

**PUBLIC STATEMENT**  
**OF THE TRINIDAD AND TOBAGO RACING AUTHORITY 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 (FOIA)** the Trinidad and Tobago Racing Authority is required to published the following statements which list the documents and information generally available to the Public

The Act gives members of the public:

- A legal right for each person to access information held by the Trinidad and Tobago Racing Authority
- A legal right for each person to have official information relating to himself /herself amended where it is incomplete, incorrect or misleading.
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under (FOIA)
- A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decision made under the FOIA

**Section 7 (1) (e) (i)**

**FUNCTIONS AND STRUCTURE OF THE TRINIDAD AND TOBAGO RACING AUTHORITY**

**ENACTMENT OF THE TRINIDAD AND TOBAGO RACING AUTHORITY**

The Trinidad and Tobago Racing Authority was established by **Act No. 45 of 1976** which came into force on **June 18<sup>th</sup>, 1976** upon proclamation by the President of the Republic of Trinidad and Tobago. It has since been amended by **Act No. 31 of 1989**.

The Trinidad and Tobago Racing Authority shall consist of nine members appointed by the Minister as follows

- a) Four (4) members appointed after the consultation with the turf clubs
- b) One (1) member representing the Ministry of Finance
- c) One (1) member appointed after consultation with organizations most representatives of Racehorse Owners
- d) Three (3) independent members with knowledge of racing at least one of whom shall have qualifications in law

### **FUNCTION OF THE TRINIDAD AND TOBAGO RACING AUTHORITY**

The Trinidad and Tobago Racing Authority shall regulate and control racing and the operation of racecourses and in particular shall:

- Issue such licences and grant such permits as may be required under the Act
- Established training schemes for jockeys, stable ideas and other personnel in the racing industry
- Establish and undertake any scheme for the development of the racing industry generally and in particular for the improvement of the breeding of race horses

### **FUNDS AND RESOURCES OF THE TRINIDAD AND TOBAGO RACING AUTHORITY**

The funds and resources of the Trinidad and Tobago Racing Authority consist of:

- (i) Such sums as may be appropriated by Parliament for the purpose under the Act.
- (ii) Fees collected in respect of licences and permits
- (iii) All other sums as may become payable to the Racing Authority in respect of any matters incidentals to its functions.
- (iv) Penalties collected in respect of any breach of the Racing Rules

### **APPLICATION OF FUNDS**

The Trinidad and Tobago Racing Authority shall apply its funds for:

- (i) The payment of expenses incurred to exercise of its functions under the Act
- (ii) The remuneration of its members

### **STAFF AND LOCATION OF OFFICES OF THE TRINIDAD AND TOBAGO RACING AUTHORITY**

The Trinidad and Tobago has nine (9) permanent employees and approximately fourteen (14) contract workers employed from time to time at the following location:

**Head Office, Administration Building, Santa Rosa Park, O' Meara Road, Arima**

### **SECTION 7 (1) (A) (II)**

Categories of documents that are maintained by the Trinidad and Tobago Racing Authority

- (a) Individual employee personnel records
- (b) Monthly Quarterly Statement of Income and Expenditure
- (c) Annual Budget
- (d) Audited Annual Financial Statements
- (e) Annual Administrative Report
- (f) Monthly Minutes & Agenda of Board Meetings
- (g) Payroll records
- (h) National Insurance Records
- (i) Value Added Tax records
- (j) Receipt Books
- (k) Legal opinion and related matters
- (l) Files relating to contract employment

- (m) Files dealing with Official functions, conferences and events hosted and attended by the Authority
- (n) Strategic Plan of the Authority
- (o) Administrative files used in the daily operations of the Authority

**SECTION 7 (1) (A) (III)**

This section is not applicable at this time

**SECTION 7 (1) (A) (IV)**

This section is not applicable at this time

**SECTION 7 (1) (A) (V)**

Procedure to be followed when accessing a document from the Trinidad and Tobago Racing Authority

- **General Procedure**  
It is the policy of the Authority to respond to all request for information, both oral and written. However, in order to have the rights given by the FOIA, the request must be made in writing in order to access information that is not readily available in the public domain, the applicant must therefore complete the appropriate form request for access to Official Documents, available at the Trinidad and Tobago Racing Authority, Santa Rosa Park, Racecourse Road, O'Meara Road, Arima or and Public Authority.
- **Addressing Request**  
To facilitate the prompt handling of your request, please address it to the designated Officer of the Trinidad and Tobago racing Authority (see section 7 (1) (a) (iv))
- **Details to be included in the request.**  
Applicants are asked to provide details that would 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 the application is uncertain as to the details to be included the Designated Officer will assist.

**REQUEST NOT HANDLED UNDER THE FOIA**

A request under the FOIA will not be processed to the extent that it ask for information contained within Acts and Legal Notices and Gazette as which are currently available in the public domain either from the Authority or another Public Authority.

**Respond to Request**

The Trinidad and Tobago Racing Authority is required to furnished copies of documents only when they are in the Authority's possession / they can be retrieved from storage, or in another storage centre.

Subject to section 8 (statements, an applicant is entitled to only one (1) copy of the document held in the Authority. If the Authority is unable to make a legible copy of a document, it will furnish the best copy possible and note its quality when replying.

In treating with requests, the Trinidad and Tobago Racing Authority is not under obligations to:

- Create new documents
- Perform research for the applicants

**Time Limits**

- General  
The Trinidad and Tobago Racing Authority will determine whether a request for access to information will be granted as soon as practicable but no later than 30 days after the request has been made, as required by section 15 of the FOIA . If a decision is taken to grant access to the information requested, the person will be permitted to inspect the documents / be provided with copies, if the person so request.

**SECTION 7 (1) (A) (VI)**

The Designated Officer: Mr. David Loregnard  
The Alternate Officer: Mrs. Charis Seales

Address: The Trinidad and Tobago Racing Authority  
Administration Building  
Santa Rosa Park  
Racecourse Road  
O' Meara Road  
Arima

Telephone: 646 -0103  
646 -2004 / 1986  
Fax: 646 - 0103

**SECTION 7(1) (A) (VIII)**

Advisory Boards, Councils Committees and other Bodies  
This section is not applicable at this time

**SECTION 7 (1) (A) (VIII)**

**INSPECTION**

The Public may access information / view documents at the Trinidad and Tobago Racing Authority's Head Office, Administration Building, Santa Rosa Park, O'Meara Road, Arima between the hours of 8:30 am to 11:30 am. Monday – Friday by making a request to the designated officer.

Telephone: 646 -0103  
646 -2004 / 1986  
Fax: 646 - 0103  
E- Mail ttra.net

**SECTION 7 (2)**

This section is not applicable at this time

**SECTION 7 (3)**

This section is not applicable at this time

**SECTION 7 (4)**

This section is not applicable at this time

**SECTION 8**

This section is not applicable at this time

**SECTION 9**

This section is not applicable at this time