit

The department assists the Management of Lake Asphalt to meet its responsibilities effectively by:

- enhancing and protecting organisational value by providing risk based, independent and objective assurance and insight relative to financial, managerial and operational information; and ,
- bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management and control processes.

The Internal Audit Department was officially established by the Board of Directors on February 15th 2008 and reports functionally to the Audit Committee of the Board of Directors and administratively to the Chief Executive Officer.

### ■ Procurement and Logistics

The department is responsible for executing safe, effective and efficient procurement activities for Lake Asphalt with integrity and transparency. The department aims to effect all procurement activities in accordance with the principles of good governance and, with a view to achieve local industry development, while garnering value for money for Lake Asphalt.

The Procurement and Logistics Department's tender process and operations are aligned with the legal and regulatory requirements governing public procurement and, specifically, The Public Procurement and Disposal of Public Property Act, 2015 (as amended).

### ■ Health, Safety and Environment (HSE)

The department is responsible for ensuring that employees at all levels, contractors, customers, suppliers, visitors and anyone else who may be affected by Lake Asphalt's operations are aware of, understand and comply with the specified duties and responsibilities relating to HSE, in keeping with legislative requirements and industry best practice. In this regard, all Lake Asphalt's employees, contractors, customers, suppliers and visitors are required to attend the company's HSE Orientation. Lake Asphalt also has an active Safety and Health Committee in accordance with the Occupational Safety and Health Act, 2004 (as amended) Section 25E.

### ■ Finance

The department is responsible for all financial services of Lake Asphalt inclusive of financial reporting, accounting and payroll administration.

### ■ Marketing and Business Development

The department is responsible for the marketing and sales of all Lake Asphalt's products locally, regionally and internationally. The department is also tasked with the development of international business through joint ventures, alliances and a distributor network.

#### ■ **Engineering and Facilities**

The department acts as a support to the manufacturing arm of the organisation. Engineering and Facilities chiefly provides technical services with respect to the installation and maintenance of process equipment, while also ensuring there is always an adequate and reliable supply of utilities (steam, air, water and electricity).

#### ■ **Production**

The department is responsible for maintaining the high production levels and quality of Lake Asphalt's core product, Trinidad Lake Asphalt (TLA) that is delivered to local, regional and international markets at cost effective prices in adherence to Health, Safety and Environmental procedures and standards.

#### ■ **Corporate Communications**

The department is responsible for the management and coordination of all company communications, external affairs, branding and, corporate social responsibility. All activities of the department are geared towards engendering coherence, credibility and strong ethics within Lake Asphalt.

#### ■ **Human Resources**

The department is chiefly responsible for the sustainable management of its people; their organisational performance and personal well-being. This function supports the Company's strategic plans by driving its culture through recruitment and talent management operations, employee training and development, compensation and benefits administration, employee relations and good industrial relations practice.

#### ■ **Research and Technical Services Unit (RTSU)**

The department is responsible for the technical aspects of the Company's operations. Specifically, the department provides quality control, quality assurance and technical assistance services for clients and distributors. Further, the department ensures all Lake Asphalt products are tested for conformance to specifications.

The department is also heavily research focused with a view to conceptualise, develop and expand the Company's core product line, thereby developing additional business streams for the company, as well as making improvements to the Company's existing products.

#### ■ **Security (Lake Asphalt Police Department)**

The department is the first and last point of access to employees, visitors and other stakeholders. Further, Security is also charged with the responsibility of securing Lake Asphalt's assets against larceny, vandalism and natural disasters.

Having a robust Security department is a risk management strategy in maintaining a safe and secure working environment while minimizing losses and downtime. The Security Department is guided by the Supplemental Police Act as well as Standing Orders as set out by the Police Service of Trinidad and Tobago.

#### ■ **Information Communications & Technology (ICT)**

The department is responsible for the integration of technologies that provide users with tools, information and services as required, to accomplish Company objectives.

ICT's core functions are communication, data management, enterprise resource planning and, data and network security. ICT also habitually engages in research to facilitate the cost effective provision of current technologies and implement industry best practices in Lake Asphalt.

#### **Effect of functions on members of the public**

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, as well as Customers of LASCO.

It should be noted that the organization is responsible for managing the Pitch Lake excluding the tourism aspect of the Lake, and as such, the Pitch Lake as a tourist site does not fall under its jurisdiction. The Company has no relationship with any tour guides, officials or otherwise who are attached to the Pitch Lake.

#### **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 for the operations of Lake Asphalt.
2. Personnel files relating to staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation.
3. Internal and External Correspondence Files
4. Files dealing with training

5. Minutes and other documents pertaining to meetings
6. Circulars, Memorandum, Notices, Bulletins
7. Licenses and Permits
8. Policies and Procedures (Conflict of Interest Policy, Whistle Blowing Policy, Fraud Policy, Code of Ethics and Conduct, Directors Code of Ethics and Affirmation, Internal Audit Charter, Enterprise Wide Risk Management Policy, Controlling Company Operations)
9. News Releases and Speeches
10. Files relating to the Strategic Intent of Lake Asphalt
11. Pension Plan documents
12. Files relating to the Company's Corporate Communication initiatives including matters relating to Corporate Social Responsibility

###### **Legal**

1. Legal Opinions and related matters
2. Distributorship/Consultancy/Service Agreements
3. Legislation
4. General Contracts

###### **Financial**

1. Financial and Accounting Files
2. Policies - Overseas Travel, Delegation of Financial Authority, Credit Card Policy Revised
3. Financial Policy Statements
4. Vouchers, Receipts, Cheques
5. Accounts Payable and Receivable Records
6. Invoices
7. Files relating to procurement of supplies and services
8. Fixed Asset Register
9. Files relating to Information Technology

###### **Marketing**

1. Customer Files
2. Magazines and brochures on products
3. Sales & Production Statistics
4. Policies – Development of Pricing Policy, Development of Pricing Strategy, Published Price Lists, Discount Policy

###### **Procurement and Logistics**

1. Request for Proposals
2. Policies – Tenders Rules and Procedures, Community Based Contracting

###### **Technical**

1. Books
2. Pamphlets, periodicals and publications
3. Feasibility Studies
4. Technical Information on the compensation of the Lake for educational purposes.
5. Technical Brochures on Trinidad Lake Asphalt and projects using Trinidad Lake Asphalt
6. Technical Specifications for Trinidad Lake Asphalt

#### **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.** Monday to Friday at:

**Lake Asphalt of Trinidad and Tobago (1978) Limited**  
**Administration Building**  
**Brighton, La Brea**  
**Telephone No.: 648-7583**  
**Fax No.: 648-7433/ 7521**  
**Email: latt@trinidadlakeasphalt.com**  
**Website: www.trinidadlakeasphalt.com**

## Section 7 (1) (a) (iv)

### Literature available by subscription

There is no literature available by subscription at this time.

## Section 7 (1) (a) (v)

### Procedure to be followed when accessing a document from Lake Asphalt

#### How to Request Information

##### General Procedure

Our policy is to respond to 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 complete the appropriate form “**Request for Access to Official Documents**” which is available from the Receptionist/Telephone Operator in the Company’s Administration Building, Brighton, La Brea, or on the FOIA website available at <http://www.foia.gov.tt/>. This form is used for information that is not readily available in the public domain.

##### Addressing Requests

To facilitate prompt handling of your request, the Form should be addressed to Ms. Ayanna Sylvester, Designated Officer – **Freedom of Information Act, Chapter 22:02** of Lake Asphalt of Trinidad and Tobago (1978) Limited [see Section 7(1) (a) (vi) for further details] and delivered in person or via mail.

##### Details in Request

Applicants should provide sufficient details that will allow for ready identification and location of the records being requested. If insufficient information is provided clarification will be sought from the applicant in an attempt to comply with the request. You can seek assistance from the designated officer or an officer of the Freedom of Information Unit (FOIU) to complete the form.

The FOIU can be contacted at:

**The Freedom of Information Unit  
Ministry of Communications  
TIC Building  
Lady Young Road  
Morvant  
Trinidad  
Tel: (868) 674-1333**

#### 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 Lake Asphalt or another public authority.

#### Time Limits

##### General

1. The FOIA sets a time limit of **thirty (30) calendar days** for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will advise you of this prior to the expiry of the thirty days. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

##### Time Allowed

We will determine whether to grant your request for access to information as soon as practicable but no later than **30 days after the day** on which the request is duly made, as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

##### Right to Appeal

Our failure to provide you with a response within **30 days after the day** on which your request was made; or, conversely, your receipt of our written notice stating our reason(s) for refusing your FOIA request, gives you the right to appeal. You may appeal in two (2) ways; you may:

- Complain to the Ombudsman; and/or
- Apply to the High Court for judicial review of the decision.

Upon the expiry of the **30 day** period with no response received; or, within **21 days** of receiving the notice of refusal of your request, you may complain in writing to the Ombudsman. In accordance with Section 38A (1), the Ombudsman shall examine the requested document (if it exists), and make recommendations with respect to granting access to the document as he believes fit. The Ombudsman will complete this procedure within **30 days or as soon as practicable**.

The Judicial review process is governed by the **Judicial Review Act No. 60 of 2000**. Your application to the High Court for judicial review of our decision, must be made **within 3 months of your receipt of our written notification of refusal**. Conversely, if upon the expiry of the **30 day** period you have not received a response, you may **within 3 months of that date**, apply for Judicial Review.

#### Responding to your Request

##### Retrieving Documents

Lake Asphalt as a public authority, 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 other storage centers, will be retrieved in order to process your request.

##### Furnishing Documents

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and state the document’s quality in our reply.

Please note in accordance with Section 21 of the Act, we may refuse to grant access to documents if the work involved in the processing of the request would substantially and unreasonably divert the resources of the company from its operations. For example, we are not required to:

- Create new documents by writing a new program so that a computer will print information in the format you prefer, or
- Perform extensive research for you.

Additionally, Lake Asphalt cannot be compelled to provide any document listed as exempt under Section 24 of the Act; or, after applying the Public Interest Analysis provide any document considered exempt under Sections 33, 34 and 35 of the Act.

We must however, use all reasonable efforts under Section 16 to comply with the request by making certain deletions as to make the copy not an exempt document.

## 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 has the following responsibilities:

- To register requests;
- Record time spent on requests;
- Ascertain appropriate action area;
- Dispatch reply for requests;
- Forward quarterly returns to the Freedom of Information Unit.

The Designated Officer is:

**Mrs. Ayanna Sylvester-Antoine  
Corporate Secretary/Legal Officer  
Lake Asphalt of Trinidad and Tobago (1978) Limited  
Brighton, La Brea  
Telephone 1-868-648-7555/6 Ext. 2265  
asylvester@trinidadlakeasphalt.com**

The Alternate Officer [in the event that the Designated Officer is on vacation/sick leave] is:

**Ms. Marsha Marchan  
Corporate Communications Coordinator  
Lake Asphalt of Trinidad and Tobago (1978) Limited  
Brighton, La Brea  
Telephone 1-868-648-7555/6 Ext. 2260  
mmarchan@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) (a)**

**Library/ Reading Room Facilities**

Lake Asphalt does not, at this time, maintain Reading Room facilities for public use.

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

**Publication in the Gazette and daily newspaper bringing up to date the information contained in previous statements.**

The last publication for the Company was in 2012.

**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.**

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

**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 Governance Policies and Procedures
- Refer above to Section 7 (1) (a) (ii) Administrative (8); Financial (2); and Marketing (4)
- Employee Handbook
- Collective Agreements

**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.**

Refer above to Section 7 (1) (a) (ii) Procurement and Logistics (2)

**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.**

State Enterprises 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 report containing final plans or proposals for the re-organization of the functions of the public authority, the establishment of a new policy, programme or project to be administered by the public authority, or the alteration of an existing policy, programme or project of the public authority, whether they are subject to the approval of the responsible Minister.**

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

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

**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.

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

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

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

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

**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) (m)**

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

Lake Asphalt Company Limited Employees' Pension Scheme – Actuarial Valuation Reports as at September 30, 2017.

**Lake Asphalt of Trinidad and Tobago (1978) Limited  
December 2019**