



APPENDIX II

ANNUAL REPORT

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Arima Borough Corporation
Annual Report 2019-2020

TABLE OF CONTENTS

| | |
|---|----|
| EXECUTIVE SUMMARY | 02 |
| 1.0 KEY ELEMENTS OF THE ARIMA BOROUGH CORPORATION | 03 |
| 2.0 ACCOUNTS DEPARTMENT | 13 |
| 3.0 WORKS/ENGINEERING DEPARTMENT | 24 |
| 4.0 DEVELOPMENT PROGRAMME | 40 |
| 5.0 PUBLIC HEALTH | 45 |
| 6.0 THE ARIMA MUNICIPAL POLICE SERVICE | 54 |
| 7.0 DISASTER MANAGEMENT UNIT | 65 |
| 8.0 HEALTH AND SAFETY | 74 |
| 9.0 INTERNAL AUDIT DEPARTMENT | 76 |
| 10.0 THE PERSONNEL DEPARTMENT | 79 |
| 11.0 ASSESSMENT | 86 |

EXECUTIVE SUMMARY

This document is in response to a request made by the Parliament of the Republic of Trinidad and Tobago for an annual report on the exercise of the functions and powers of the Arima Municipal Corporation in accordance with Section 66D of the Constitution.

The Document is divided into eleven sections. The First section describes the general functions of the Arima Corporation (also referred to as the Arima Municipal Corporation (AMC) and the Arima Borough Corporation (ABC) giving its background, mission, vision and overall structure.

The Second section outlines the performance of the Accounting Unit.

Section Three contains the report of the Works/Engineering Department. It provides information on construction projects.

Section Four refers to the Development Programme

The Fifth Section deals with the performance of the Public Health Department. Reports on the activities of the Sanitation Foremen, Public Health Nurse of the Corporation are contained in this section.

The Sixth section refers to the Arima Municipal Police Service and the Litter Prevention Wardens.

Section Seven summarizes the report of the Disaster Management Unit.

Section Eight deals with the Health and Safety Department

The Ninth section contains the report of the operations of the Internal Audit Department.

The Tenth section contains the report of the Personnel Department and deals with Human Resource Management issues.

The Eleventh section summarizes the report of the Assessment Department.

1.0 KEY ELEMENTS OF THE ARIMA BOROUGH CORPORATION (ABC)

1.1 Corporate History

The Arima Borough Corporation is a corporate body, comprised of the Mayor, Aldermen, Councillors and Burgesses of the Borough. It was originally established under the Arima Corporation Ordinance Chap. 39 No. 11 (1950 ed.) In 1990, greater political decentralization was effected with the promulgation of the Municipal Corporation's Act – **Act No. 21 of 1990**.

1.2 Core Business

As outlined in the Strategic Planning Framework of the Arima Borough Corporation for 2014 – 2018, the core business of the Corporation is to ensure the planning, development and maintenance of a safe, modern and sustainable Borough. In order to achieve these strategic priorities the Corporation pursued the following core business goals, amongst others: -

1. The planning, implementation and maintenance of major infrastructural works in Arima with significant emphasis on: The construction and commissioning of the Arima administration building; Arima market; the upgrade of police accommodation; the refurbishment of the Velodrome; and the development of the Princess Royal Park among others;
2. Development of programmes which will involve burgesses in healthy, productive lifestyles and activities; and
3. A holistic strengthening and development of the municipal police service to allow for improved all round personal and infrastructural security in the Borough.

1.3 Vision Statement:

“To be a historically preserved, green, efficient, developed and effective Royal Chartered Borough serving a dynamic society”.

1.4 Mission Statement:

“The Arima Borough Corporation is committed to forging partnerships with all stakeholders in creating a unique Royal Chartered Borough that delivers quality services, while preserving our distinct history, heritage and culture”.

1.5 Competitive Advantage:

“Arima is blessed with **royal chartered status** for over 100 years. Our rich cultural heritage, strong communal roots, sporting icons and ambassadors, coupled with our commitment to being the premier provider of goods and services to our burgesses and other stakeholders, make us a model for Trinidad and Tobago and the wider Caribbean”.

1.6 Corporate Values:

The Corporate Values of the Arima Borough Corporation are as follows:

- ✓ Recognition and appreciation that the Corporation's most important asset is its human resource;
- ✓ Operating with the spirit of loyalty, trust and respect for each other in the provision of goods and services to burgesses and others;
- ✓ Fostering stronger relationships between the administrative and political arm in order to enhance team work for more effective and excellent delivery;

Guided by the following **Core Values**:

- Integrity
- Accountability
- Transparency
- Efficiency and effectiveness
- Environmental consciousness
- Inclusivity (internally and externally)

1.7 Location of Operational Centres

The Corporation's Staff operates from various locations:

- The Chief Executive Officer's Office – Xtra Food Plaza, O'Meara Road, O'Conner Drive, Arima
- The Stores Department – Stock Pile, O'Meara Road, Arima
- The Town Hall – Sorzano Street, Arima.
- The Municipal Police Station – Sanchez Street, Arima
- The Arima Market – Hollis Avenue, Arima
- The Municipal Stadium – Hollis Avenue, Arima
- The Garage Workshop - O'Meara Road, Arima
- The Abattoir – Gordon Street, Arima

1.8 The Borough of Arima

The Borough of Arima was created by Royal Charter granted by Queen Victoria in the year 1888. This Royal Chartered Borough extends over approximately four (4) square miles and is comprised of an area which is bounded as follows: -

- On the North by the Arima Bye Pass Road and the Blanchisseuse Road.
- On the East by the Arima River, Maturita Trace, Arima Bye Pass Road and Eastern Main Road.
- On the South by the southern side of the Churchill Roosevelt Highway.
- On the West by the Mausica River, Part of Victory Gardens and Calvary Branch Trace.

The population of Arima is approximately thirty-three thousand, eight hundred and seven (33,807) persons (Source: 2011 Population and Housing Census).

1.9 Corporate Structure

1.9.1 The Political Arm

The Political Arm: Council is comprised of seven (7) Councillors and four (4) Aldermen. The composition of the Council increased by two (2) Aldermen with effect from **November 2016**; and is led by His Worship the Mayor, Alderman Cagney R Casimire. Listed hereunder are the members of Council, the electoral districts represented by each Councillor and the committees chaired by each member during fiscal 2019/20:-

1. His Worship the Mayor, **Alderman Cagney R Casimire**, Mayor of the Borough of Arima; and Chairman of the Finance, Planning and Allocation of Resources; Statutory; Urban, Local Health Authority; Internal Audit and Spatial Planning and Building Maintenance.
2. **Deputy Mayor Alderman Herman Noel** Chairman of Infrastructure Development and Maintenance.
3. **Alderman John Austin Joseph**; Chairman of the Disaster Preparedness and Management Committee.
4. **Councillor Joycelyn Worrell: Chairman of Recreation Grounds and Public Spaces.**
5. **Alderman Kieron Dean Edwards**
6. **Councillor Joycelyn Worrell**; Councillor for Malabar South and Chairman of the Recreation Grounds and Public Spaces Committee
7. **Councillor Brennon Patterson**; Councillor for Tumpuna and Chairman of the Sports and Youth Development Committee.
8. **Councillor Anthony Davis**; Councillor for Arima West/O'Meara and Chairman of the Public Health, Sanitation and Environmental and Monitoring and Evaluation Committee.
9. **Councillor Jeniece Elizabeth Scott**; Councillor for Calvary and Chairman of the Community Development and Social Services and Policy Development and Implementation Committee.

10. **Councillor Linette Shaffie-Ramcharan**; Councillor for Malabar North and Chairman of the Corporate Service-, Personnel and Human Resource Committee.
11. **Councillor Kendal Charles**; Councillor for Arima Northeast and Chairman of the Municipal Police and Traffic Management Committees.

1.9.2 The Administrative Arm

Arima Municipal Corporation employs approximately six hundred (600) persons: One hundred and fifty (150) monthly-paid employees and over Four hundred (400) daily-rated workers. The staff is also supplemented with contract officers, short-term employees and casual labour on a needs basis.

1.9.3 Office of the Chief Executive Officer

Strategic leadership and direction of the Corporation is provided by the **Chief Executive Officer**. There are nine departments within the organization:

- Engineering/Works
- Personnel
- Security
- Finance and Accounts
- Public Health
- Disaster Management
- Assessment
- General Administration
- Internal Audit

The responsibilities of the office of Chief Executive Officer are wide; and include the following duties:

- General responsibility for the daily operations of the Corporation with reliance on delegation to the Chief Officers and Heads of Departments.
- Leading the strategic management process to ensure implementation of strategies.
- Executing Council's decisions.
- Facilitating harmonious working relationships between Administration and the Political directorate.
- Providing a system of linkages with the Permanent Secretary in the Ministry of Rural Development and Local Government and other Ministries; and

- General administration of the responsibilities for the Corporation which includes:
 - ✓ Corporate Services
 - ✓ Freedom of Information requests
 - ✓ Facilitating Insurance Services
 - ✓ Security Services
 - ✓ Licensing
 - ✓ Records Management
 - ✓ Local Health Authority
 - ✓ Office Management
 - ✓ Advertising Control
 - ✓ Tenders
 - ✓ Protocol Duties
 - ✓ Legal Services
 - ✓ Promotion of civic and citizen participation in Local Governance
 - ✓ Public Relations

The primary purpose of the staff is to assist the political arm in policy development and execution within the Borough of Arima. Policy direction is given to the officers of the Arima Municipal Corporation through the various committees. The current committees of the Arima Corporation are:

- a. Statutory
- b. Finance, Planning and Allocation of Resources
- c. Urban, Local Health Authority
- d. Internal Audit
- e. Spatial Planning and Building and Maintenance
- f. Disaster Management
- g. Municipal Police
- h. Traffic Management
- i. Public Health, Sanitation and Environmental
- j. Monitoring and Evaluation
- k. Community Development and Social Services
- l. Policy Development and Implementation
- m. Corporate Services, Personnel and Human Resource
- n. Sports and Youth Development
- o. Recreation Grounds and Public Spaces

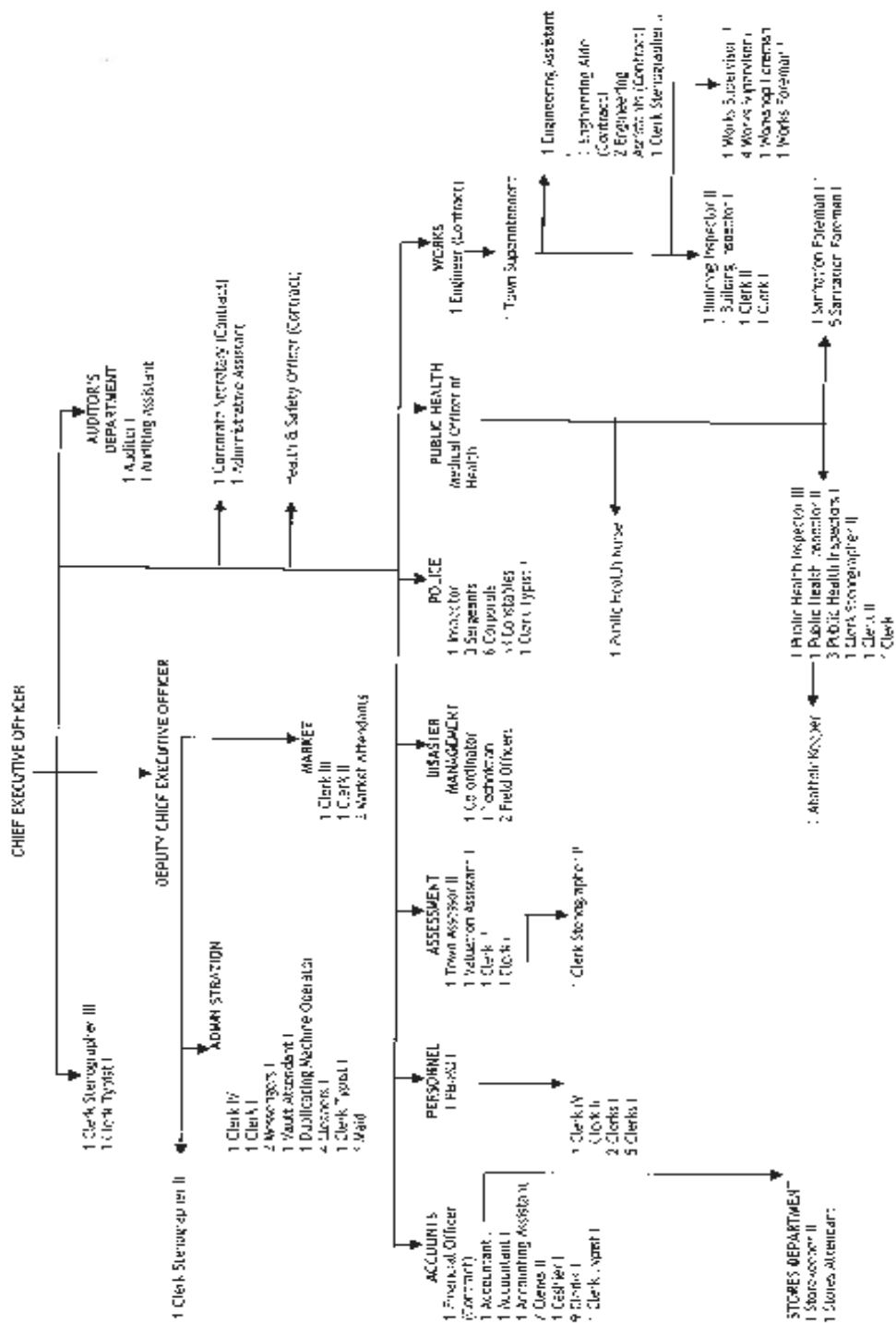
As stated before, these committees were chaired by individual Councillors and Aldermen, who are responsible for the management of appropriate aspects of the Corporation's affairs as indicated by the various Committee titles. There are four (4) Standing Committees, which are:

- **Finance, Planning and Allocation of Resources Committee**
- **Personnel Committee**
- **Public Health Committee and**
- **Physical Infrastructure Committee**

Titles and responsibilities of the other committees are subject to change and can therefore be adjusted in accordance with the Corporation's needs.

The ***Organizational Chart*** of the Corporation, attached as **Figure 1.1**, outlines the various departments and chief officers of the administrative. The Organizational Structure is a bureaucratic one which operates along functional lines. Departmental Heads, report to the Chief Executive officer, and are at the helm of each functional area. The Arima Borough Corporation executes its functions through the various departmental units in compliance with the legislative framework within which it operates.

Figure 1.1: Organizational chart of the Arima Borough Corporation



In accordance with the Municipal Corporation's Act No. 21 of 1990 the General Functions of the Corporation are as follows:

- The construction and maintenance of all drains and water-courses except main water-courses and highway water-courses.
- The provision, maintenance and control of all Corporation buildings.
- The provision, maintenance and control of such parks, recreation grounds and other public places as the President may from time to time by Order prescribe.
- The promotion of development within the Municipality in accordance with plans prepared by the Minister with responsibility for physical planning.
- The disposal of garbage from public and private property, abatement of public nuisances and dissemination of information for primary health care.
- The co-ordination of local and regional trade fairs, athletic events and cultural displays and entertainment.
- The provision, maintenance and management of the Market and Abattoir.
- The collection and distribution of forms issued by Departments of Government.
- Such other functions as the President may from time to time by Order prescribe.

Other Services provided by the Corporation include:

1. Issuance of Construction Permits
2. Issuance of Removal of House/Building Certificates
3. Issuance of Food Badges
4. Inspection, Registration and Issuance of Certificates for Cinemas.
5. Inspection, Registration and Issuance of Certificates for Food Premises
6. Processing of Water Applications.
7. Assessment of Properties for payment of Rates and Taxes.
8. Issuance of Certificates of Assessment
9. Transfer of Properties
10. Rental of the Corporation's Facilities and Advertising Space.

1.10 CORPORATE OBJECTIVES AND STRATEGIES

In the fiscal year **2019/2020** the Arima Borough Corporation structured its strategic goals within a balanced scorecard framework into a concrete set of objectives based upon three mandatory goals established by the Government of Trinidad and Tobago: -

Goal 1: Effective and Efficient Institutions

Goal 2: Service Delivery Excellence

Goal 3: Management Performance

Using the balanced scorecard framework the Corporation's Mission and Strategies were organized into five (5) different perspectives incorporating the three mandatory Goals stated above:

- 1) Core business
- 2) Service delivery excellence.
- 3) Resource mobilization and utilization
- 4) Effective and efficient institutions or Internal Business Processes; and
- 5) Management performance/learning and growth.

These five (5) perspectives permit a balance between short and long term objectives, desired outcomes and performance drivers. In addition, they can be adjusted and developed as necessary.

1. A core function perspective

This perspective clarifies why the organization exists and allows the Corporation to ensure the planning, development and maintenance of a safe, modern and sustainable Borough.

2. A customer perspective (Service delivery excellence)

Customer service outcome measures include partner and public satisfaction; meeting the articulated needs of the public; providing clear, relevant and timely responses to major problems facing Burgesses and ensuring fair value for allocated resources.

3. Resource Mobilization and evaluation perspective

Utilizing effective performance measures to indicate whether the organization's strategy, implementation, and execution are contributing value for money in its major projects.

4. An internal business process perspective (Efficient and Efficient organization)

This perspective identifies the critical internal systems and processes in which the organization must excel. It therefore focuses on the internal process improvements that will significantly impact upon customer/client delivery. Key focus areas include: the ICT platform, and business continuity systems.

5. Learning and growth perspective (Management Performance)

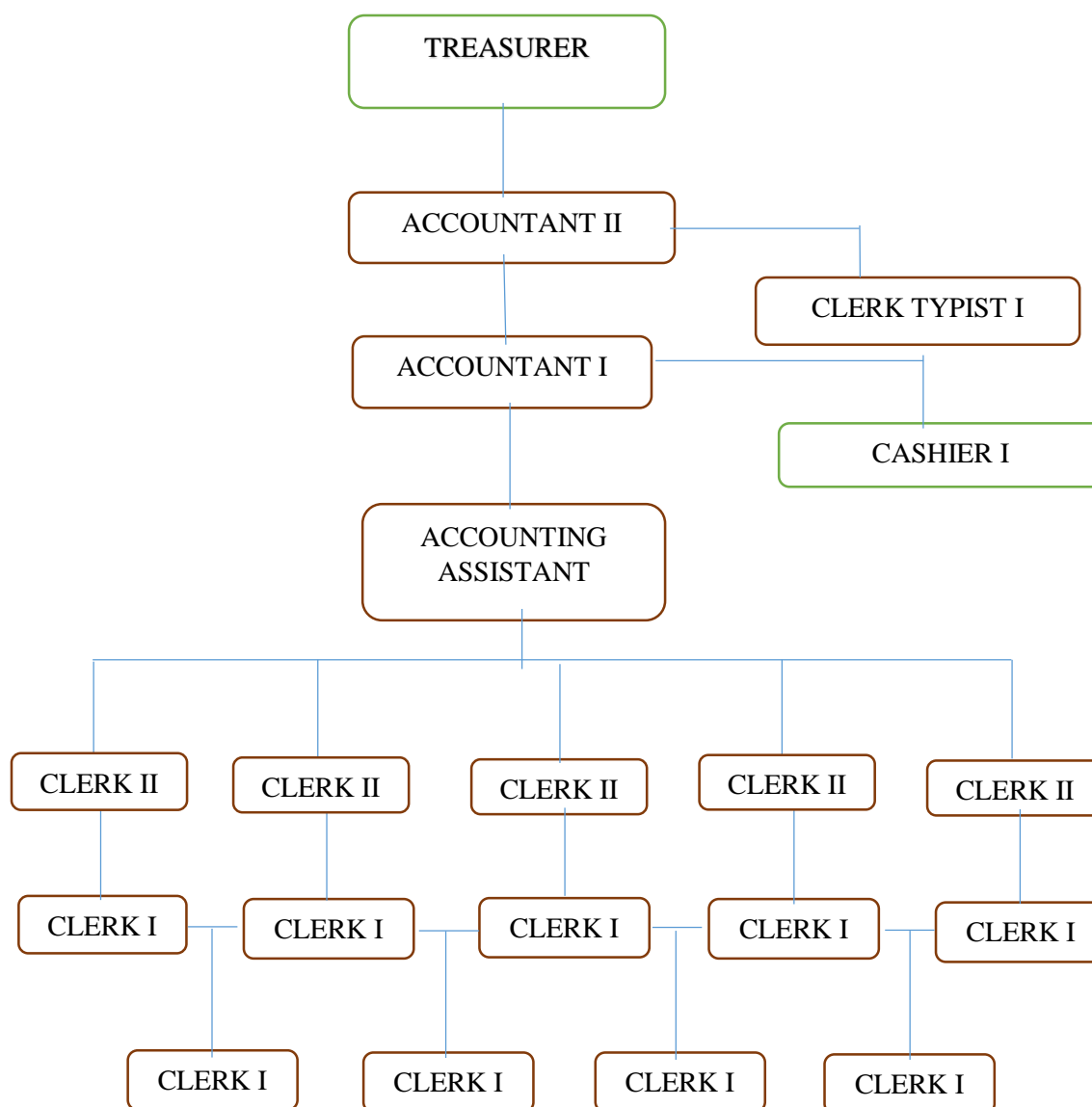
Investments in the re-skilling of employees, changing the organizational structure and systems and transforming the organizational culture, procedures and routines in order to better achieve the Corporation's Vision, Mission, Values and Strategic Goals. Changes within the legislative framework within which the Corporation operates will also be required.

The following sections – namely Sections 2.0 to 11.0 – of this document summarize the reports of the major departments within the Arima Borough Corporation.

2.0 ACCOUNTS DEPARTMENT

The Accounts Department is structured as follows: -

- One (1) Treasurer
- One (1) Financial Officer (on contract)
- One (1) Accountant II
- One (1) Accountant I
- One (1) Accounting Assistant
- One (1) Cahier I
- Five (5) Clerk II's
- Nine (9) Clerk I's
- One (1) Clerk / Typist I

ACCOUNTS DEPARTMENT ORGANIZATIONAL CHART**2.1 GOVERNMENT SUBVENTIONS**

The Allocation was detailed as follows: -

| | | |
|-------------------------|----------|-------------------------------|
| • Government Subvention | — | \$86,812,900.00 |
| • Other Income | — | <u>\$ 2,359,015.00</u> |
| TOTAL ALLOCATION | - | <u>\$89,171,915.00</u> |

The Arima Borough Corporation's original Recurrent allocation was Eighty Nine Million, One Hundred and Seventy-One Thousand, Nine Hundred and Fifteen Dollars (\$89,171,915.00), However, due to the increase in Current Transfers and Subsidies in 2020, the figure was increased by a supplemental funding of

Nine Hundred and Twenty-One Thousand, Seven Hundred and Seventeen Dollars (\$921,717) received from the Ministry of Local Government.

The Actual Government Subvention received was Eighty-Three Million, Eight Hundred and Eleven Thousand, Four Hundred and Sixty-Eight Dollars (\$83,811,468.00) and was released accordingly.

| | | |
|-----------------------------------|---|-----------------|
| • Personnel Expenditure | — | \$61,186,252.00 |
| • Goods and Services | — | \$15,491,029.00 |
| • Minor Equipment Purchases | — | \$ 18,113.00 |
| • Current Transfers and Subsidies | — | \$ 7,116,074.00 |
| • | | |

Chart A

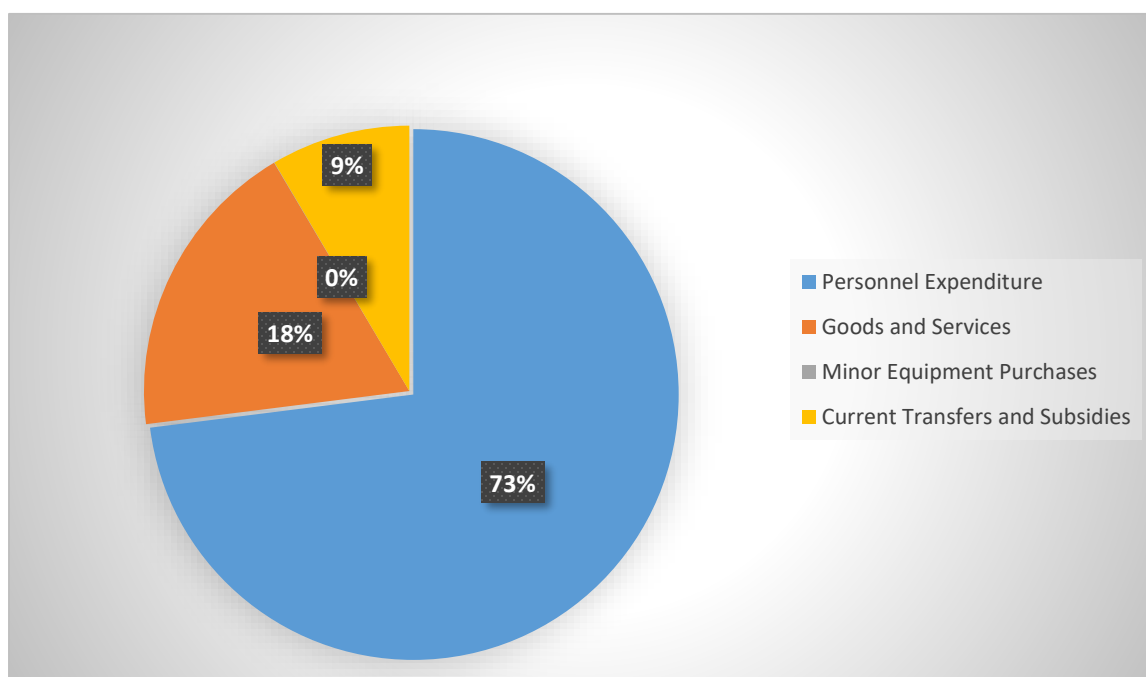


Chart A shows the percentage of Government Subventions released under the respective Heads.

| | | |
|-----------------------------------|---|-----|
| • Personnel Expenditure | — | 73% |
| • Goods and Services | — | 18% |
| • Minor Equipment Purchases | — | 0% |
| • Current Transfers and Subsidies | — | 9% |

2.2 OTHER INCOME

The Projected Revenue expected under Other Income was Two Million, Three Hundred and Fifty-Nine Thousand and Fifteen Dollars (\$2,359,015.00). However, the actual sum received was One Million, Four Hundred and Thirty Seven Thousand, Two Hundred and Forty-Five Dollars (\$1,437,245).

Chart B

| | | (1) | (2) | (3) | (4) |
|-------|----------------------------------|------------------------------|---------------------------------------|----------------------|-------------------------|
| | | Original Allocation \$ | Adjusted Revenue Estimate \$ | Actual Revenue \$ | Variance 2 – 3 \$ |
| (a) | Government Subvention | 86,812,900 | 87,734,617 | 83,811,468 | 3,923,149 |
| (b) | Other Income | 2,359,015 | 2,359,015 | 1,437,245 | 921,770 |
| | | | | | |
| b (1) | Rent | 283,500 | 283,500 | 126,279 | 157,221 |
| b (2) | Fees | 840,000 | 840,000 | 598,728 | 241,272 |
| b (3) | Service Charge | 755,515 | 755,515 | 457,618 | 297,897 |
| b (4) | Rates/Taxes | 80,000 | 80,000 | 56,619 | 23,381 |
| b (5) | Licences | - | - | - | - |

| b (6) | Interest | - | - | 47308 | 47308 |
|--------------|----------------------|-------------------|-------------------|-------------------|------------------|
| b (8) | Miscellaneous | 400,000 | 400,000 | 150693 | 249,307 |
| | TOTAL | 89,171,915 | 90,093,632 | 85,248,713 | 4,844,919 |

Chart B shows the Revised Estimate and Actual Revenue Received

Actual Revenue received for the financial year 2019/2020 was Eighty-Five Million, Two Hundred and Forty-Eight Thousand, Seven Hundred and Thirteen Dollars (\$85,248,713.00).

| | | |
|-------------------------------|----------|-------------------------------|
| Government Subvention | — | \$83,811,468.00 |
| Other Income | — | <u>\$ 1,437,245.00</u> |
| TOTAL REVENUE RECEIVED | - | <u>\$85,248,713.00</u> |

2.3 EXPENDITURE

The actual expenditure was detailed as follows:

2.3.1 PERSONNEL EXPENDITURE

Actual Expenditure under Personnel Expenditure was in the sum of Fifty-Nine Million, One Hundred and Eighty-Seven Thousand, and Four Hundred and Seventy-Seven Dollars (\$59,187,477.00).

2.3.2 GOODS AND SERVICES

Actual Expenditure under Goods & Services totaled Seventeen Million, Nine Hundred and Thirteen Thousand, One Hundred and Sixty-Four Dollars (\$17,913,164.00).

2.3.3 MINOR EQUIPMENT PURCHASES

Actual Expenditure under Minor Equipment Purchases totaled One Hundred and Twenty-One Thousand, Three Hundred and Sixty-Nine Dollars (\$121,369).

2.3.4 CURRENT TRANSFERS AND SUBSIDIES

Actual Expenditure under Current Transfers and Subsidies totaled Seven Million, Seven Hundred and Seventy-Seven Thousand, Eight Hundred and Sixty Dollars (\$7,777,860.00).

Chart C

| | (1) | (2) | (3) | (4) |
|--------------------------------------|---------------------------------|-------------------------|-------------------------------|---------------------------|
| | Original Expenditure | Revised Estimate | Actual Expenditure | Variance 2 – 3 |
| | \$ | \$ | \$ | \$ |
| 01) PERSONNEL EXPENDITURE | 65,545,138 | 63,893,566 | 59,187,477 | 4,706,089 |
| Salaries and Cola | 21,419,409 | 19,547,409 | 17,201,358 | 2,346,051 |
| Wages and Cola | 32,131,700 | 32,131,700 | 31,460,653 | 671,047 |

| | | | | |
|--|-----------|-----------|-----------|-----------|
| Overtime – Monthly-Paid Officers | 40,000 | 40,000 | 218,991 | (178,991) |
| Allowances – Monthly-Paid Officers | 3,920,420 | 3,023,848 | 2,124,302 | 899,546 |
| Government Contribution to NIS | 4,655,509 | 5,267,509 | 4,820,633 | 466,876 |
| Salaries and Cola without Bodies | 178,000 | 178,000 | - | 178,000 |
| Remuneration to Council Members | 1,288,000 | 1,288,000 | 1,213,950 | 74,050 |
| Government Contribution to Group Health Plan- Monthly Paid Officers | 207,000 | 219,000 | 216,231 | 2,769 |
| Government Contribution to Group Health Plan-Daily Rated Workers | 376,000 | 511,000 | 508,616 | 2,384 |
| Overtime – Daily Rated Workers | 901,100 | 1,259,100 | 1,067,991 | 191,109 |
| Allowances – Daily Rated Workers | 428,000 | 428,000 | 354,752 | 73,248 |

| | (1) | (2) | (3) | (4) |
|---|-------------------------------|------------------------|-----------------------------|-------------------------|
| | Original Expenditure \$ | Revised Estimate \$ | Actual Expenditure \$ | Variance 2 – 3 \$ |
| 02) GOODS AND SERVICES | 16,690,777 | 18,135,349 | 17,913,164 | 222,185 |
| General Administration | 6,583,157 | 7,465,866 | 6,997,957 | (467,909) |
| Public Health | 6,104,000 | 6,427,273 | 5,979,148 | 448,125 |
| Market and Abattoir | 390,320 | 390,320 | 743,309 | (352,989) |
| Parks and Recreation Grounds | 1,007,300 | 1,007,300 | 1,470,893 | (463,593) |
| Works | 2,606,000 | 2,844,590 | 2,721,857 | 122,733 |

| | | | | |
|--|------------|------------|------------|-----------|
| | | | | |
| 03) MINOR EQUIPMENT PURCHASES | 912,000 | 912,000 | 121,369 | 790,631 |
| General Administration | 689,000 | 689,000 | 114,120 | 574,880 |
| Public Health | 31,000 | 31,000 | 5,995 | 25,005 |
| Parks and Recreation Grounds | 120,000 | 120,000 | - | 120,000 |
| Works | 72,000 | 72,000 | 1,254 | 70,746 |
| | | | | |
| 04) CURRENT TRANSFERS & SUBSIDIES | 6,024,000 | 7,330,717 | 7,777,860 | (447,143) |
| Households | 6,000,000 | 7,306,717 | 7,547,515 | (240,798) |
| Other Transfers | 24,000 | 24,000 | 230,345 | (230,345) |
| | | | | |
| TOTAL | 89,171,915 | 90,093,632 | 84,999,870 | 5,093,762 |

2.3.5 ACTUAL EXPENDITURE: - \$84,999,870.00

- Personnel Expenditure – \$59,187,477.00

- Goods and Services – \$17,913,164.00
- Minor Equipment Purchases – \$ 121,369.00
- Current Transfers and Subsidies – \$ 7,777,860.00

Chart D

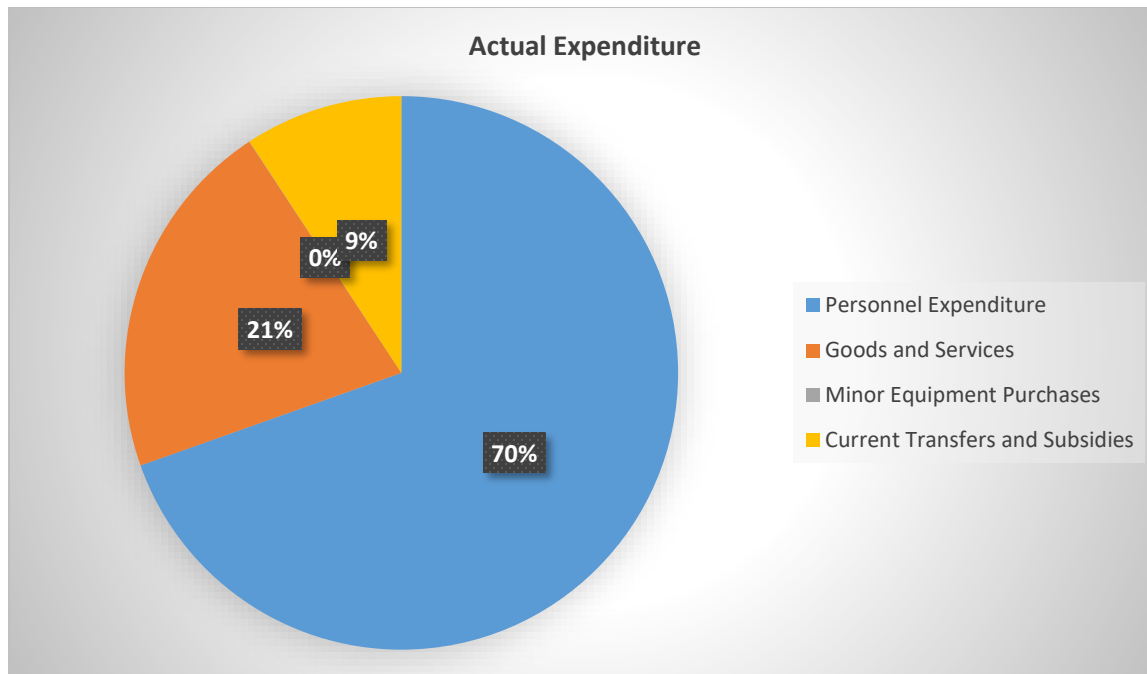


Chart D shows the percentage of Expenditure under the respective Heads.

- Personnel Expenditure — 70%
- Goods and Services — 21%
- Minor Equipment Purchases — 0%
- Current Transfers and Subsidies — 9%

2.4 COMPARISON OF INCOME TO EXPENDITURE

A total of Eighty-Five Million, Two Hundred and Forty-Eight Thousand, Seven Hundred and Thirteen Dollars (\$85,248,713.00) was received as income while Actual Expenditure totaled Eighty-Four Million, Nine Hundred and Ninety-Nine Thousand and Eight Hundred and Seventy Dollars (\$84,999,870.00) which resulted in a surplus of Two Hundred and Forty Eight Thousand, Eight Hundred and Forty-Three Dollars (248,843.00).

3.0 WORKS/ENGINEERING DEPARTMENT

3.1 WORKS COMPLETED BY THE CONSTRUCTION TEAMS

FISCAL 2019 – 2020

| Project | Activities Completed |
|----------------------------|---|
| Alfred Thompson Park | Maintenance and Repair to Park infrastructure; Fall zones, perimeter fencing, walk paths etc. |
| Ashton Ford Park | |
| Bellamy Street Park | |
| Calvary View Park | |
| Carib Homes Play Park | |
| Concorde Gardens Park | |
| Eden Rahim Park | |
| Egbert Alleyne Park | |
| El Rancho Tropical Grounds | |
| Herde Park | |
| Heroes Park | |
| Honey Bee Park | |
| Hugh Hacket Park | |
| Mc Neil Park | |
| Richard Trace Park | |
| Rose Park | |
| Semp Avenue I Park (Front) | |
| Semp Avenue II Park | |
| Tumpuna Court Park | |
| Tumpuna Gardens Park | |
| Leotaud Lands | |

| | |
|--|--|
| Install Awning at Market Front Door By Fish Vendors | Fabricate 2 trollies for Sanitation Workers at the Market |
| Fabricate bracket and Install Weather Station on roof at Stockpile for Disaster Management Section | Fabricate and install steps and rail for Police Post at Market |
| Fabricate 2# Steel doors for Store Rooms at the Market | Repair 5 push carts for Sanitation workers |
| Fabricate 6 barrel bins for Sanitation Department | Repair plate compactor handle and exhaust for asphalt team |
| Fabricating 8 steel tables for fish vendors at the market | Fabricate six (6#) social distancing partitions for ABC Head Office |
| Fabricate and Install Manual Barrier at the Open Market | Fabricate twelve (12 nos) cages for ODPM Department |
| Fabricate and Install Steel Cover over drain at the Closed Market (Walkway) | Fabricate and Install five (5) plexi-glass partitions at ABC Head Office |
| Fabricate and install steel gate at Arima Basketball Court | Fabricate (12) steel casing for water resource agency (WASA) |
| Fabricate and install 2 nos burglar proofing at Town Hall | Fabricate and install 5' of Bridge railings on Subero Street |

3.2 ASPHALTIC CONCRETE REPAIR WORKS COMPLETED**FISCAL 2019 – 2020**

| | |
|------------------------|-----------------------------------|
| O'Meara Road | Aggregate replacement only |
| Industry Street | |
| King Street | |
| George Lewis Place | |
| Pro Queen Street | |
| Longden Street | |
| La Chance Trace | |
| Prince Street | |
| De Gannes Street | |
| Sanchez Street | |
| Sorzano Street | |
| Mt. Pleasant Road | |
| Nelson Street | DeGannes Street |
| O'Connor Drive | Longden Street |
| Nelson Street | Calvary Road |
| Robinson Circular | Charles Street |
| Bus Lay-by | Beckles Lane |
| Farfan Street | Malabar Road Ext |
| Sorzano Street | Anglicon Street |
| Queen Street | Pro Queen Street |
| Colombus Street | Torrecilla Road |
| El Carmen Street | Dundee Village |
| Sanchez Street | St. Joseph Street |
| Roland Cleveland Place | Orange Flats |

| | |
|--------------------|-------------------|
| Guanapo Road | Chadee Ave |
| Malabar Road | Dundee Village |
| George Lewis Place | Printryville Road |
| Jones Madera Place | St. Joseph Street |
| King Street | Carib Circular |
| Alenore Gardens | Minuet Drive |

| Albert Mark Place | Mt. Pleasant Road |
|----------------------------------|--------------------------|
| Dundee Village | Coralita Crescent |
| Ray Watkins Place | Corn Bird Circular |
| Salamat Ali Street | Pro Queen Street |
| Bell Bird Ave | Sorzano Street |
| Gordon Street | Providence Circular |
| DeGannes Street | |
| <i>Construct speed humps at:</i> | |
| Malabar Road Ext - 3 nos | |
| Roland Cleveland Place - 1 nos | |
| Fiddler's Dream - 1 nos | |
| Lockhart Street - 1 nos | |

3.3 **WORKS COMPLETED BY THE PARKS AND RECREATION TEAMS**

Works completed by the Parks and Recreation Teams involved Cutting, Cleaning and General Maintenance of the following Parks, Courts and Grounds

FISCAL 2019 – 2020

| | |
|-----------------------------------|--|
| Alfred Thompson Park | Norman Kistow Park |
| Arima Amphitheatre | Princess Royal Open Savannah |
| Arima Velodrome Football Ground | Richard Trace Park |
| Arima Velodrome (Grounds) | Rose Park |
| Ashton Ford Park | Semp Avenue I Park (Front) |
| Banyan & Flamboyant Avenue | Semp Avenue II Park |
| Bellamy Street Park | Slopes (Between Lawn Tennis & Netball Court) |
| Calvary Basketball Court | Tumpuna Court Park |
| Calvary View Park | Tumpuna Gardens Park |
| Carib Homes Play Park | Victory Street Basketball Court |
| Concorde Gardens Park | Tumpuna Rehabilitation Grounds |
| Croton & Gardenia Avenue | In front of Stockpile |
| Eden Rahim Park | Malabar R.C. |
| Egbert Alleyne Park | Leotaud Lands |
| El Rancho Tropical Grounds | Lutchmansingh Avenue (empty lot) |
| Emerald Gardens Park | Malabar Basketball Court |
| Georgiana Beckles Day Care Centre | Davis Court |
| Herde Park | ABC Car Park |
| Heroes Park | Arima Basketball Court |
| Honey Bee Park | Arima Lawn Tennis Court |
| Hugh Hacket Park | Arima Netball Court |
| Hyarima Park | Arima Promenade |
| India Grounds | Arima Velodrome (Building) |
| Kitchener Park | PTSC Compound |

WORKS COMPLETED BY THE PARKS AND RECREATION TEAMS**FISCAL 2019 – 2020 cont'd**

| | |
|-----------------------|------------------------------|
| Larry Gomes Enclosure | Town Hall Grounds |
| Malabar Gardens | Thanno Lane Basketball Court |
| Mc Neil Park | |

VEHICLES AND EQUIPMENT MAINTAINED BY THE GARAGE/WORKSHOP TEAM**FISCAL 2019 – 2020**

| Registration Number | Type of Vehicle / Equipment | Year of Purchase |
|----------------------------|------------------------------------|-------------------------|
| TCW 618 | Nissan Bus | 2012 |
| PDD 7664 | Hyundai Tuscon | 2014 |
| PDD 7159 | Toyota Prado | 2015 |
| PDG 2307 | Hyundai Santa Fe | 2015 |
| PDN 1998 | Toyota Fortuner | 2016 |
| PCK 5728 | Tuscon Hyundai | 2008 |
| TCH 8129 | Trailer Low Boy | 2008 |
| TCS 1159 | Isuzu Pick Up | 2010 |
| TCS 8845 | Mobile Trailer Office | 2010 |
| TCU 5864 | Skid Steer Loader | 2012 |
| TCY 1766 | Mini Backhoe | 2013 |
| TCY 4683 | Fork Lift | 2013 |
| TBP 9151 | Toyota Hilux Pick Up | 2003 |
| PCK 7757 | Pajero SUV | 2008 |
| PCU 254 | Suzuki Motor Cycle | 2012 |
| PCY 6504 | Toyota Fortuner SUV | 2013 |
| TDG 7726 | Hyundai H100 Pickup | 2015 |
| TAX 4762 | M.F. Brushcutter | 1991 |

| | | |
|----------|--|------|
| TCE 9844 | TB90 W/Tractor | 2007 |
| TDE 1091 | Isuzu Crew Cab 3 ton 1/2 Canopy | 2014 |
| TDH 233 | Mitsubishi Canter 1/2 Canopy with Hydraulic Lift | 2016 |
| TBO 4201 | Nissan Compactor | 2003 |
| TCB 2808 | Mitsubishi Compactor | 2006 |
| TDJ 7251 | Nissan Compactor | 2015 |
| TDJ 7252 | Nissan Compactor | 2015 |
| TBX 4417 | Mitsubishi Dumper 8 Ton | 2005 |
| TBY 2889 | Mitsubishi Dumper 8 Ton | 2005 |
| TBY 2890 | Mitsubishi Dumper 8 Ton | 2005 |
| TCH 2318 | Nissan Dumper 8 Ton | 2007 |
| TCJ 6736 | Nissan Dumper 8 Ton | 2008 |
| PBW 6991 | Kia Pregio (Bus) | 2005 |
| TCK 8167 | Mitsubishi Canter 1/2 Canopy | 2009 |
| TCL 5910 | New Holland Backhoe | 2009 |
| TCR 1925 | Nissan MK210 Fitted with Water Tank | 2010 |
| TDG 7727 | Nissan E26 Minibus | 2015 |
| TDJ 9873 | Isuzu 4 x 4 D-Max Pickup | 2015 |
| TDH 808 | Mitsubishi Canter 1/2 Canopy | 2016 |
| TBP 8209 | Nissan Frontier Pick Up | 2003 |
| TCX 9503 | Nissan Navarra | 2013 |
| TCZ 6113 | Nissan Navarra | 2013 |
| TCZ 6172 | Nissan Navarra | 2013 |
| TDD 4933 | Nissan Navarra Pick-Up | 2014 |
| TDD 6233 | Nissan Navarra Pick-Up | 2014 |
| TDH 786 | Mitsubishi 4 door Pickup | 2016 |
| TBG 2574 | Mitsubishi Canter ½ Canopy | 1999 |
| TDP 5559 | Liugong Backhoe Loader | 2017 |
| TCH 7153 | Hyundai 1/2 Canopy HD 65 | 2008 |

| | | |
|------------|-----------------------------------|------|
| TDG 8976 | Hyundai HD 72 1.5 ton dump truck | 2015 |
| TBG 2573 | Mitsubishi Canter Flatbed (3 Ton) | 1999 |
| TDE 1099 | Isuzu Flat Bed 3 ton | 2014 |
| TDE 1826 | Isuzu Truck - 3 Ton | 2015 |
| TCB 8060 | Nissan Dump | 2006 |
| TCN 2777 | Mitsubishi Fuso Flatbed | 2009 |
| TCN 7594 | Mitsubishi Dump Truck | 2009 |
| TDJ 7832 | Nissan Hiab | 2015 |
| XBY 6102 | Terex Motor Roller | 2006 |
| | Lincoln A.C.P. Welder | |
| PRIMIER XT | Concrete Mixer | 2005 |
| TDK 3704 | Air Compressor (Jackhammer) | 2016 |
| TDX 2133 | Mitsubishi Fuso | 2019 |
| TDZ 903 | Toyota Hilux 2.8 | 2020 |

| INFRASTRUCTURAL CONTRACTS AWARDED DURING FISCAL YEAR 2019-2020 | | | | | |
|--|--|---|--|--------------|------------------|
| NO. | PROJECT | DESCRIPTION OF WORKS | AWARDEE | PROJECT COST | PROCUREMENT BODY |
| <i>044 – DRAINAGE AND IRRIGATION PROGRAMME (9)</i> | | | | | |
| 1 | Honeybee Drive/ Torrecilla Avenue Drainage Works | To construct 80.0m x 1.0m x 0.8m of open box drain with 150mm x 200 mm x 400mm concrete blocks inclusive of 2- double driveways 9.0m x 1.5m with galv. Coated metal grating 0.9m x 6.0m x | Premium Maintenance & Repairs Co. Ltd. | \$169,200.28 | CEO |
| 2 | Rock Road / Wallace Road Drainage Works | To rehabilitate Kerb and Slipper Drain 200.0m long at a total width of 0.55m, inclusive of modified driveways and waste water access, ensuring a chamfered 45° angle edge unto kerb. | Daleem General Contracting Ltd. | \$98,552.25 | CEO |
| 3 | Parkes Lane PH II Drainage Works | To construct 74.0m x 1.2m x 1.4m Reinforced Concrete Open Box Drain using 200mm x 200mm x 400mm concrete blocks. | Endecon Designs & Construction Ltd | \$296,318.25 | SMTc |
| 4 | Frank Hart Street Inter-lot Drainage Works | To construct 98.0m x 1.4m x 1.2m Inter-lot Reinforced Concrete Open Box Drain using 200mm x 200mm x 400mm concrete blocks. | Daleem General Contracting Ltd. | \$423,531.00 | SMTc |
| 5 | Aleong Street Inter-lot Drainage Works | To construct 83.0m x 0.9m x 0.6m inter-lot open box drain using 150mm x 200mm x 400mm concrete blocks and Ø12mm HTS bars. | Racine Contracting Services | \$133,294.69 | CEO |
| 6 | Church Street Drainage Works | To construct 64.0m x 0.45m x 0.4m inter-lot box drain with suspended footpath 64.0m x 1.1m x 0.15m, using 150mm x 200mm x 400mm concrete blocks and Ø12mm HTS bars. To construct Kerb and Slipper drain on southern side of roadway at a length | Avinda Construction & Maintenance Repairs Co. Ltd. | \$224,739.00 | CEO |

| | | | | | |
|--|--|--------------------------------|--|--|--|
| | | of 204m with a width of 0.55m. | | | |
|--|--|--------------------------------|--|--|--|

| INFRASTRUCTURAL CONTRACTS AWARDED DURING FISCAL YEAR 2019-2020 | | | | | |
|--|---|---|--|--------------|------------------|
| NO. | PROJECT | DESCRIPTION OF WORKS | AWARDEE | PROJECT COST | PROCUREMENT BODY |
| 044 – DRAINAGE AND IRRIGATION PROGRAMME (9) | | | | | |
| 7 | Tumpuna Square Inter-lot Drainage Works | To construct 60.0m x 0.45m x 0.4m Reinforced Concrete box drain using 150mm x 200mm x 400mm concrete blocks. | Premium Maintenance & Repairs Co. Ltd. | \$73,607.64 | CEO |
| 8 | Tumpuna Square/Pope Avenue Inter-lot Drainage Works | To construct 130.0m x 0.9m x 0.6m Reinforced Concrete box drain with 150mm x 200mm x 400mm concrete blocks. | Premium Maintenance & Repairs Co. Ltd. | \$175,746.94 | CEO |
| 9 | Ackbarali Street West Drainage and Footpath Works | To construct 128m of drainage works consisting of (128m x 0.6 m x 0.6m) of reinforced concrete using 12 mm dia. HTS bars and (150mm x 200mm x 400mm) concrete blocks including suspended footpath (128m x 1.7m x 0.175m) and six (6) driveways with total length of 33m | Nedcom Limited | \$383,276.25 | SMTTC |

| INFRASTRUCTURAL CONTRACTS AWARDED DURING FISCAL YEAR 2019-2020 | | | | | |
|---|-----------------------------------|---|--|---------------------|---------------------------|
| NO. | PROJECT | DESCRIPTION OF WORKS | AWARDEE | PROJECT COST | PROCU REMEN T BODY |
| <i>059 – Local Roads and Bridges Programme (11)</i> | | | | | |
| 10 | Cocorite Street Footpath Works | To construct raised roadside footpath 200.0m x 1.7m x 0.1m thk. and Slipper drain 200.0m long at a total width of 0.55m, inclusive of modified driveways and expansion joints ensuring chamfered 45° angle edge unto footpath and accommodation for differently abled persons | Premium Maintenance & Repairs Co. Ltd. | \$118,757.25 | CEO |
| 11 | Liverpool Circular Footpath Works | To construct raised roadside Footpath 60.0m x 1.5m x 0.2m thk. Over existing 1.0m wide box drain inclusive of expansion joints and cow mouths, ensuring chamfered 45° angle edge unto footpath and accommodation for differently abled persons | Avinda Construction & Maintenance Co. Ltd. | \$72,549.00 | CEO |
| 12 | Koon Koon Street Footpath Works | To construct raised footpath 660.0m x 1.2m x 0.1m thk with expansion joints and Slipper drain 660.0m long at a total width of 0.55m, inclusive of modified driveways. Ensuring chamfered 45° angle edge unto footpath and accommodation for differently abled persons. | Endecon Designs & Construction Ltd | \$345,024.00 | SMTc |

| | | | | | |
|----|------------------------------|---|---------------------|--------------|-----|
| 13 | Daudier Street Road Works | To rehabilitate existing roadway by repairing road edges with crusher run and resurfacing roadway 186.0m x 5.5m x nom. 50 mm thick with hot asphaltic concrete mix. | JUSAMCO Pavers Ltd. | \$120,530.25 | CEO |
| 14 | Ameerali Avenue Paving Works | To rehabilitate existing roadway by repairing road edges with crusher run and resurfacing roadway 203m x 5.5m with hot asphaltic concrete mix at nominal 50mm thk. | JUSAMCO Pavers Ltd. | \$130,205.25 | CEO |

| INFRASTRUCTURAL CONTRACTS AWARDED DURING FISCAL YEAR 2019-2020 | | | | | |
|---|--|--|--|---------------------|-------------------------|
| NO. | PROJECT | DESCRIPTION OF WORKS | AWARDEE | PROJECT COST | PROCUREMENT BODY |
| <i>059 – Local Roads and Bridges Programme (11)</i> | | | | | |
| 15 | Ameerali Avenue Footpath Works | To rehabilitate raised roadside footpath 406.0m x 1.7m x 0.1m thk. and Slipper Drain 406m x 0.55m inclusive of modified driveways, expansion joints, ensuring chamfered 45 angle edge unto footpath and accommodation for differently abled persons. | D. Mahadeo & Son Ltd. | \$228,083.63 | CEO |
| 16 | Malabar Branch Trace 2 Road Works | To rehabilitate existing roadway by scarifying (81m x 3.5m) at a nominal thickness of 150mm, preparing earthen roadway with crusher run as base course at a nominal thickness of 100mm and by resurfacing roadway (81m x 3.5m) at a nominal thickness of 50mm with hot asphaltic concrete mix. | D. Mahadeo & Son Ltd. | \$66,125.25 | CEO |
| 17 | Short Street off Malabar Road – Road Works | To scarify roadway (23.0m x 3.0m) and (10.0m x 4.0m) at a nominal thickness of 150mm and by preparing roadway with crusher run as base course (23.0m x 3.0m) and (10.0m x 4.0m) at a nominal thickness of 100mm and resurfacing roadway (23.0m x 3.0m) and (10.0m x 4.0n) with hot asphaltic concrete mix. | Avinda Construction & Maintenance Co. Ltd. | \$39,042.00 | CEO |
| 18 | Nettoville Retaining Wall and Drainage Works | To construct of a retaining wall with 2-entry steps and roadside drainage consisting of 18.25m x 2.0m x 2.8m. | Racine Contracting Services | \$160,219.24 | CEO |

| INFRASTRUCTURAL CONTRACTS AWARDED DURING FISCAL YEAR 2019-2020 | | | | | |
|--|--|--|--|--------------|------------------|
| NO. | PROJECT | DESCRIPTION OF WORKS | AWARDEE | PROJECT COST | PROCUREMENT BODY |
| <i>059 – Local Roads and Bridges Programme (11)</i> | | | | | |
| 19 | Eddie Springer Place/Yacoob Ali Place Road Works | To rehabilitate existing roadway by deep patching and repairing any road defects with crusher run and by resurfacing roadway (183.0m x 5.0m), (26.0m x 6.3m) and a Ø20m area at a nominal thickness of 50mm with hot asphaltic concrete mix. | JUSAMCO Pavers Ltd. | \$162,270.00 | CEO |
| 20 | Lower Max Trace Retaining Wall | To stabilize failed embankment and mitigate any further land slippage with the construction of a Gabion Basket Wall 20.0m x 4.0m and backfilling with approved backfilling material. | Avinda Construction & Maintenance Co. Ltd. | \$293,951.25 | CEO |
| <i>056 – Market and Abattoir</i> | | | | | |
| 21 | Refurbishment of Arima Netball Court Facilities | To Refurbish Arima Netball Court Facilities by making repairs to court surface and upgrading lighting, washrooms and pathways inclusive of varied items. | Premium Maintenance & Repairs Co. Ltd. | \$430,931.81 | SMTc |
| INFRASTRUCTURAL CONTRACTS AWARDED DURING FISCAL YEAR 2018-2019 | | | | | |
| Total Drainage Works | | 589 m Box Drain | | | |

| | |
|---|---|
| | 1689 m Kerb and Slipper Drain |
| Total Road Works | 712 m Road Rehabilitation 1518 m Footpath 0 m Road Crossing |
| Total Market Works | 1 |
| Total Amount Awarded for All Infrastructural Contracts | \$4,145,955.23 |
| | |
| KEY: | |
| CEO – Chief Executive Officer Award | |
| SMTC – Special Ministerial Tenders Committee | |

BUILDING INSPECTORS' REPORT FOR THE FINANCIAL YEAR OCTOBER 2019 TO SEPTEMBER 2020

| NO | ACTIVITIES OF THE BUILDING INSPECTOR | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | ANNUAL TOTAL |
|----|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|
| 1 | Developmental Applications Approved by the Town & Country Planning Division and received by the Building Inspectorate | 9 | 12 | 3 | 11 | 5 | 2 | 0 | 1 | 18 | 6 | 15 | 4 | 86 |
| 2 | Developmental Applications refused by the Town & Country Planning Division | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 5 | 0 | 0 | 0 | 7 |
| 3 | Building Applications recommended by the Building Inspectorate and forwarded to the Spatial Planning and Building Inspectorate Committee. | 6 | 10 | 8 | 9 | 5 | 3 | 0 | 0 | 5 | 12 | 12 | 16 | 86 |
| 4 | Plans Approved | 15 | 17 | 2 | 2 | 10 | 8 | 0 | 2 | 4 | 1 | 6 | 12 | 79 |
| 5 | Completion Certificates Prepared and Approved | 10 | 10 | 8 | 6 | 3 | 7 | 1 | 2 | 7 | 6 | 7 | 7 | 74 |
| 6 | Construction permits Issued | 16 | 18 | 2 | 2 | 10 | 8 | 0 | 3 | 4 | 1 | 6 | 12 | 82 |
| 7 | Stop Notices Prepared and Served for the violation of the Building Regulations by Building Inspectorate | 3 | 4 | 1 | 2 | 3 | 4 | 0 | 4 | 7 | 8 | 1 | 4 | 41 |
| 8 | Show Cause Prepared and Served for the violation of the | 3 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 8 |

ARIMA BOROUGH CORPORATION ADMINISTRATIVE REPORT 2019-2020

| | | | | | | | | | | | | | | |
|----|---|---|----|---|----|----|---|---|---|----|----|----|----|-----|
| | Building Regulations by Building Inspectorate | | | | | | | | | | | | | |
| 9 | Notices for Ruinous and Dilapidated Buildings | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | Removal of House Notice | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 5 |
| 11 | Complaints Received from Burgesses and Addressed by the Building Inspectorate | 9 | 9 | 6 | 8 | 11 | 6 | 2 | 7 | 10 | 8 | 5 | 7 | 88 |
| 12 | Requests received and Premises Inspected By Building Inspector for Public Health Department | 4 | 3 | 2 | 0 | 0 | 3 | 0 | 0 | 0 | 3 | 3 | 4 | 22 |
| 13 | Notices of Defects /Refusals | 7 | 15 | 5 | 16 | 9 | 5 | 0 | 1 | 21 | 13 | 22 | 13 | 127 |
| 14 | Demolition Notices Prepared and Served | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15 | Other Matters | 3 | 1 | 4 | 1 | 1 | 1 | 0 | 0 | 2 | 5 | 2 | 3 | 23 |

MR. KIRT CUNNINGHAM
BUILDING INSPECTOR II

4.0 DEVELOPMENT PROGRAMME

In fiscal year 2019/2020 as at 30th September 2020. Details of the projects undertaken and commitments made for Fiscal Year 2019/2020 are listed in the table below:

| Project Name and Number | Allocation including Virements | Detailed Project Activities in 2019 /2020 | Actual Expenditure | | Commitments Current Year Projects | Funding Received |
|--|--------------------------------|---|---------------------|-----------------------|-----------------------------------|------------------|
| | | | Prior Year Projects | Current Year Projects | | |
| 044 - Drainage & Irrigation Programme | \$ 5,150,000 | | | | | |
| | | Upper Calvary Road Culvert Crossing/Interlot Open Box | \$ 43,726 | \$ - | \$ - | \$ - |
| | | Flamboyant Crescent Drainage and Footpath Works | \$ 13,461 | \$ - | \$ - | \$ - |
| | | Cacique Avenue Drainage and Footpath Works | \$ 20,339 | \$ - | \$ - | \$ - |
| | | La Chance Trace Ext. Drainage & Footpath Works | \$ 16,183 | \$ - | \$ - | \$ - |
| | | Ackbarali East Extention I Drainage Works | \$ 10,422 | \$ - | \$ - | \$ - |
| | | Richard Trace Extention Drainage Works | \$ 6,606 | \$ - | \$ - | \$ - |
| | | Tumpuna Road/Tumpuna Square Drainage & Interlot | \$ 16,566 | \$ - | \$ - | \$ - |
| | | Boodoo Avenue/Maturita Drainage Works | \$ 222,117 | \$ - | \$ - | \$ - |
| | | Torecilla Avenue Phase 2 Drainage Works | \$ 249,824 | \$ - | \$ - | \$ - |
| | | Parkes Lane Phase 11 Drainage Works | \$ - | \$ 269,979 | \$ - | \$ 296,319 |
| | | | | | | |

ARIMA BOROUGH CORPORATION ADMINISTRATIVE REPORT 2019-2020

| | | | | | | |
|---|---------------------|---|-------------------|---------------------|-------------------|---------------------|
| | | | | | | |
| | | Frank Hart Street Interlot Drainage Works | \$ - | \$ 385,834 | \$ - | \$ 423,531 |
| | | Ackbarali Street West Drainage and Footpath Works | \$ - | \$ 349,207 | \$ - | \$ 383,276 |
| | | Tumpuna Square Interlot Drainage Works | \$ - | \$ - | \$ 73,608 | \$ 102,181 |
| | | Church Street Drainage Works | \$ - | \$ - | \$ 242,739 | \$ 228,782 |
| | | Tumpuna Square/ Pope Avenue Interlot Drain | \$ - | \$ - | \$ 175,747 | \$ 211,717 |
| | | Rock Road/ Wallace Road Drainage Works | \$ - | \$ - | \$ 98,552 | \$ 98,614 |
| | | | | | | |
| | | Honey Bee Drive/ Torrecilla Avenue Drainage Works | \$ - | \$ - | \$ 169,200 | \$ 224,786 |
| | | Lillian Drive Interlot Drainage Works | \$ - | \$ - | \$ - | \$ 120,727 |
| | | Aleong Street Interlot Drainage Works | \$ - | \$ - | \$ 133,295 | \$ 151,943 |
| Total | \$ 5,150,000 | | \$ 599,243 | \$ 1,005,020 | \$ 893,141 | \$ 2,241,876 |
| 047 - Development of Recreational Facilities | \$ 800,000 | | | | | |
| | | Refurbishment of Arima Netball Court Facilities | \$ - | \$ 392,627 | \$ - | \$ 430,932 |
| | | | | | | |
| Total | \$ 800,000 | | \$ - | \$ 392,627 | \$ - | \$ 430,932 |
| 059 -Local Roads and Bridges | \$ 4,500,000 | | | | | |
| | | Tirite Lane Footpath Works | \$ 16,071 | | | |
| | | Koon Koon Street Paving Works | \$ 17,959 | | | |
| | | Marie Street Paving Works | \$ 11,380 | | | |
| | | Laura Pierre Place Paving Works | \$ 51,811 | | | |

ARIMA BOROUGH CORPORATION ADMINISTRATIVE REPORT 2019-2020

| | | | | | | |
|--|---------------------|--|-------------------|-------------|---------------------|--------------------|
| | | Ackbarali Street West Paving Works | \$ 229,646 | | | |
| | | Chalie Auguste Place Paving Works | \$ 132,836 | | | |
| | | De Norbriga Avenue Paving Works | \$ 134,402 | | | |
| | | Melodians Crescent Paving Works | \$ 229,892 | | | |
| | | 1st Street off Torrecilla Central Road Rehabilitation Works | \$ 11,252 | | | |
| | | Daudier Street Paving Works | \$ - | | \$ 120,530 | \$ 125,038 |
| | | Lower Max Trace Gabion Baskets Retainer | \$ - | | \$ 293,951 | \$ 299,615 |
| | | Liverpool Circular Footpath Works | \$ - | | \$ 72,549 | \$ 134,508 |
| | | Cocorite Road Footpath Works | \$ - | | \$ 118,757 | \$ 184,376 |
| | | Ameerali Avenue Footpath Works | \$ - | | \$ 228,084 | \$ 294,243 |
| | | Nettoville, Charles Street Retaining Wall and Drainage Works | \$ - | | \$ 160,219 | \$ 185,000 |
| | | Ameerali Avenue Paving Works | \$ - | | \$ 130,205 | \$ 135,272 |
| | | Short Street of Malabar Road Paving Works | \$ - | | \$ 39,042 | \$ 33,154 |
| | | Malabar Branch Trace 2 Road Works | \$ - | | \$ 66,125 | \$ 65,946 |
| | | Eddie Springer Place/ Yacoob Ali Place Road Works | \$ - | | \$ 162,270 | \$ 167,530 |
| Total | \$ 4,000,000 | | \$ 835,247 | \$ - | \$ 1,391,733 | \$1,624,682 |
| | | | | | | |
| 065 - Procurement of Major Vehicles and Equipment | \$ 836,000 | Procurement of One Water Truck | \$ 580,475 | | | \$ - |
| | | | | | | |
| Total | \$ 836,000 | | \$ 580,475 | \$ - | \$ - | \$ - |
| 072 Computerisation Programme | \$ 1,000,000 | | | | | |

ARIMA BOROUGH CORPORATION ADMINISTRATIVE REPORT 2019-2020

| | | | | | | |
|---|---------------------|--|-------------------|-------------------|-------------------|-------------------|
| | | Upgrade to CCTV Cameras -Stockpile, Market and Veledrome | \$ 146,631 | \$ - | | \$ - |
| | | Procurement of UPS | | \$ - | \$ - | \$ 296,750 |
| | | Procurement of GIS software | | \$ - | \$ 77,780 | 0 |
| | | Procurement of Batteries for APC UPS | | \$ - | \$ 5,063 | \$ - |
| | | Procurement of GPS Devices | | \$ - | \$ 159,105 | \$ - |
| | | Procurement of Five Laptops | | \$ - | \$ 51,632 | \$ - |
| Total | \$ 1,000,000 | | \$ 146,631 | \$ - | \$ 293,580 | \$ 296,750 |
| 076 - Disaster Preparedness | \$ 434,000 | Disaster Prepared Equipment | \$ 14,757 | \$ - | | |
| | | | | | | |
| | | | | | | |
| Total | \$ 434,000 | | \$ 14,757 | \$ - | \$ - | \$ - |
| 090 -Local Government Reform | \$ 500,000 | Manpower Audit and develop a Manpower Plan | \$ - | \$ 55,500 | | \$ 50,726 |
| | | | | | | |
| Total | \$ 500,000 | | \$ - | \$ 55,500 | \$ - | \$ 50,726 |
| 085 - Municipal Police Equipment | \$ 1,430,000 | | | | | |
| | | One (1) Toyota Hilux, Installation of Lights & Siren | \$ - | \$ 296,250 | | \$ 296,250 |
| | | | | | | |
| Total | \$ 1,430,000 | | \$ - | \$ 296,250 | \$ - | \$ 296,250 |
| | | | | | | |
| 062 - Local Government Building | \$ 1,850,000 | | | | | |
| | | | | | | |
| Total | \$ 1,850,000 | | | | | |

ARIMA BOROUGH CORPORATION ADMINISTRATIVE REPORT 2019-2020

| | | | | | | |
|---|------------------------|------------------------------|-------------------------|-------------------------|---------------------|--------------------|
| 054 - Improvements to Market and Abattoirs | \$ 1,000,000 | Arima Fish Market Upgrade | \$ 386,681 | | | |
| <i>Total</i> | \$ 1,000,000 | | \$ 386,681 | \$ - | \$ - | \$ - |
| GRAND TOTAL | | | | | | |
| | | | | | | |
| | \$17,000,000 | | <u>\$ 2,563,035</u> | <u>\$ 1,749,398</u> | <u>\$ 2,578,455</u> | <u>\$4,941,216</u> |

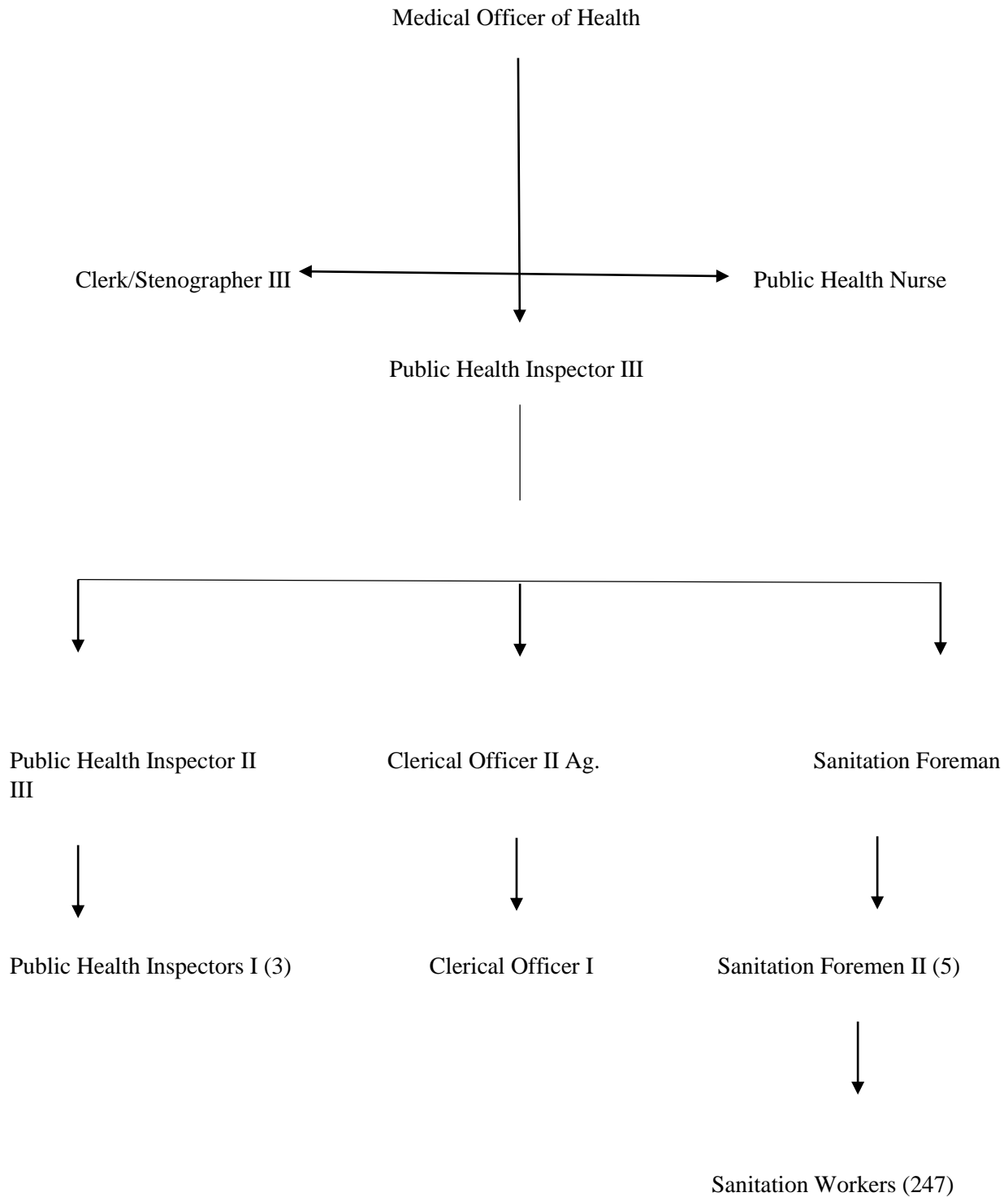
5.0 PUBLIC HEALTH

The Public Health Department is headed by a Medical Officer Health (MOH), and is chiefly responsible for ensuring the general health and sanitation of the Municipality. The duties of this department are outlined in the Municipal corporation Act (Act No. 21 of 1990) the Public Health Ordinance Chapter 12 No. 4 (1950 ed.) and byelaws and regulations concerning health.

With respect to these duties, reports are given by the Medical Officer of Health, the Sanitation Foremen and the Public Health Inspectorate within this Section.

5.1 THE MEDICAL OFFICER OF HEALTH

STRUCTURE OF THE DEPARTMENT



5.2 PUBLIC HEALTH VISITING AND HEALTH EDUCATION

The Public Health Nurse continued her visits to Pre-Schools, Primary Schools, Children's Homes and Homes for the Aged. The Nurse also accompanied Public Health Inspectors on visits to premises where there were reports of Dengue and other diseases of Public health nature.

The Public Health Nurse has also reported a continued burgeoning in the number of Pre-Schools. It is often a challenge to ensure that Pre-Schools meet acceptable Public Health standards. It was necessary on occasions to have schools closed temporarily to effect corrective works.

Educational sessions were conducted at Primary Schools on the following:

- Good touch bad touch
- Pear Pressure
- Changes during puberty
- Healthy Habits

Educational sessions on "Healthy Habits" were conducted at all Primary Schools with the use of colouring books.

Arranged educational sessions at Primary Schools for Medical Officers to conduct lectures on Giant African Snails.

The Public Health Nurse, with the assistance of Nurses of the Arima Health Facility immunized members of staff against the 2020 Influenza (FLU) and HIV testing.

Staff was sensitized on COVID-19 via use of posters, flyers and social media.

5.3 THE PUBLIC HEALTH INSPECTORATE

The achievements of the Public Health Inspectorate for the period October 1st 2019 to September 30th 2020 were as follows:

Abattoir Activities

Slaughter for this period were as follows:

| Type of Animal | Total Slaughtered | Total |
|---------------------|-------------------|-------------------|
| Bulls | 82 | \$328.00 |
| Cows | 23 | \$920.00 |
| Pigs | 171 | \$2,394.00 |
| Horse | 6 | \$120.00 |
| Goat | 2 | \$30.00 |
| Sheep | 2 | \$30.00 |
| Buffalyso | 1 | \$40.00 |
| Total Income | | \$3,862.00 |

Schools

Total number of schools in district 13

Total number of visits to schools 40

Vacant Lots

Total number of vacant lots 251

Notices Served

The following notices were served for this period:

♦ Yellow Fever 160

Complaints

Four Hundred and Eighty-Six (486) complaints were investigated for this period.

Building Applications

Eighty-Four (84) building plans were processed

Food Badges

Six Hundred and Forty-Eight (648) food badges were issued, realizing the sum of Thirty-Eight Thousand Eight Hundred and Eighty-Eight Dollars (\$38,880.00).

Registration of Certificates

One Hundred and Fifty-Three (153) certificates were issued along with One Hundred and Thirteen (113) liquor licenses, yielding the sum of One Hundred and Twenty-Eight Thousand Dollars (\$128,000.00).

| | |
|-----------------------|-----|
| ♦ Liquor Premises | 153 |
| ♦ Non Liquor Premises | 40 |

5.4 LITTER PREVENTION WARDEN

There have been four (4) Litter Wardens for the period October 2019 to September 2020.

5.5 GENERAL

The Public Health Inspectorate consists of five Public Health Inspectors. There is one (1) Public Health Inspector III, one (1) Public Health Inspector II, and three (3) Public Health Inspector I's. This complement of Public Health Inspectors is insufficient to adequately monitor public health standards in the Borough of Arima. Over the years the population of Arima has been expanding with new housing developments, increase in food establishments, businesses and residential housing units. This means that the potential for the risk of rat borne disease, mosquito borne diseases, food borne illnesses and other health related problems due to increase in insanitary conditions, illegal dumping of garbage and other waste has increased.

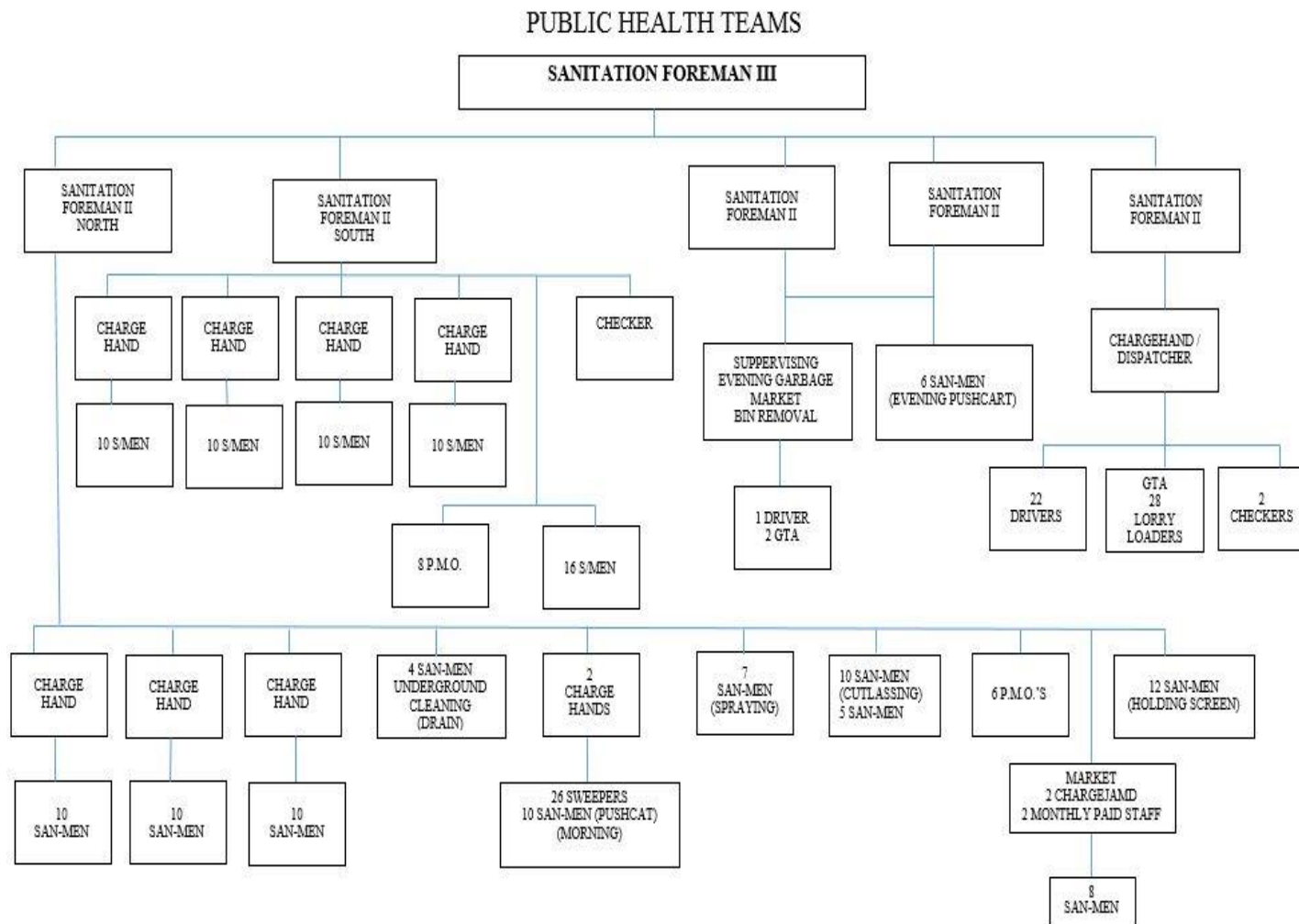
It is therefore recommended that the Public Health Inspectorate be increased by the following officers: one (1) Public Health Inspector II responsible for Insect/Vector and Rodent Control and on Public Health Inspector II for O'Meara Industrial Estate.

The Covid-19 Pandemic response entailed:

1. Education to the general public on Covid-19
 - Signs and symptoms
 - Prevention: mask wearing and social distancing
2. All Itinerant Vendors were monitored on weekly/monthly basis
3. All restaurants were visited to ensure Covid-19 guidelines were adhered to on a weekly basis.
4. Arima Market was sanitized on a daily basis.

5.6 THE SANITATION DEPARTMENT

The Sanitation Section of the Public Health Department is structured as follows:



| | |
|--------------------------|-----|
| ✓ Sanitation Foreman III | 1 |
| ✓ Sanitation Foremen II | 5 |
| ✓ Sanitation Workers | 200 |
| ✓ Sweepers | 36 |
| ✓ Chargehands | 11 |

Approximately fifty (50) additional casual workers are used to meet the demand of the Sanitation Section. The Borough of Arima is divided into two (2) areas – North and South with a Sanitation Foreman II attached to each area. The North section is maintained by Three (3) Sanitation Teams while the South section is maintained by four (4) Sanitation Teams. There are two (2) sweeping teams attached to the North Section.

The Activities of the Sanitation Section for the period under review are as follows:

5.7 DRAINS

A programme of works was carried out for each area, whereby all drains and streets were cleaned and cleared on a regular basis. As a result of effective planning and co-ordination, the prevalence of clogged drains were reduced to a minimum. Underground drains were desilted and flushed by a team dedicated to this.

5.8 SWEEPING

The sweeping of the streets has been satisfactory within the business area of the Borough. Sweeping and bagging of this area is done twice per day, seven days a week.

5.9 SCAVENGING AND BULKWASTE REMOVAL

Scavenging is done by three (3) sections and their performance are rated.

| | | | |
|-------|--------------|-----------------------------|------------|
| (i) | In house | -South Western, South Arima | -Excellent |
| (ii) | Contractor 1 | -South Eastern Arima | -Fair |
| (iii) | Contractor 2 | -North Arima | -Fair |

5.10 OPEN MARKET

One (1) twenty cubic meter (20 m³) bin was placed to service the area. The bin is serviced daily. This bin serviced daily by BK Holdings Limited and is satisfactory.

5.11 ARIMA MUNICIPAL STADIUM

One (1) twenty cubic meter (20 m³) bin was placed to service the area. This bin is serviced three (3) days per week by Waste Disposal 2003 Limited and is satisfactory.

5.12 CARNIVAL

The clean-up activities during and after the Carnival were carried out and supervised by In House supervisors. Returning the Borough to its well-kept condition in short time.

5.13 LIST OF THE ACTIVITIES DONE:

5.14 CHRISTMAS CLEAN UP CAMPAIGN

This was done by both In House and contracted services. This was quite effective and successful. The contracted areas bulkwaste was managed quite well.

5.15 TOWN CENTRE

This service is provided by Waste Disposal (2003) Limited. Mondays to Sundays morning. We had some challenges with this. The evening scavenging was done by Gopaul & Company Limited. This service was excellent.

5.16 ARIMA NORTH

This service is provided by Waste Disposals (2003) Ltd. and their performance was fair.

5.17 TUMPUNA/MALABAR

This service was provided by M&N Enterprises Limited and was fair.

5.18 EVENING SUPERVISION

Two (2) Sanitation Foremen are assigned on alternate days to supervise evening pushcart and night scavenging. These supervisors ensure there are no lapses in scavenging. They supervise the In House scavenging of Institutions and schools within the Borough and cleaning of the Arima market.

5.19 VACANT LOTS

Several vacant lots were cut between December 2019 to March 2020.

Vacant lots cut in December 2019 - Twenty-five (25)

Vacant lots cut in March 2020 – Sixty-nine (69)

5.20 ANNUAL WASTE COLLECTED

| | | |
|------------|---|---------------------|
| Bulk Waste | - | 9000 M ³ |
|------------|---|---------------------|

| | | |
|----------------|---|---------------------|
| Domestic Waste | - | 9100 m ³ |
|----------------|---|---------------------|

5.21 ARIMA MARKET


The Arima Market provided a challenge in maintaining sanitation within. However, during the period of COVID-19 restrictions it was totally emptied and sanitized on a daily basis also, detailed cleaning and washing once per week. This has been very effective.

6.0 THE ARIMA MUNICIPAL POLICE SERVICE**YEARLY REPORT FROM SUPERINTENDENT IN CHARGE OF THE ARIMA MUNICIPAL POLICE**

I, Erica Prieto, Superintendent in Charge of Arima Municipal Police hereby submit the Annual Report from October 01st 2019 to September 30th 2020.

The strength and performance of the Arima Municipal Police has continued to grow during this period in conformity with the plans envisioned by the Government through the Ministry of Rural Development and Local Government. The vision for greater responsibility, effectiveness and efficiency in the delivery of service to citizens at the level of Local Government is supported by this thrust to recruit, train and appoint suitable persons to serve our burgesses as Municipal Police Officers. An additional complement of twenty-five (25) officers graduated from the Municipal Police Training Academy at Marabella in October 2019 with a further eleven (11) officers graduating in August 2020 to augment our present staff within this reporting year. Two (2) of our very own Arima officers who completed the Instructor Training Course at the TTPS Academy, assisted with the successful training of these new officers at the Marabella Training Academy. This is indeed a new era for Municipal Policing. Continuous training sessions at Arima Municipal Police spearheaded by senior officers are intended to keep officers abreast of new guidelines for policing. With the increase in capacity we have met certain mandates in areas of policing within our boundaries and assisted the Arima Borough Corporation and its burgesses in reducing crime and criminality. As we conduct ongoing on the job training for our new additions, we continue to incrementally take over the duties of the contracted security hired by the Corporation in the past to augment our strength.

We continue to experience challenges with accommodation, uniforms, firearms, mobility and finances, nevertheless we persevere utilizing what we have to deliver pro-active, dynamic and efficient policing to an ever-increasing population.

**SUPERINTENDENT I/C
ARIMA MUNICIPAL
POLICE**


MRS. ERICA PRIETO
SUPERINTENDENT OF POLICE

The structure of the Arima Municipal Police Service is as follows:

Sanctioned strength: One hundred (100) officers

Present strength: Eighty-eight (88) officers

Of the eighty-eight (88) officers, four (4) officers are on suspension, one (1) officer is Pre-Retirement and one (1) officer is on leave with the knowledge of the Statutory Authority Service Commission (SASC). During the reporting period, in conformity with the Public Health Ordinance and the requirements laid out by the Prime Minister and Ministry of Health, twenty-five (25) officers who either exhibited flu-like symptoms or were subject to possible exposure to persons infected with COVID-19, were required to submit themselves to a mandatory period of self-quarantine of either fourteen (14) or twenty-one (21) days as required. Additionally, some officers proceeded on and returned from different types of leave encompassing Vacation, Compensatory Leave, Maternity Leave and Sick Leave.

6.1 OFFICERS ON ACTIVE DUTY FOR THE PERIOD:

- One (1) Superintendent of Police
- One (1) Assistant Superintendent of Police (Ag)
- Three (3) Police Inspectors (Ag)
- Six (6) Sergeants (two (2) confirmed and four (4) acting in the post)
- Ten (10) Police Corporals (four (4) confirmed and six (6) acting in the post)
- Fifty-eight (58) Police Constables

NB. Officers who are already assigned to Arima have been allowed to act in positions senior to their substantive rank while officers from other Municipalities were also temporarily assigned to act in vacant senior positions at the Arima Municipal Police Station to meet the organizational structure.

The Arima Municipal Police Service executed the duties outlined during the period **October 1st 2019 to September 30th 2020**, in the face of a pandemic that has gripped the world resulting in a shutdown of businesses and schools, increased demands upon the police as an essential service and continued challenging working conditions.

6.2 **ASSETS, FIREARMS AND EQUIPMENT**

The Arima Borough Corporation has outfitted the Arima Municipal Police Department with the following assets:

6.3 **VEHICLES**

TDZ 903 – Working Order (5 – Seater) Purchased August 2020

PCY 6504 – Working Order (7- Seater)

PCK 7757 – Working Order (5- Seater) Previous Mayor vehicle which was given to the Police
Police Department in 2013.

TDG 7726 – Working Order (3- Seater H 100)

PCU 254 – non-functional (motorcycle)

6.4 **FIREARMS**

*The following is a breakdown of Firearms and Ammunition lodged at the station for use by Officers:

6.5 **Seven (7) Service Revolvers: AMMUNITION: 84 (.38)**

Serial Numbers : KL540976
 KL540977
 KL540978
 AHS1980
 AHS8879
 AFJ8911
 18D733

6.6 **Five (5) Service Pistols: AMMUNITION: 166 (9MM)**

Serial Numbers : LZG864
 MRE 2068
 MRE2500
 MRE2397
 VJP 2004

6.7 **Two (2) Shot guns: AMMUNITION: 50 (12 GAUGE)**

Serial Numbers : A118996m
 A781544m

6.8 CATTLE STUNNER: AMMUNITION: 25 (2 GRAIN CARTRIDGES)


Serial Number : 9778


*The following firearms are lodged at the Trinidad and Tobago Police Service Armoury for destruction as they have been deemed unserviceable by Mr. Dematos, the Inspector in Charge of the Police Armory.

Four (4) Service Revolvers with Serial Numbers : IJ20552
ALA4295
L1679059
B2396


Seven (7) Service Pistols with Serial Numbers : VJP 9214
VJP9335
VKN7298
MRE2062
VKN7249
MRE1954
VKN7199

6.9 PATROLS

 The Arima Municipal Police Service performed daily sentry and station duties at the Municipal Police Headquarters on a 24-hour basis.

 The Arima Town Hall compound was patrolled daily, especially during the evening and night shifts, to ensure the general security of the building and the Corporation's assets lodged on the compound and to deter any would-be offenders.

 An armed officer was posted daily at the Town Hall during the opening hours and as needed by the Mayor of Arima.

 Daily patrols were made during the week and on weekends at the Arima Public Market, both the Open and Closed Sections, to ensure that vendors carried out their trade in compliance with the Arima Market Bye-Laws and to further ensure the general safety of the burgesses, workers and visitors to the Market. A retro-fitted container was installed at the Market to allow for a continuous Police presence throughout the day. Additionally, officers assisted the Compliance Officer, Mr. Davis on a daily basis to ensure all vendors, burgesses, visitors and employees adhered strictly to the Public

Health Ordinance enacted by Parliament to enforce the wearing of masks and the sanitizing of hands before entry into the Market.

- ✚ Mobile patrols and general law enforcement continued throughout the Borough of Arima, for example, Fiddlers Dreams and Herded Park which is located on the Bye Pass Road Arima.
- ✚ A concentration in Street patrols made a significant impact and effectively curbed Illegal Street vending. Foot patrols were made on a daily basis, in and around the Town Centre, with special attention being paid to the obstruction of footpaths, traffic violations, ensuring pedestrians and drivers adhere to the wearing of face masks or coverings and generally maintaining law and preserving order especially on Queen Street and on Hollis Avenue.
- ✚ Special visits made and attention paid to the Arima Corporation facilities, e.g. the Stockpile, Abattoir, Velodrome and the Amphitheatre areas that were secured by Maintenance Training and Security (MTS) officers and Advance Security Canine Officers, respectively.
- ✚ Officers made round-the-clock mobile patrols to ensure that the business of the Arima Corporation was not disrupted and by extension, the safety and security of the burgesses and stakeholders of the Borough.

6.10 SECURITY ESCORTS

- ✚ Police officers made night-safe bank deposits of revenue collected by the Arima Corporation as required.
- ✚ Officers were posted at the four (4) major banks in the Arima district during the last week of every month to provide security for the elderly and vulnerable persons as there was an upsurge in incidents of pick-pocketing and robberies around this time.

- ✚ One (1) armed plain clothes Police Officer was stationed at the Market Clerk's office on a daily basis from 8am to 4pm in order to facilitate the collection and transportation of market dues to the cashier at the Administrative Office and to ensure the safety and security of said clerk and property.
- ✚ Officers were detailed for duty at the Administrative office from Monday to Friday and sometime on weekend when the need arise to ensure the smooth operations at the office.
- ✚ The Mayor of Arima had armed police escorts (Orderly and Driver) on their official and public engagements or as required on every occasion.
- ✚ During the Carnival celebration, Police Officers were detailed for duty at strategic points within the Borough to ensure the planned activities for those days proceeded as planned without any interruption by breaches of the law.
- ✚ All officers whether on or off duty performed duties for the Local Government Election on 2nd December 2019 and the General Election held 10th August 2020. These officers were stationed at specific polling stations, at the police station and at locations to guard the Ballot boxes.
- ✚ Officers facilitated the Corporation in serving correspondences to their deviant employees.
- ✚ Officers assisted the Building Inspector's Department of the Corporation in serving Stop Notices to persons who were informed to cease construction until all approvals had been obtained from the relevant authorities.
- ✚ Officers conducted numerous exercises with officers of the Northern Division during the course of this period resulting in the detection of both traffic offences and serious crime matters.
- ✚ An Armed officer was detailed for Orderly duty at all Statutory Meeting of Council dressed in full ceremonial uniform and observing all protocols.
- ✚ Officers provided security for the sanitization exercises in the Arima Market and other exercises throughout the Borough of Arima.
- ✚ Officers provided security at the NAMDEVCO Wholesale Market held at the Larry Gomes Stadium every Sunday from 5:00 am to 12:00 midday.

- Officers provided security for the annual Cannon Blast and also for functions held at the First People Compound located at Blanchisseuse Road, Arima.

6.11 **PATROLS**

During the reporting period, officers attached to the Arima Municipal Police were mandated to conduct both mobile and foot patrols throughout the Arima district. The increased visibility of the police resulted in a greater feeling of safety amongst the burgesses and business community especially in light of the world changing events that followed in March 2020. At this time, the World Health Organization announced that the Novel Coronavirus had extended its reach across the globe resulting in numerous illnesses and deaths. This pandemic called COVID-19 continues to threaten the lives and health of the global population and to have a crippling effect on the economies of many countries. When the announcement was made, countries near and far began to put restrictions in place to safeguard the health and well-being of their citizens, including Trinidad and Tobago. The Police Department which is considered an essential service was ordered to increase patrols. The Municipal Police were called upon to provide officers to assist in special exercises and patrols especially when the Public Health Ordinance restricting the operating hours of businesses and requesting that citizens stay at home was commissioned. We did our part by establishing the following:

- A mobile patrol unit was created to patrol the fifty (50) plus parks and recreation grounds in the Arima district.
- Special attention was paid to areas considered “hot spots” especially when all non-essential businesses were ordered to close.
- Police Officers conducted foot and mobile patrols outside the various banks throughout the Borough to maintain social distancing protocols.
- Joint patrols were organized and conducted between the Municipal Police Service and the Trinidad and Tobago Regiment to ensure that citizens were complying with all mandates set out by the Ministries of Health and National Security.
- Arima Municipal Police assisted our sister Municipality, Tunapuna Municipal Police Station, in the provision of officers at the Social Development and Welfare Office to ensure adherence to social distancing measures, the wearing of face masks and sanitization by members of the public and crowd control as it relates to the issuing of grants and cheques for persons affected by COVID-19 pandemic.

Even while the Municipal Police Department provided this increased provision of patrols during the Coronavirus pandemic, we continued to ensure that the assets of the Corporation were safeguarded during this troubling time.

- ✚ **Sweepers Patrol-** This patrol was conducted on a daily basis between the hours of 3:30 am and 6:00 am to ensure the safety of employees of the Corporation while they cleared the streets of debris. As a result of this patrol, officers were lead to the discovery of a lifeless body and the capture of two persons found breaking into a business place. This also provided the employees of the Corporation, especially the females with an added sense of safety knowing that a police presence was always available during these early hours.
- ✚ **Institution Patrol-** At any given time throughout the day, officers visited the institutions of the Corporation at random to ensure that these locations were secured. Status reports were received from security officers of the National Maintenance Training and Security (MTS) and Advance Security Baton and Canine officers who were hired by the Corporation to provide security at the O'Meara Stockpile, the Arima Velodrome and the Arima Abattoir. A record of these visits was routinely made into their diaries with a corresponding entry being made into the Arima Municipal Police Station Diary. These checks were done to ensure that they were alert on duty at all times and that the properties of the Corporation were intact. Additional visits were paid to the Corporation's office, the Arima Market and the Arima Bus Lay-by even while they were closed to ensure that they remained secure and that no unauthorized persons where found on compound.
- ✚ **Mobile and Foot Patrol-** These patrols were made during the day throughout the district of Arima. Special attention was paid to the Town Centre removing all persons found vending illegally. Residential areas were visited as well as the addresses of the Mayor and Member of Parliament.

TOTAL NUMBER OF PATROLS CONDUCTED BY THE ARIMA MUNICIPAL POLICE FOR THE REPORTING PERIOD:

One thousand, three hundred and ninety-one (1,391)

(Comprises Mobile Patrols, Foot Patrols, Market Patrols, Town Hall Patrols)

6.12 EXERCISES, ARRESTS AND TICKETS

There were various exercises conducted by the Arima Municipal Police in conjunction with TTPS and the Trinidad and Tobago Regimental Service. These exercises were held at different locations and at times, not only in Arima but throughout Trinidad. The officers of the Arima Municipal Police Station were exposed to modern policing techniques while at these exercises. A number of persons wanted by the Police Service

were held and warrants were executed for both persons and searches of homes. When the Government proclaimed that the use of face masks by all citizens in the public domain was mandatory, a number of Public Health Fixed Penalty Notices were issued to non-compliant individuals.

6.13 TOTAL NUMBER OF FIXED PENALTY NOTICES ISSUED BY THE ARIMA MUNICIPAL POLICE FOR THE REPORTING PERIOD:

Five hundred and thirty-one (531)

(Comprises traffic violations and Public Health Fixed Penalty Notices)

A number of persons were arrested, charged and brought before the Courts for various offences during this period. These matters ranged from vending illegally, to driving vehicles having never been issued a driver's permit, to fighting in the public domain, to assaulting an officer, to possession of narcotics for the purpose of trafficking, to robbery and to matters as serious as being in possession of a firearm and ammunition.

TOTAL NUMBER OF ARRESTS EFFECTED BY THE ARIMA MUNICIPAL POLICE FOR THE REPORTING PERIOD:

One hundred and seventeen (117)

6.14 MEETINGS AND COURSES

The role of the Superintendent of Police is multi-faceted and includes attending and contributing to various meetings with different stakeholders. During the course of the year the Superintendent of Police attended meetings with other First Division officers of the Municipal Police Service, the Police Heads of the Northern Division, Arima Borough Council, Arima Business Association representatives and other stakeholders to discuss Crime Plans, matters relating to the Municipal Police Service and to discuss solutions and make recommendations for issues, activities and new developments in the Borough of Arima and by extension, the Police Service.

With the ever-changing demands of a career in Policing, it was discussed and agreed that Police Officers attached to the various Municipalities throughout Trinidad should be sent on courses to increase their knowledge base in tactics of Policing, new technologies and the social aspects of the job. An officer having attended these courses, should have more in depth knowledge and a greater understand in the area studied. At the end of it all, it is expected that Municipal Police would not be solely defined by the public as "Market Police", but be seen as an integral part of the fabric of the community. The various courses the officers attended during this period are as listed:

- ✚ EFFECTIVE COMPLETION OF PERFORMANCE APPRAISALS
- ✚ CHILD PORNOGRAPHY
- ✚ POLICE DRILL INSTRUCTOR'S PROGRAMME
- ✚ COMMUNITY POLICING
- ✚ INTERNATIONAL PROTECTION OF REFUGEES
- ✚ COLOUR PARTY TRAINING
- ✚ ELECTRONIC MONITORING RESPONSE MECHANISM
- ✚ NEW U-TURN TICKETING SYSTEM POLICY
- ✚ FIREARMS TRAINING COURSE
- ✚ NEW AND AMENDED LAWS ON CANNABIS SATIVA (MARIJUANA)
- ✚ TRIBUNAL COMMITTEE TRAINING (TO FORM DISCIPLINARY COMMITTEE)
- ✚ ADVANCED LAW ENFORCEMENT EDUCATION AND TRAINING RESEARCH, PLANNING AND INSTITUTIONAL ADVANCEMENT
- ✚ TEAM BUILDING SEMINAR FOR FIRST DIVISION OFFICERS
- ✚ GUIDE TO THE FREEDOM OF INFORMATION ACT WORKSHOP
- ✚ ELECTRONIC MONITORING COURSES

In closing, the Police Department will continue to meet and exceed the mandates set out by the Arima Borough Corporation while keeping pace with developments in the Municipal Police Service as directed by the Assistant Commissioner of Municipal Police.

7.0 DISASTER MANAGEMENT UNIT

Annual Report
October 2019 – September 2020
Disaster Management Unit



Executive Summary

The Disaster Management Unit, which was established from a Cabinet Note in 2008, is founded on the strategic objectives of the Ministry of Rural Development and Local Government. Some of the main objectives were to build community resilience, capacity and a disaster risk reduction culture.

The focus on risk management from a ministerial and borough corporation level there is need for more emphasis on personal responsibility in response to emergency preparedness. However, this administrative year has seen the world dealing with the pandemic of COVID19, which is something that no one was prepared for or ever dealt with before. Interactions became limited; work hours reduced; economies were stunted; schools were closed; activities we took for granted now became a chore that required planning (going to the grocery, putting gas in our vehicle, etc.); and even activities that were considered normal were now banned (going to the beach / river, dining in restaurants, etc.).

As a result of these changes the DMU had to adapt to a very different setting. Our focus in the preparedness stage of going to schools and conducting educational / informative sessions and doing evacuation drills were stopped, as schools have been closed since March 2020. Public outreach sessions and training sessions were also halted at this time as public/mass gatherings were discouraged.

To this end the DMU created power point presentations that was shared on various forms of social media highlighting ways in which persons could better protect their homes and families before, during and after an event; and we re-visited our shelters and ensured they would be COVID compliant should the need arise to open a shelter, this included having wash stations outside, a medical assessment area designated, proper signage, and physical spacing highlighted, etc.

7.1 Introduction

At the Arima Borough Corporation Disaster Management Unit the staffing includes one (1) Disaster Management Coordinator; two (2) Field Officers and one (1) Communication Technician. With reference to Cabinet note of 2008, the Disaster Management Unit is charged with the responsibility of disaster management through all the phases such as preparedness, mitigation, response, recovery and business continuity.

The roles and responsibilities over the years have evolved but there are specific, critical elements which is consistent. They include:

- a. Provide expert Disaster Risk Reduction advice to the Administration of the Municipal Corporations.
- b. Collaborate with other first responders in providing local-level assistance to citizens impacted by hazards.
- c. Manage the operations of the Municipal Emergency Operations Centre (MEOC) when activated.
- d. Educate communities on all phases of the disaster management cycle.
- e. Carry out activities in accordance with the disaster management policy of the Ministry of Local Government

7.2 Achievements for the Period October 2019 – September 2020

1. The Disaster Management Unit in October 2019 saw the DMU continue training of Emergency wardens with the ABC Staff on: 17th, 21st, 24th and the 31st. The last day for this training will be conducted on the 4th November.
2. The DMU assisted the Arima Girls' RC Primary School on the 16th October in conducting an evacuation drill with the assistance of the Arima Municipal Police and the Arima Fire Station
3. In recognition of World Food Day 2019, the DMU distributed seeds to the workers of the ABC on the 16th October
4. The Coordinator attended the launch of the Emergency Management Agency of Trinidad and Tobago (EMATT) on the 16th October
5. The DMU conducted an outreach with the Neighbourhood watch group at Lawrence Park, Arima on the 21st October
6. Staff of the DMU were interviewed by the Caribbean Public Health Agency (CARPHA) on the 22nd October in relation to the flooding from October 2018
7. The Coordinator attended the HSE Conference hosted by AMCHAM on the 23rd October

8. The DMU collected sandbags from the ODPM to distribute amongst the regional corporations on the 25th October
9. The Communication Technician attended a training session at the Chaguanas Borough Corporation on the 6th November
10. The DMU assisted with a fire drill at the Arima Borough Corporation Main Administration Building on the 12th November
11. The DMU was on standby for the functional exercise conducted by the Senior Disaster Management Coordinator at Head Office on the 12th November
12. In December the Unit assisted the Siparia Regional Corporation and the Penal/ Debe Regional Corporation to do initial damage assessments in the days following heavy rainfall that impacted their regions:
 - The DMU was present at the SRC on the: 16th , 17th, 18th December 2019 to assist with assessments
 - The DMU was present at the PDRC on the: 20th, 21st, 27th December 2019 to assist with assessments
13. The DMU assisted in the coordination of relief supplies from the ODPM warehouse to the affected regions of MRCRC, PTRC, PDRC, SRC on the 18th December
14. The DMU engaged the primary and secondary schools of the area, offering assistance to carry out drills and awareness programmes. Letters delivered on the 7th and the 21st of January respectively.
15. The Field Officers met with officials from the Ministry of Social Development and Family Services to obtain data on the vulnerable population of the Borough (Senior citizens) on the 15th January
16. The Unit assisted the Arima Boys' RC Primary School in conducting a fire evacuation drill on the 22nd January. The Arima Municipal Police assisted as well.
17. DMU met with NALIS Arima to plan for our participation in their programme for emergency awareness.
18. Met with the Arima Central Government Secondary School on the 24th January to discuss plans with the school in relation to our participation in their emergency plans
19. The DMU attended the Disaster Conference 2020 on the 28th January at the San Fernando City Hall
20. On the 29th January the Unit received a call from SWMCOL that the Guanapo Landfill would be closed due to a fire, this resulted in the area of Calvary / Mt. Pleasant being impacted with smoke.
21. The ABC was called upon to assist in operations at the Guanapo Landfill on the 30th January with water trucks. ABC Water trucks were present at the landfill on the following days: 30th January, 31st January, 1st February, and the 2nd February. SWMCOL thanks us profusely for our assistance, and commends the workers on the trucks for their support.

22. The DMU Communication Technician participated in the Tsunami evacuation drill in the Carenage area with the DMRC DMU on the 5th February
23. Field Officer attended an information session with Water Resource Agency on Flood Early Warning Systems on the 7th February
24. The DMU conducted an awareness session at the Arima Public Library on the 7th February to students of the Arouca Anglican Primary School
25. Coordinator attended stakeholders workshop with Ministry of Planning in relation to the Development of new mitigation measures and emission reduction potentials for the energy, transport, industrial, waste, agriculture, forestry, land use and other land use changes sectors on the 13th February
26. Coordinator attended a 2 day Workshop at the ODPM NEOC, Mausica on Information and Data Management on the 18-19th February
27. The DMU conducted an awareness session at the Arima Public Library on the 27th February to students of the Brasso Seco RC Primary School
28. On the 3rd March the Unit received a call from SWMCOL that the Guanapo Landfill would be closed on the 4th March due to a fire at the Landfill. Water trucks put on standby, however they were not needed as SWMCOL was able to control the situation internally.
29. The DMU was ordered to cease operations under the preparedness phase, such as school awareness programmes, public outreach programmes, training sessions as a result of the COVID19 Pandemic from the 13th March.
30. The DMU issued hand sanitizers to the following departments/offices: Sanitation Department, Mayor's Office, Municipal Police, Dispatcher Officer, Workshop Foreman, Parks Department, CEO's Office
31. The DMU loaned ten (10) cots to the Arima Health Facility on the 19th March (still to be returned)
32. The DMU loaned a generator to the TTDF to assist in their operations in response to COVID19 on the 23rd March, this was returned on the 25th September 2020.
33. The DMU delivered Ministry of Social Development and Family Services Emergency Food hampers to the burgesses of Arima in the Months of March and April
34. The ABC welders began construction of the Flood Early Warning housing units for the Water Resource Agency (WRA)
35. The ABC began miking communities in relation to Ministry of Health guidelines for COVID19 in April
36. Items (Masks, gloves, hand sanitizers, goggles) collected from ODPM distributed to the other regional corporations

37. Gloves collected from Ministry of Social Development and Family Services distributed to the other regional corporations
38. Meeting with the Arima Rehab Centre to develop an emergency plan / evacuation plan for the Centre in May
39. Creation of presentations that were shared on social media platforms to inform the burgesses of what can be done Before, During and After a Hurricane and Flooding, also a Homeowners Guide of Do's and Don'ts for Hazard Risk Reduction
40. Re-engaged the CERT of the ABC
41. Disaster preparedness session with the Covenant Community of YAWEH via online medium on the 17th May
42. 1st June- ODPM ensured that the radio located at the DMU Stockpile is functional.
43. As a result of heavy rainfall overnight, the DMU did a drive through of streets that usually experience flooding as well as visited several water courses to ensure there were no blockages on the 10th June
44. The DMU conducted a simulation of the opening of a shelter with all COVID19 Protocols in place on the 16th June 2020 from 9am -12pm at the Upper Malabar Community Centre. Members of Council and members of the Disaster, Health and Safety Sub-Committee were present.
45. High wind event on the 21st June, resulted in fallen trees and blown rooves. Wind speed recorded at the DMU Stockpile location 57.9 (Km/hr) or 35.9 (MPH) at 4.30pm. DMU activated and made site visits, relief was distributed. Letters for relevant grants were prepare for homeowners.
46. High wind event on the 27th June, resulted in fallen trees and blown rooves. Wind speed recorded at the DMU Stockpile location 57.9 (Km/hr) or 35.9 (MPH) at 7am and 7.30am. DMU was activated, site visits were made, relief distributed. Letters for relevant grants are being prepared for individuals. Thank you to Transport and Public Health Dept for their assistance.
47. Assisted TPRC with the clearing of a landslide at Heights of Aripo on the 30th June.
48. The ABC DMU participated in the Simulation Exercise Bravo hosted by the Ministry of Rural Development and Local Government on the 3rd July, where all 14 Corporations went through the process they would take for the impending impact of a storm.
49. TPRC Tree cutters assisted the ABC with the cutting of threatening trees at Paul Mitchell St and at Carib Circular on the 15th July. Public Health assisted with the removal of the debris.
50. ABC DMU started distribution of Shelter Management Certificates for those persons who participated in the online course in June (9th and 10th)
51. The ABC DMU started to receive information on the 21st July that Trinidad would be impacted by a Tropical Depression #7.

52. The TD7 was upgraded to Tropical Storm Gonzalo on Wednesday 22nd July with possible landfall on the Saturday 25th July. At this time information was put out to the burgesses that sandbags would be available to those in low lying, flood prone areas.
53. On the 24th July Trinidad was placed on an Adverse Weather Alert#1- Yellow Level at 3.53pm, this alert level was raised to Orange at 10.26pm, with the effects of the TS expected to be experienced from 11am on the 25th July
54. The ABC DMU activated its EOC on the 25th July at 7am, to continue to monitor the situation as well as to continue distribution of sandbags to the burgesses. The area experienced overcast conditions for most of the day with intermittent rainfall. The MET Service issued an Adverse Weather Alert Discontinuation- Green Level at 2.34pm. The ABC DMU stood down operations at 3pm.
55. The DMU did a drive through of streets that usually experience flooding as well as visited several water courses to ensure there were no blockages on the 25th July
56. Site visit with Public Health on the 28th July in relation to cutting/trimming/pruning trees that pose a danger to the public.
57. As a result of the Ministry of Health guidelines on the 31st July 2020, the DMU would be postponing the CERT Training carded for the Month of August and September.
58. As a result of heavy rainfall on the morning of the 2nd August, the DMU EOC was activated to respond to reports of flooding. The DMU received 10 flooding reports, 1 leaking roof and 1 report of an overflowing sewer
59. Field Officers were out doing IDA for additional reports of flooding received on the 3rd and 4th August. The DMU received 6 additional reports of flooding
60. The DMU loaned the TTDF 75 cots on the as they set up operations for Elections Days (10th August), cots were returned on the 12th August
61. As a result of heavy rainfall on the morning of the 8th August, the DMU EOC was activated to respond to reports from the burgesses. Three (3) reports were received: 1 collapsed Tapia house; 1 leaking roof; and 1 report of flooding. The DMU also did a drive through of the usual flood prone, low-lying areas as well as visited water courses to ensure there were no blockages.
62. As a result of heavy rainfall on the 18th August the DMU also did a drive through of the usual flood prone, low-lying areas as well as visited water courses to ensure there were no blockages.
63. On the 25th August the DMU conducted a walk-through of the Calvary/Mt. Pleasant Community Centre to formulate the layout of the shelter with COVID19 Protocols.

64. The DMU attended a virtual meeting with the SDMC and other Regional Corporations on the 2nd September in relation to the new protocol of conducting site visits as a result of the community spread in COVID19
65. As a result of heavy rainfall on 3rd September, the DMU responded to reports of flooding and landslides.

Table 1. Incidents of 2020 – Arima Borough Corporation

| | Fire | Land Erosion | Flood | Earthquake | Roof Damage | Fallen Tree | Other |
|-----------|-------------|---------------------|--------------|-------------------|--------------------|--------------------|--------------|
| January | 0 | 0 | 0 | 0 | 3 | 1 | 0 |
| February | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| March | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| April | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| May | 0 | 0 | 0 | 0 | 1 | 1 | 1 |
| June | 0 | 0 | 0 | 0 | 15 | 8 | 0 |
| July | 0 | 1 | 0 | 0 | 3 | 1 | 1 |
| August | 0 | 0 | 17 | 0 | 8 | 0 | 7 |
| September | 0 | 3 | 4 | 0 | 0 | 2 | 1 |
| October | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| November | 0 | 0 | 0 | 0 | 2 | 0 | 1 |
| December | - | - | - | - | - | - | - |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

7.3 Projections for 2021

The Disaster Management Unit continues to serve the burgesses of the Arima Borough Corporation as well as those of our neighbouring Corporations. In this vein, the Unit seeks to obtain a Mobile Emergency Operations Centre (EOC). This vehicle will serve as the EOC of the Unit when on the field. This EOC will be equipped with solar panels and a generator which will in turn power the laptops, printer, a/c unit, lights and other equipment as need be. The vehicle will also have desks and chairs to accommodate the relevant staff.

The Unit will be utilizing our Unmanned Aerial Vehicle (UAV- Drone) to map our region. This would permit us to better see and understand patterns and relationships between streets, buildings and vegetation. This capability will assist the Unit in developing our emergency plans and response actions accordingly. The DMU also has plans to renovate our Emergency Operations Centre (EOC), to better serve our region as well as to make staff more comfortable.

The Disaster Management Unit recognizes the need for training at all levels, for staff of the Corporation as well as the burgesses. In light of this the Unit will continue to offer Shelter Management Training, Community Emergency Response Team (CERT) Training, and Incident Command System (ICS) Training as well as any other training that may be deemed relevant to the staff and burgesses. The intention of this training would be to equip individuals to take care of themselves and their families during emergency situations. This would be reliant on restrictions being lifted for gatherings.

The Unit continues to push the agenda geared towards being able to sustain one's family for a 72 hour period post emergency as this is part of the National Disaster Relief Policy. Within this timeframe essential utilities may malfunction. The authorities, such as the Water And Sewerage Authority (WASA), Trinidad and Tobago Electricity Commission (T&TEC), Trinidad and Tobago Police Service (TTPS), Trinidad and Tobago Fire Service (TTFS) and Health Services may not be able to get to citizens immediately during or after a disaster. This allows the relevant authorities' sufficient time to recover and respond. The protocol seeks to instil a culture of self-dependency within citizens of Trinidad and Tobago.

8.0 HEALTH AND SAFETY

8.1 Challenges and Achievements

Our greatest challenge yet as indeed for the Country as a whole, has been and continues to be COVID 19. Notwithstanding the Guidelines issued by the Ministry of Health, the following measures have been taken:

1. A COVID 19 Policy was approved by Council and is currently being implemented throughout the Corporation.
2. Initially, face masks were distributed throughout the Corporation and everyone is encouraged to ensure their safety, by wearing their masks always as far as is reasonably practicable.
3. Frequent hand sanitising / washing of hands is encouraged by the installation of signage, sinks solely for the washing of hands and hand sanitising equipment/hand sanitising liquid being placed at conspicuous locations.
4. There is frequent monitoring of the body temperatures of persons entering any of the Corporation's places of business. It should be noted that anyone with a temperature of 37.5⁰ and above would be denied entry and referred to a public medical facility.
5. Evacuation Maps depicting evacuation routes have been completed and placed at conspicuous locations through-out the Administration Office.
6. Evacuation Drills including false alarms due to malfunctioning of the Alarm System, tested the readiness of the Emergency Wardens. We continue to work on our Emergency responsiveness to get it to an optimum level.

8.2 Recommendations

1. I wish to reiterate that persons who are placed in supervisory positions should be properly

prepared for such positions and not placed in those positions just because of seniority. Knowledge of Roles and Functions is extremely critical and has a direct impact on the safety and wellbeing of the persons under their charge.

2. There is a need for the development and the placing on record, **Standard Operating Procedures** for all aspects of our endeavours. This action will form the basis of our **Safe Systems of Work** which is mandated by Part II section 6 of the Occupational Safety and Health Act Chapter 88:08.
3. The timely submission of Incident / Accident Reports is critical to the facilitation of Data Collection for health and safety purposes.

8.3 Conclusion

Part II section 6 of the Occupational Safety and Health Act Chapter 88:

08, places a duty of care upon all employers *so far as is reasonably practicable*, to ensure the safety, health and welfare of employees while at work. It should also be noted that section 10 of the said Act, also places a duty of care on the employee, breaches for which there are severe consequences.



Simon A. Toussaint BSc OSHE

HSE Officer

Arima Borough Corporation

9.0 INTERNAL AUDIT DEPARTMENT

REPORT OF THE INTERNAL AUDIT SECTION FOR THE PERIOD

1ST OCTOBER 2019 TO 30TH SEPTEMBER 2020

The Internal Audit Section at the Arima Borough Corporation was established in accordance with the Financial Regulations, 1965 Section 13 (4), which stipulates that “each Accounting Unit shall have a check staff and an independent Internal Audit Section”.

The scope of work of the Internal Audit Section entails the examination and evaluation of the systems of internal controls to ensure compliance with the following:

- The Financial Regulations 1965
- The Financial Instructions 1965
- The Statutory Authorities Service Commission Act
- The Statutory Authorities Service Commission Regulations
- The Municipal Corporations Act 21 of 1990 and subsequent amendments
- The Municipal Corporations Pensions Act, Chapter 25:05
- The Bye Laws of the Arima Corporation
- The Terms and Conditions of Employees as set by the Chief Personnel Officer
- Circulars and directives issued by the Chief Personnel Officer, The Ministry of Finance and the Ministry responsible for Local Government
- Other relevant laws and guidelines.

The Section is comprised of an Auditor I and an Auditing Assistant and reports directly to the Chief Executive Officer of the Corporation.

For the fiscal year 2019/2020, the Section performed investigations as instructed by the Chief Executive Officer. The investigations included routine audits on revenue collection, cash disbursements etc.

It must be noted that the Arima Corporation is responsible for the payment of retirement benefits to both its daily-rated and monthly paid employees. Emphasis is placed on the accuracy and completeness of information document for all employees.

The Internal Audit Section, therefore, plays a key role in the organization by assisting the Officers of various department to effectively discharge their duties by providing objective analysis and interpretation of regulations and guideline, making recommendation for greater efficiency and compliance and providing information on established practices and procedures.

9.1 AUDIT ACTIVITIES: - 1ST OCTOBER 2019 TO 30TH SEPTEMBER 2020

9.2 ROUTINE AUDITS

Audit for compliance with regulations and procedures were conducted in the following areas:

- Cash survey on cashier and verification exercise of cheque books and receipts books in use.
- Audit verification exercise of dues collected at the Arima Market;

9.3 INVESTIGATIVE AUDITS

The following audit exercise as directed by the Chief Executive Officer were conducted:

- Request for utilization of unspent balances.
- Report on status of firearms and ammunition held at Arima Municipal Police Station.

9.4 VERIFICATION OF COMPUTATIONS AND RECORDS

The understated is a list of the computations and records examined and verified by the Audit Section for authorization accuracy, compliance and completeness.

- Workmen's compensation
- Computation of arrears of increment
- Pre-retirement leave eligibility
- Arrears of allowances
- Computation of overpayment and underpayment of wages
- Computation of gratuity (20% of gross honorarium)
- Computation of arrears of increment
- Pension and Leave Record

- Severance computations
- Incremental certificates
- Overtime computations

9.5 OTHER RELATED ACTIVITIES

The auditor I attended monthly; The Finance and Allocation of Resources Committee Meetings and Statutory Meetings of the Council and other meetings attended were special sittings of the Finance and Allocation of Committee, Heads of Department Meetings and other meetings as directed by the Chief Executive Officer.

10.0 THE PERSONNEL DEPARTMENT

The Personnel Department is mainly responsible for the fulfillment of the Human Resource Management needs and services of all the Corporation and its employees.

In order to discharge its responsibilities, the department is staffed by the following officers:

One (1) Personnel & Industrial Relations Officer II

Two (2) Clerk IV

Two (2) Clerk III

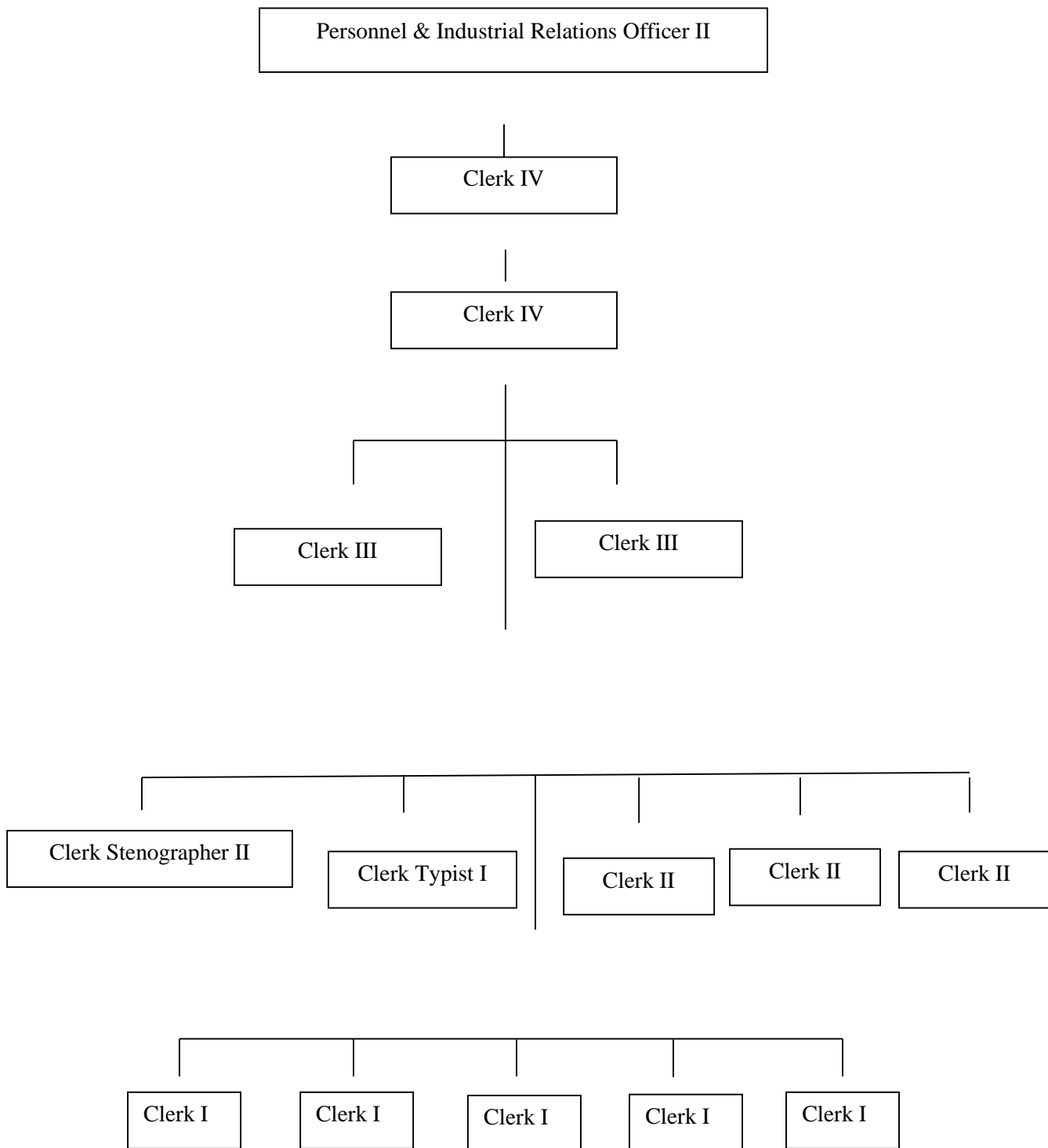
Three (3) Clerk II

Five (5) Clerks I

One (1) Clerk Stenographer II

One (1) Clerk Typist I

The structure of the department is as follows:



The department continued to recognize that the human resource is most important and valuable. The Department provided services to a total of seven hundred and forty-eight (748) employees which comprised approximately one hundred and ninety-two (192) monthly paid officers, five hundred and thirty-six (536) daily rated employees and twenty (20) auxiliary workers. In addition, it treated with burgesses and the general public with respect to issues related to the functions of the Department.

The operations of the Personnel Department involved several functions as listed hereunder.

- General Administration
- Recruitment Selection and other related services
- Benefits Administration
- Employee Relations
- Industrial Relations
- Training and Development

DURING THE PERIOD UNDER REVIEW, OFFICERS FROM THE DEPARTMENT CONDUCTED THE FOLLOWING SERVICES IN ORDER TO ENSURE THAT THE MADATE OF THE PERSONNEL DEPARTMENT WAS ADMINISTERED

10.1 GENERAL ADMINISTRATION

- Attended monthly council meetings.
- Prepared and submitted monthly reports to the Personnel Committee of Council on the activities relating to employees of the Corporation.
- Prepared quarterly reports on the execution of functions devolved for submission to the Chief Personnel Officer.
- Prepared periodic reports requested by external agencies such as the Ministry of Local Government, Statutory Authorities Service Commission and Personnel Department (Chief Personnel Officer) on matters relating to the monthly-rated and daily-rated workforce.
- Received and dispatched correspondence as required to and from internal departments.
- Responded to correspondence from external agencies requesting information on monthly-paid and daily-rated matters.
- Maintained a record of attendance and punctuality and notified employees on a monthly basis of same.
- Prepared job letters and other correspondence for all employees.

- Attended meetings of Heads of Departments.
- Monitored and maintained updated performance reports for employees.
- Monitored, maintained and updated personal files, confidential personal files, and other files as were deemed necessary for all employees
- Arranged staff meetings of the Department.
- Attended to the public, (internal and external) with respect to claims, queries, and general information.
- Prepared recommendations for the approval of the Statutory Authorities Service Commission.
- Managed the assignment of staff and daily rated employees to various Departments.
- Assignment and recommendations for leave replacement as necessary for both daily rated and monthly paid employees.
- Communicated with internal Heads of Department with regard to their human resource needs, promotion etc.

10.2 Temporary Appointments

One (1) Deputy Chief Executive Officer
 One (1) Town Superintendent
 One (1) Storekeeper II
 One (1) Administrative Assistant
 One (1) Clerk I
 Fourteen (14) Clerk I
 One (1) Works Foreman I
 One (1) Engineer

10.3 Appointment/Promotions – Monthly Paid Employees

One (1) Draughtsman
 Two (2) Clerk III
 Seven (7) Clerk I
 Eleven (11) Police Constables

10.4 Promotion on Transfer

One (1) Accountant I
 One (1) Clerk IV
 One (1) Clerk III
 One (1) Cashier II
 Two (2) Clerk II
 One (1) Clerk Stenographer II
 One (1) Clerk Typist II
 One (1) Clerk I
 One (1) Clerk Typist I
 One (1) Estate Constable

10.5 Contract Employment – Short Term

One (1) Corporate Secretary
One (1) I.T. Specialist
One (1) Health & Safety Officer
One (1) Financial Officer
One (1) Engineer
One (1) Engineering Aide
One (1) Caretaker
One (1) Communication Attendant
One (1) Civil Engineer Supervisor
One (1) Corporate Communication Assistant

10.6 Contract Employment

One (1) Personal Assistant to Mayor
One (1) Secretary to Mayor
Seven (7) Secretary to Councillors

10.7 RECRUITMENT AND SELECTION AND OTHER RELATED SERVICES

- **Maintained the Permanent and Regular Establishment of Daily-Rated Employees.**

10.8 On-The-Job Trainees (OJT)

Eleven (11) On-The-Job Trainees were assigned to the Corporation.

10.9 BENEFITS ADMINISTRATION

1. Prepared Pension and Leave Records for thirteen (13) former employees.
2. Processed all types of leave e.g. sick (normal and extended), casual, vacation, maternity, paternity, injury, compensatory, bereavement, study, leave of absences without pay etc.
3. Prepared Incremental Certificates for all eligible workers.
4. Prepared sick leave bonuses for eligible daily rated workers.
5. Prepared retirement benefits for four (4) monthly-paid employees and twenty-three (23) daily rated workers who retired compulsorily.
6. Prepared fourteen (14) applications for Senior Citizen Pension, for former employees

7. Prepared Death Benefit due for three (3) former employee.
8. Ensured the payments of allowances and premiums to monthly and daily rated employees.

10.10 EMPLOYEE RELATIONS

9. Eligible employees continued to be registered with the Health Plan.
10. One (1) employee were referred to the Medical Board.

10.11 INDUSTRIAL RELATIONS

1. Engaged meetings with the Public Services Association (PSA) and National Union of Government and Federated Workers (NUGFW) the recognized majority unions representing monthly and daily-rated employees respectively.
2. Conducted Step 3 meetings with respect to daily-rated matters, as well as other grievance meetings involving monthly-rated and daily rated issues.

10.12 TRAINING AND DEVELOPMENT

The Personnel Department recognizes the critical role that it must play in ensuring that its Human Resource capabilities are at a level to achieve the organizational goals and objectives.

Training to enhance job performance, was limited due to constraints in funding and the Covid -19 Pandemic.

10.13 CONCLUSION/RECOMMENDATION

The demands for Human Resource Services have increased considerably, this must somehow be complemented with adequate staffing. To this end there is need for the establishment of a Human Resource Management Unit.

It is to be noted that since the boundaries of the Borough extended in the 1980s there has been no notable increase in the daily rated workforce.

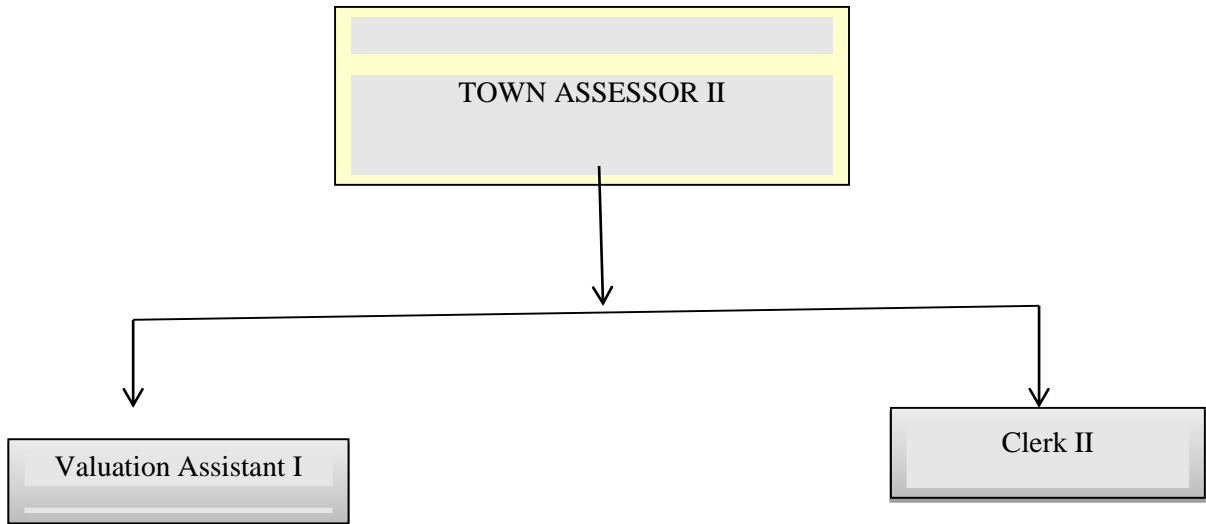
The development of several new housing areas within the Borough has put an additional strain on the human resource that is currently available to meet the demands for services.

It is important that the workforce be increased in order to adequately service the increasing needs of the burgesses.

11.0 ASSESSMENT

The General Structure of the Assessment Department

Is illustrated as follows:



11.1

LIST OF FUNCTIONS AND RELATED TASKS

1. Maintenance of the House Rate Books (HRB):
 - Returns of new owners processed
 - New properties entered
 - Removal of House Notices
 - Property transfers
2. Levying of Property Rates
 - New assessments made
 - Notices of Assessment prepared and dispatched for all properties assessed
3. Presentation of House Rate Book (HRB)
 - Recapitulation of House Rates
 - Presentation of Rolls to Council

4. Public viewing of Rolls

- Advertising the opening of the Rolls to the Public for viewing
- Making extracts available

5. Objections

- Hearings with the Commissioner of Valuations and objectors
- Field Surveys
- Communication of findings to objectors
- Updating of Rolls

6. Other Services

- Preparation of Certificates of Assessment
- Estate Management (Brooklyn Estate Properties)
- Preparation of Water Application forms for connection

11.2 LEVYING OF PROPERTY RATES ACT 21:1990 SECTION 77

| | | |
|--------------------------------|---|--------|
| Hereditaments 2018/2019 | - | 11,444 |
| New Units Registered 2019/2020 | - | nil |
| Total Hereditaments 2019/2020 | - | 11,444 |
| Percentage Increase | - | .0% |

11.3 REVENUE COLLECTION**Total Revenues Collected 2018 - 2019:**

| | | |
|-----------------|---|---------------------|
| Rates | - | \$195,344.00 |
| Rents | - | 121,257.00 |
| *Other Services | - | <u>40,800.00</u> |
| Total | - | <u>\$357,401.00</u> |

Total Revenues Collected 2019 – 2020:

| | | |
|-----------------|---|---------------------|
| Rates | - | \$ 56,618.00 |
| Rents | - | 126,279.00 |
| *Other Services | - | <u>50,130.00</u> |
| Total | - | <u>\$233,027.00</u> |

Difference in Revenues Collected:

| | | |
|---------------------|---|----------------------------|
| 2019-2020 | - | \$233,027.00 |
| 2018-2019 | - | <u>357,401.00</u> |
| Difference | - | <u>< 124,374.00></u> |
| Percentage Decrease | - | .35% |

11.4 MAINTENANCE OF HOUSE RATE BOOK

| | | |
|--------------------------------------|---|-----|
| Number of Returns processed | - | Nil |
| Number of New Properties assessed | - | Nil |
| Number of Removal of House processed | - | 05 |

Changes are reflected in the House Rate Ledgers and Rolls as they apply.

11.5 PRESENTATION OF THE HOUSE RATE BOOK TO COUNCIL**ACT 21: 1990 SECTION 84 (C)**

The Department usually presents the House Rate Book to Council by statutory deadline on or before March 31 of each year. However, with the proposed restructuring of the Property Taxes, this function has been suspended indefinitely with effect from 31st December 2009.

11.6 OTHER SERVICES

A total of five hundred and fifty-seven (557) Assessment Certificates were prepared for this period.

| | | |
|----------------------|---|----|
| ➤ Leases processed | - | 02 |
| ➤ Consents processed | - | 04 |

*Other services include: certified copies, certificates of assessment, extracts, consents, processing of leases, etc.

11.7 REMARKS

The Assessment Department now operates with a Town Assessor, one (1) Valuation Assistant and one (1) Clerk II. The position of Clerk I was removed from the Department. With effect from December 31st 2018, all transfers and registration of properties were ceased and are now being referred to the Valuation Division to be processed as instructed by the Ministry of Finance's Memorandum dated December 5th 2018. The department, however, continues to collect arrears of House Rates and Taxes prior to 2010 as well as Land Rents for Brooklyn Estate Properties in this financial period. Land Rent Notices for Brooklyn Estate properties are prepared and mailed at the beginning of the financial year.

Currently the House Rates Rolls and Ledgers are up to date and are maintained on a daily basis.

Respectfully submitted,

Jane Toussaint

Town Assessor II