



Arima Borough Corporation

Annual Report 2016 - 2017



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TTPAR-ABC

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EXECUTIVE SUMMARY

This Administrative Report which covers the years **2016 – 2017** is submitted pursuant to Section 66D of the *Constitution of Trinidad and Tobago*.

This Administrative Report provides information on the Arima Borough Corporation - the only Royal Chartered Borough in the western hemisphere - states its reason for existence, its corporate values and outlines the manner in which business is conducted within the organization. A brief corporate history, details of the location of offices/operational centers and their respective achievements are given.

The report is divided into twelve (12) 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, why it was created, its vision, competitive advantage and overall structure.

The Second section outlines the performance of the *Accounting Unit* and has information on Government Subventions and a comparison of Income and Expenditure received for the financial year.

Section Three contains the report of the *Works/Engineering Department*. It provides information on construction and recurrent projects including the erection of Security Booths at the Arima Velodrome and access ramps at the Arima Public Market. Information is also given on parks maintenance, fleet management and building inspections.

Section Four deals with works executed under the *Development Programme* including the upgrade of Rose Park, the market storage system, installation of CCTV cameras at the Market and Town Hall, and the procurement of disaster relief accessories and equipment by the Disaster Management Unit.

Section Five provides information on the performance of the *Public Health Department*. This department processed over three thousand five hundred (3,508) food badges, inspected two hundred and seventy-seven (277) premises and identified over three hundred (317) itinerant vendors in operation. The need for an increase in the public health inspectorate was identified as a means of addressing the potential increase in insects/vectors and rodents likely to arise from increased housing, burgesses, food and business establishments within the town. Over eleven thousand five hundred (11,565) households were inspected by the Insect/Vector and Rodent Control Unit of the Corporation in the quest to limit diseases. Reports on the activities of the *Sanitation Foremen*, and *Litter Prevention Wardens* of the Corporation are also contained in this section.

Section Six focuses on the performance of the *Arima Municipal Police Service* which is plagued with the perennial problem of insufficient staff and the loss of well-trained Municipal officers to the Trinidad and Tobago Police Service. In order to limit illegal vending within the Borough, the Municipal Police Inspector - due to the shortage of officers - sought assistance from the Immigration Detention Center and the Praedial Larceny Unit.

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Section Seven outlines the activities of the *Disaster Management Unit* highlighting the achievements and shortcomings of the Unit as well as the social and economic gaps that hinder the resilience of several of our burgesses in the event of disasters. In the pursuit of its mandate, this Unit held evacuation drills at nine (9) Primary schools, Workshops for stakeholders of Pre-schools, installed signage at Emergency Shelters and trained Shelter Managers.

Section Eight summarizes the activities of the *Health and Safety Unit* and highlights an incident in which staff refused to occupy office space on Hollis Avenue. Arima based on advice from the representative union - the *Public Services Association (PSA)*. The need for appropriate accommodation for the Municipal Police Service was also identified. Staff members were trained in First Aid, Sexual Harassment in the Work Place, and on Safety issues. Signs - exit, directional and muster point - were installed at the Town Hall, the Municipal Stadium, and the Municipal Police Station as needed.

The Ninth section contains details on the operations of the *Internal Audit Department*.

The Tenth section focuses on the *Personnel Department* and emphasizes the need for the creation of an adequately resourced Human Resources Unit.

The Eleventh section outlines the functions and operations of the *Assessment Department*. Several activities of this department have been suspended pending further advice on the collection of rates and taxes. The resulting decrease in the collection of revenue was given. There was an increase however, in the total number of Hereditaments, to eleven thousand three hundred and ten (11,310), on the Assessment rolls of the Corporation.

The final section - Section Twelve - highlights **recommendations for the future** with respect to the administration and development of the Royal Chartered Borough of Arima. The need for the construction of the Administrative Complex is re-iterated in this Annual Report.

Mrs. Cheryl Sirju-Chong
Chief Executive Officer

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;

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Guided by the following **Core Values**:

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

1.7 Location of Operational Centers

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 which is comprised of seven (7) Councillors and four (4) Aldermen. The Council is led by Her Worship the Mayor Councillor Lisa Roxanne Morris-Julian. Listed hereunder are the members of Council, electoral districts where applicable and the committees chaired by each member during fiscal 2016/17:-

1. Her Worship the Mayor, **Councillor Lisa Roxanne Morris-Julian** Mayor of the Borough of Arima and Councillor for Arima Central; Chairman of the Finance, Planning and

Allocation of Resources; Statutory; Urban, Local Health Authority; and Art, Culture and Public Ceremonies Committees.

2. **Deputy Mayor - Alderman Cagney R. Casimire**; Chairman of the Security Committee.
3. **Alderman John Austin Joseph**; Chairman of the Disaster Preparedness and Management Committee.
4. **Alderman St. Servius Clint Pamphille**; Chairman of the Physical Infrastructure Committee.
5. **Alderman Annette Mungal-Gopaul**.
6. **Councillor Bertiney Pollidore**; Councillor for Malabar South and Chairman of the Environment, Beautification and Recycling Committee
7. **Councillor Brennon Patterson**; Councillor for Tumpuna and Chairman of the Welfare and Youth Affairs Committee.
8. **Councillor Anthony Davis**; Councillor for Arima West/O'Meara and Chairman of the Public Health Committee.
9. **Councillor Michael Castellano**; Councillor for Calvary and Chairman of the Sports and Recreation Committee.
10. **Councillor Linette Shaffie-Ramcharan**; Councillor for Malabar North and Chairman of the Education Committee.
11. **Councillor Kendal Charles**; Councillor for Arima Northeast and Chairman of the Personnel and Human Resources Development and Small Business Development and Registration 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 labor 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

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The total 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 officers of the Arima Municipal Corporation through 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. Art, Culture and Public Ceremonies
- e. Security
- f. Disaster Preparedness and Management
- g. Physical Infrastructure
- h. Environment, Beautification and Recycling
- i. Welfare and Youth Affairs
- j. Public Health
- k. Sports and Recreation
- l. Education
- m. Personnel and Human Resources Development
- n. Small Business Development and Registration
- o. The Regional Coordinating Committee.

As stated before, these committees are chaired by individual Councillors and Aldermen and are responsible for the management of appropriate aspects of the Corporation's affairs as indicated by Committee titles.

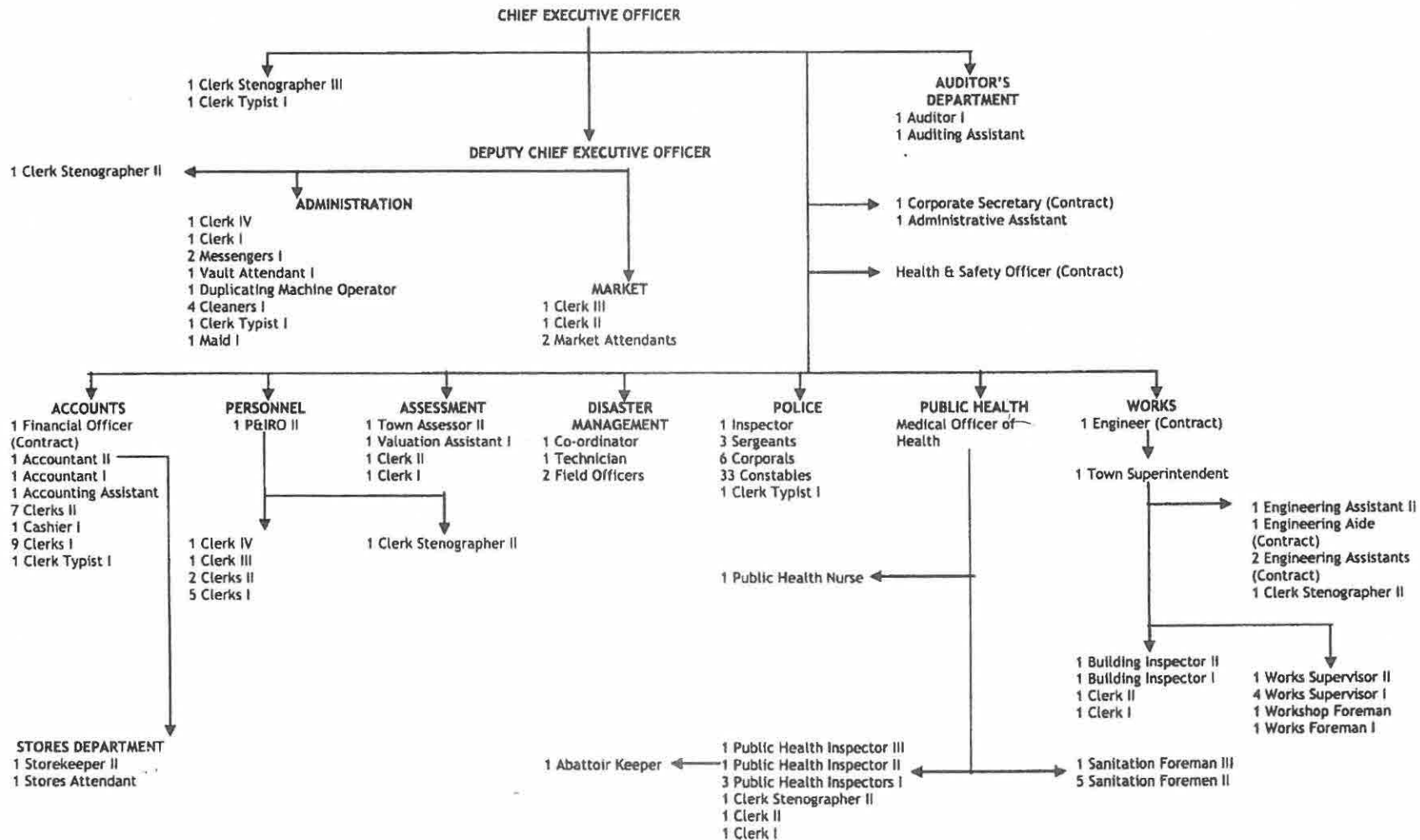
There are four (4) Standing Committees, which are:

- **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 arm. 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.

ARIMA BOROUGH CORPORATION – ORGANIZATIONAL CHART



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 **2014/2015** 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

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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 Corporation.

2.0 ACCOUNTS DEPARTMENT

The Accounts Department has at its helm: One (1) Financial Officer (on contract) and One (1) Accountant II. Further details on the structure of this department are outlined in **Fig. 1.1** on page 10 of this document.

2.1 GOVERNMENT SUBVENTIONS

The Allocation received was detailed as follows: -

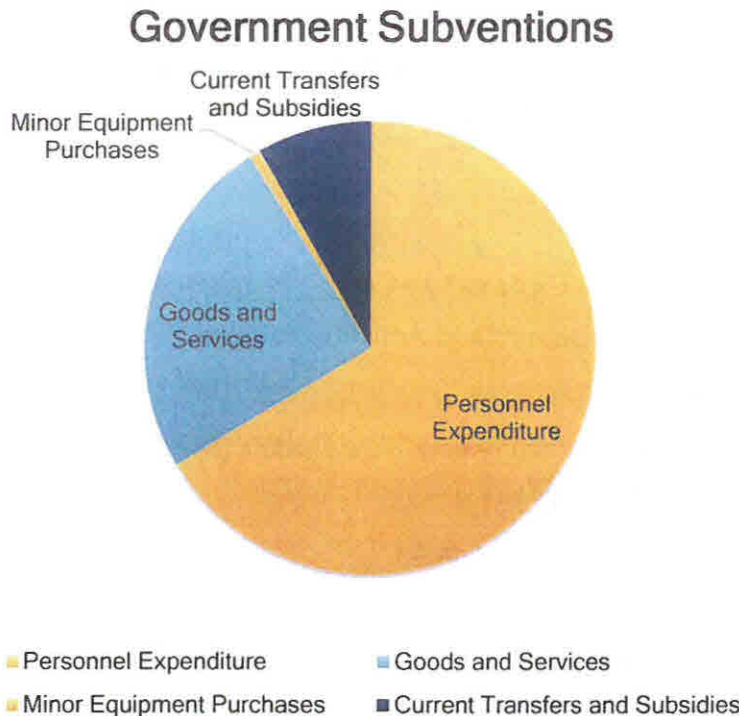
- Government Subvention – \$82,381,833.00
- Other Income – \$ 1,486,966.00

The Arima Borough Corporation’s original Recurrent Allocation was Eighty-Six Million, One Hundred and Forty-One Thousand Dollars (\$86,141,000.00).

The Actual Government Subvention received was Eighty-Three Million, Eight Hundred and Sixty-Eight Thousand, Seven Hundred and Ninety-Nine Dollars (\$83,868,799.00) and was released accordingly.

- Personnel Expenditure – \$54,678,459.00
- Goods and Services – \$20,249,528.00
- Minor Equipment Purchases – \$ 682,746.00
- Current Transfers and Subsidies – \$ 6,771,100.00

Chart: A



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The above chart shows the percentage of Government Subventions released under the respective Heads:

- Personnel Expenditure – 66%
- Goods and Services – 25%
- Minor Equipment Purchases – 1%
- Current Transfers and Subsidies – 8%

2.2 OTHER INCOME

The Projected Revenue expected under Other Income was One Million, One Hundred Thousand Dollars (\$1,100,000.00). However, the actual sum received was One Million, Four Hundred and Eighty-Six Thousand, Nine Hundred and Sixty-Six Dollars (\$1,486,966.00).

Table 1

	(1)	(2)	(3)	(4)
	Original Allocation \$	Adjusted Revenue Estimate \$	Actual Revenue \$	Variance 2 – 3 \$
Government Subvention	85,041,000.00	82,381,833.00	82,381,833.00	–
Other Income	1,100,000.00	1,479,800.00	1,486,966.00	(7,166.00)
Rent	275,000.00	247,100.00	223,350.00	23,750.00
Fees	170,000.00	404,800.00	442,682.00	(37,882.00)
Service Charge	340,000.00	377,200.00	359,844.00	17,356.00
Rates/Taxes	210,000.00	82,800.00	56,994.00	25,806.00
Licences	–	–	–	–
Interest	30,000.00	–	–	–
Miscellaneous	75,000.00	367,900.00	404,096.00	(36,196.00)
TOTAL	\$86,141,000.00	\$83,861,633.00	\$83,868,799.00	(\$7,166.00)

The above table shows the Revised Estimate and Actual Revenue received.

Actual Revenue received for the financial year 2016/2017 was Eighty-Three Million, Eight Hundred and Sixty-Eight Thousand; Seven Hundred and Ninety-Nine Dollars (\$83,868,799.00).

Government Subvention	–	\$82,381,833.00
Other Income	–	\$1,486,966.00

2.3 PERSONNEL EXPENDITURE

Actual Expenditure under Personnel Expenditure totaled Fifty-Four Million, Nine Hundred and Two Thousand, Nine Hundred and Ten Dollars (\$54,902,910.00).

2.4 GOODS AND SERVICES

Overall Expenditure under Goods and Services totaled the sum of Twenty Million, Seven Hundred and Eighty-Eight Thousand, Two Hundred and Forty-Four Dollars (\$20,788,244.00).

2.4.1 MINOR EQUIPMENT PURCHASES

Actual Expenditure under Minor Equipment Purchases totaled the sum of Six Hundred and Seventy-Two Thousand, Six Hundred and Fourteen Dollars (\$672,614.00).

2.5 CURRENT TRANSFERS AND SUBSIDIES

Overall expenditure under Current Transfers and Subsidies amounted to Six Million, Nine Hundred and Eighty-Seven Thousand; Nine Hundred and Forty-Three Dollars (\$6,987,943.00).

Table 2

	(1)	(2)	(3)	(4)
	Original Expenditure	Revised Estimate	Actual Expenditure	Variance (2 - 3)
	\$	\$	\$	\$
01) PERSONNEL EXPENDITURE	55,767,000.00	55,563,771.00	54,902,910.00	660,861.00
Salaries and Cola	11,930,000.00	11,930,000.00	11,956,701.00	(26,701.00)
Wages and Cola	35,100,000.00	35,100,000.00	34,525,877.00	574,123.00
Overtime – Monthly-Paid Officers	50,000.00	50,000.00	31,502.00	18,498.00
Allowances – Monthly-Paid Officers	793,000.00	1,089,771.00	1,145,888.00	(56,117.00)
Government Contribution to NIS	4,100,000.00	4,100,000.00	4,036,198.00	63,802.00
Salaries and Cola without Bodies	300,000.00	–	–	–
Remuneration to Council Members	1,421,000.00	1,221,000.00	1,153,712.00	67,288.00
Government Contribution to Group Health Plan	493,000.00	493,000.00	502,949.00	(9,949.00)
Overtime – Daily Rated Workers	1,580,000.00	1,180,000.00	1,100,955.00	79,045.00
Allowances – Daily Rated Workers	400,000.00	400,000.00	449,128.00	(49,128.00)

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Table 3

	(1)	(2)	(3)	(4)
	Original Expenditure \$	Revised Estimate \$	Actual Expenditure \$	Variance (2 – 3) \$
02) GOODS AND SERVICES	23,058,000.00	23,142,092.00	20,788,244.00	2,353,848.00
General Administration	7,869,000.00	7,894,000.00	7,502,405.00	391,595.00
Public Health	7,730,000.00	7,903,092.00	7,082,706.00	820,386.00
Market and Abattoir	760,000.00	760,000.00	938,723.00	(178,723.00)
Parks and Recreation Grounds	1,973,000.00	1,899,000.00	1,456,863.00	442,137.00
Works	4,726,000.00	4,686,000.00	3,807,546.00	878,454.00
03) MINOR EQUIPMENT PURCHASES	1,032,000.00	745,000.00	672,614.00	72,386.00
General Administration	507,000.00	248,300.00	217,306.00	30,994.00
Public Health	57,000.00	57,000.00	32,130.00	24,870.00
Parks and Recreation Grounds	202,000.00	112,000.00	110,681.00	1,319.00
Works	266,000.00	327,700.00	312,497.00	15,203.00
04) CURRENT TRANSFERS & SUBSIDIES	6,284,000.00	7,186,600.00	6,987,943.00	198,657.00
Households	5,969,000.00	6,556,600.00	6,394,672.00	161,928.00
Other Transfers	315,000.00	630,000.00	593,271.00	36,729.00
TOTAL	86,141,000.00	86,637,463.00	83,351,711.00	3,285,752.00

2.6 GOVERNMENT SUBVENTIONS: -

- Personnel Expenditure – \$54,902,910.00
- Goods and Services – \$20,788,244.00
- Minor Equipment Purchases – \$ 672,614.00
- Current Transfers and Subsidies – \$ 6,987,943.00

Chart B

Government Subventions

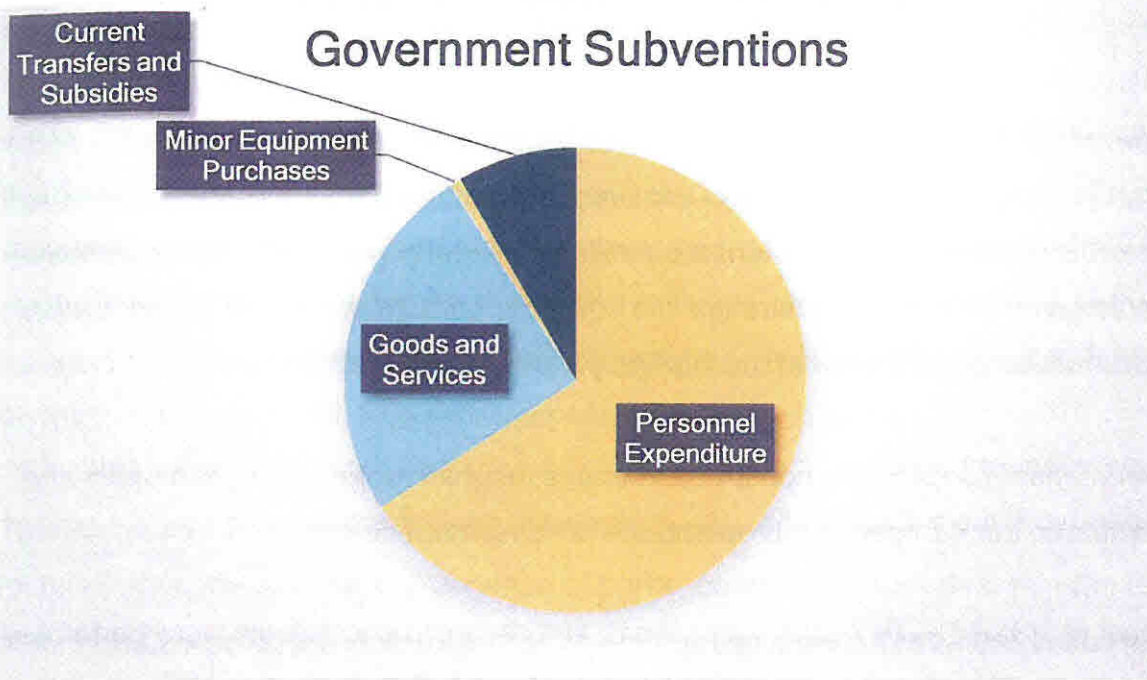


Chart B above shows the percentage of Expenditure under the respective Heads.

- Personnel Expenditure – 66%
- Goods and Services – 25%
- Minor Equipment Purchases – 1%
- Current Transfers and Subsidies – 8%

2.7 COMPARISON OF INCOME TO EXPENDITURE

A total of Eighty-Three Million, Eight Hundred and Sixty-Eight Thousand, Seven Hundred and Ninety-Nine Dollars (83,868,799.00) was received as Income while the Actual Expenditure totaled Eighty-Three Million, Three Hundred and Fifty-One Thousand, Seven Hundred and Eleven Dollars (\$83,351,711.00) which resulted in a surplus of Five Hundred and Seventeen Thousand and Eighty-Eight Dollars (\$517,088.00).

3.0 WORKS/ENGINEERING DEPARTMENT

WORKS COMPLETED BY CONSTRUCTION TEAMS

The Town Superintendent is the Chief Officer in the Works/Engineering Department. This officer is primarily charged with all survey, construction and engineering work within the jurisdiction of the Corporation and has to ensure public compliance with laws and regulations. Policy direction is given to this office through the *Physical Infrastructure and Beautification Committee* and is ratified or otherwise at the *Statutory Committee Meeting*.

The Town Superintendent supervises construction teams, asphalt repair teams, the parks and recreation department, the garage/workshop and the building inspectorate.

During the fiscal year **2016 - 2017** extensive repairs and reconstruction works were performed throughout the Borough by the **Construction teams** within the Department.

Such work included the following:

- Refurbishment / Construction of thirty-five (35) footpaths, together with fifty-nine (59) adjacent driveways and approximately twenty (20) kerb walls
- Reconstruction of over thirty-four (34) slipper, box and swale drains throughout the town
- Repair and reinstallation of over twenty-eight (28) grills and manhole covers on carriageways over drains, notably on Malabar Road and Malabar Road Extension.
- Reconstruction of steps / stairways at the *Elvin Edwards Lawn Tennis Court* located on Pro Queen Street and facilities on Tannis Lane.
- Widening of street entrances on La Croix Avenue, Mt. Pleasant Road and on the roadway adjacent to Max Lane.
- Construction of two (2) Security Booths on the *Holly Betaudier Promenade* adjacent to the Bus Lay Bye.
- Construction of two (2) access ramps at the Arima Public Market.
- Other maintenance activities as required such as the repairing of broken culverts.

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The Engineering department also completed **asphaltic/concrete repair work** on several roads and compounds within the Borough of Arima during the period under review. Over **One hundred and twenty (120) roads** were repaired by the asphalt team, together with various Corporation compounds such as the entrance to the Arima Velodrome, the Car Park, the Garage/Workshop on O'Meara Road and the Municipal Police Station's compound. Restorative work was also carried out on Cocorite Street and in Alenore Gardens as a result of disturbances by the Water and Sewerage Authority. In addition, **speed humps** were installed on several streets namely Churchill Circular, Bellamy Street and Bernard Street in an attempt to calm traffic and engender safety for all road users.

The **Parks and Recreation Teams**, under the supervision of the Town Superintendent, focused upon the general maintenance of parks, courts and grounds within the town. To this end, **fifty-three (53)** parks and open spaces were regularly cut, cleaned, and maintained throughout the year, inclusive of the grounds at *Georgiana Beckles Day Care Centre*, the *Tumpuna Rehabilitation Centre*, the *Malabar R. C. compound* and a *vacant lot* on Lutchmansingh Avenue.

Workers at the **Garage/Workshop**, located on O'Meara road, Arima maintained the Corporation's fleet of vehicles and equipment throughout this period. The Corporation's fleet is an aging one which is slowly being upgraded. The oldest vehicles - a '*Kobuta*' *Wheel Tractor* and a (10 ton) '*Nissan*' *Dumper* were purchased in the years 1980, 1981 respectively. In the year 2016, however, three (3) additional vehicles and one (1) piece of heavy duty equipment were acquired. These were: one (1) Toyota Fortuner - PDN 1998 for administrative use; two (2) Mitsubishi Canter 1/2 Canopy Vehicles - TDH 233 (with hydraulic lift) and TDH 808. In addition one (1) Air Compressor (Jackhammer) TDK 3704 was also procured.

The fourth department falling under the purview of the Town Superintendent is the **Building Inspectorate**. Within this Department there are two (2) Building Inspectors with responsibility for ensuring that building works comply with regulations, building codes and specific standards. During this fiscal year, the building inspectors accomplished the following:

- Received and treated with a total of *one hundred and three(103) developmental applications* that were approved by Town and Country Planning Division, together with *sixty-five (65) refusals*
- Recommended *approval for ninety-two (92) applications* for construction of buildings

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- Obtained approval from the Town Superintendent for *one hundred and thirty (130) plans*
- Issued *forty (40) completion certificates*
- Issued *fifty-six (56) construction permits*
- Issued *five (5) verbal warnings* for violation of building regulations
- Prepared *twenty-five (25) stop notices* for violation of building regulations
- Served *fifteen (15) stop notices* for violation of building regulations however no responses were received.
- Prepared *six (6) show cause notices* for violation of building regulations
- Served *two (2) show cause notices* for violation of building regulations however received zero (0) responses to show cause notices served
- Issued *twelve (12) removal of house notices*
- Received and *investigated fifty-one (51) complaints* from burgesses of which eighteen (18) were addressed.
- Received *nine (9) requests for the inspection of premises* from the Public Health Department of the Arima Corporation; eight (8) were inspected.
- Received *one hundred and thirty-two (132) Notices of Defects* on plans from the Town and Country Planning Division

Further details of works done by the various sections within the Engineering department during the fiscal year 2016 to 2017 can be seen at **Appendix A**.

4.0 DEVELOPMENT PROGRAMME

In fiscal year 2016/2017, the Arima Borough Corporation continued its programme of development of physical infrastructure within the town. A summary of the Development Programme is stated hereunder:

4.1 Budgetary Allocation

The Corporation was allocated the sum of *Thirteen Million, Two Hundred Thousand Dollars (\$13,200,000)*.

Project Number	Project Head	Allocation (\$)
044	Drainage and Irrigation	4,000,000
047	Development of Recreational Facilities	1,000,000
056	Improvement to Market and Abattoir	882,476
059	Local Roads and Bridges Programme	4,781,740
062	Local Government Building Programme	218,260
065	Procurement of Major Vehicles and Equipment	700,000
072	Computerization Programme	485,000
074	Laying of Water Mains	632,524
076	Disaster Preparedness	500,000
Total		\$ 13,200,000

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4.2 EXPENDITURE:

In seeking to achieve the objectives outlined in the Development Programme, the Arima Borough Corporation expended the following amounts:

Project Number	Project Head	Actual Expenditure (\$)
044	Drainage and Irrigation Programme	3,143,564
047	Development of Recreational Facilities	510,433
056	Improvement to Market and Abattoir	101,475
059	Local Roads and Bridges Programme	3,228,014
062	Local Government Building Programme	218,260
065	Procurement of Major Vehicles and Equipment	692,524
072	Computerization Programme	457,973
074	Laying of Water Mains	-
076	Disaster Preparedness	239,744
	Total	\$ 8,591,987

NB:

Under the tendering process, the Award of Contract approval levels are as follows:

- a) \$1 → \$300,000 - Chief Executive Officer
- b) \$300,001 → \$500,000 - Special Ministerial Tenders Committee
- c) \$500,001 → \$1,000,000 - ABC Tenders Committee
- d) Over → \$1,000,000 - Central Tenders Board

4.3 Development Programme for 2016/2017 as at September 30, 2017

Details of the projects undertaken for Fiscal Year 2016/2017 are listed in the table below:

Project Name and Number	Allocation including Virements	Detailed Project Activities in 2016 /2017	Actual Expenditure	Funding Received		
044 - Drainage & Irrigation Programme	\$4,000,000	Egbert Alleyne Lane Drainage Works	\$50,534	\$50,534		
		Filly Gardens Drainage Works	\$184,941	\$184,941		
		Kellawan Avenue (North) Drainage Works	\$226,200	\$226,200		
		Bailey Street Drainage Works	\$218,788	\$218,788		
		Pope Avenue/De Silva Drive Interlot Drainage Works	\$111,278	\$111,278		
		Hosein Street Drainage Works	\$255,826	\$255,826		
		Liverpool Circular/Orange Flats Drainage Works	\$142,749	\$142,749		
		Malabar Main Road Drainage Works	\$169,754	\$169,754		
		Upper Train-line Drainage Works	\$240,150	\$240,150		
		2nd Street Drainage Works	\$233,550	\$233,550		
		Coconut Drive Works	\$249,442	\$274,882		
		Wallace Street Drainage Works	\$173,700	\$235,500		
		Alenore I - Belleview Circular Drainage Works	\$182,420	\$214,110		
		De Graff Street Extension Drainage Works	\$172,215	\$199,340		
		Emerald Gardens Drainage Works	\$230,591	\$254,672		
		Harmony Drive Phase II Drainage Works	\$67,678	\$67,678		
		Koon Koon Street Drainage Works & Footpath	\$166,093	\$166,093		
		Allamanda Dr. Interlot Drainage Works	\$67,655	\$67,655		
		Total	\$4,000,000		\$3,143,564	3,313,699
		047 - Development of Recreational Facilities	\$1,000,000	Rose Park Upgrade	\$271,369	\$ 271,369
Semp Avenue Park I	\$106,875			\$106,875		
		Arima Basketball Court High Security Fence	\$132,189	\$187,261		

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Total	\$1,000,000		\$510,433	\$565,505
054 - Improvements to Market and Abattoirs				
	\$882,476	Market Storage System Upgrade	\$101,475	\$107,035
Total	\$882,476		\$101,475	\$107,035
059 -Local Roads and Bridges	\$4,781,740	Phyllis Street - Road Works	\$71,348	\$71,348
		Henri Street - Road Paving	\$130,381	\$130,381
		Noreiga Street - Road Paving	\$201,722	\$201,722
		Bye-Pass - Footpath Works	\$175,649	\$175,649
		Yasmin Terrace - Footpath and Drainage Works	\$190,406	\$190,406
		Chattergoon Drive - Road Paving	\$30,083	\$30,083
		Easton Drive - Road Paving Works	\$55,913	\$55,913
		2nd Street Alenore Ph2 - Road Works	\$113,417	\$113,417
		Max Trace - Retaining Wall	\$84,459	\$84,459
		Malabar Gardens - Roadway Works	\$196,305	\$196,305
		Pomegranate Street - Footpath Works	\$184,157	\$ 184,157
		Ernest Armstrong Place - Road Paving	\$80,071	\$80,071
		Farfan Street - Retaining Wall	\$109,656	\$109,656
		Reinstatement of Drainage, Embankment -Subero Street	\$249,171	\$249,171
		Seyjagat Trace - Paving Works	\$56,295	\$58,092
		La Croix Ave. - Paving Works	\$188,741	\$235,916
		Solid Gold Street - Paving Works	\$114,384	\$145,297
		Coralita Crescent - Footpath Works	\$144,105	\$213,608
		Ali Hosein Lane - Road Works	\$97,924	\$125,450
		Immortelle Avenue - Footpath Works - South	\$143,691	\$179,140
		Pro Queen Street - Footpath Works	\$106,250	\$119,209
		Ray Watkins Place - Road Works	\$107,426	\$107,426
		2nd Koon Koon St. - Road Paving	\$93,119	\$93,119
		Wall Street, Printeryville - Road Paving	\$77,405	\$77,405
		Elizabeth Ave, Alenore Gardens - Road Paving	\$82,298	\$82,298
		Immortelle Avenue - Footpath Works - North	\$143,641	\$143,641
Total	\$4,781,740		\$3,228,014	\$3,453,338

062 - Local Government Buildings	218,260	Stockpile - Construction of Aggregate Storage facilities	\$218,260	\$218,260
<i>Total</i>	218,260		\$218,260	\$ 218,260
065 - Procurement of Major Vehicles and Equipment	\$700,000	Procurement of Backhoe	\$602,609	\$602,609
		Motor Vehicle Equipment	\$89,916	\$89,916
<i>Total</i>	\$700,000		\$692,524	\$692,524
072 Computerization Programme	\$485,000	Supply and installation of CCTV Cameras for Market	\$271,332	\$271,332
<i>Total</i>	\$485,000	Supply and installation of CCTV Cameras for Town Hall	\$186,641	\$186,641
			\$457,973	\$457,973
074 - Laying of Water Mains	\$632,524			
<i>Total</i>	\$632,524		\$ -	\$ -
076 - Disaster Preparedness	\$500,000	Disaster Relief Accessories and Equipment	\$239,744	\$337,849
<i>Total</i>	\$500,000		\$239,744	\$337,849
GRAND TOTAL	\$13,200,000		\$8,591,987	\$9,146,184

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5.0 PUBLIC HEALTH

The work completed by the Public Health Inspectorate for the period October 1st 2016 to September 30th 2017 included the following:

5.1 ABATTOIR:

Total number of animals slaughtered

TYPE OF ANIMAL	TOTAL SLAUGHTERED	TOTAL INCOME
BULLS	69	\$1980.00
HORSES	26	\$680.00
COWS	11	\$390.00
PIGS	352	\$3160.00
SHEEP	07	\$56.00

5.2 FOOD PREMISES

The total number of food premises registered:

TYPE OF PREMISES	NO. REGISTERED	TOTAL INCOME
Retail Shops/Mini-Marts	30	\$4,500.00
Supermarkets	10	\$3,000.00
Restaurant & Bars	82	\$24,600.00
Fast Food	33	\$6,600.00
Parlors/Cafes	48	\$7,200.00
Bakeries	05	\$750.00
Hotels	01	\$150.00
Food Processing Factories	10	\$2000.00
Poultry Depots	11	\$1650.00

5.3 FOOD BADGES

	TOTAL	TOTAL INCOME
Food Handlers Lectures (attendees)	2385	
Food Badges Processed	3508	\$105,240.00

Food processing factories:

Forty-eight (48) visits were made to food processing factories.

Food Premises Inspections:

Two hundred and seventy-seven (277) premises were inspected during the year.

Itinerant vendors:

Total number of vendors identified were Three hundred and seventeen (317).

5.4 NOTICES SERVED

TYPE OF NOTICE	TOTAL SERVED
Yellow Fever Notices	72
Intimation Notices	43
Litter Removal Notices	19
Statutory Notices	02

5.5 COMPLAINTS

Total number of complaints received were one hundred and ninety-seven (197).

Total number of complaints investigated were one hundred and ninety-four (194).

5.6 BUILDING PLANS

Seventy-four (74) building plans were received of which forty-nine (49) were recommended. Twenty-five (25) plans were therefore not recommended.

5.7 SCHOOLS

During the year thirty (30) visits were made to thirteen (13) schools within the district.

5.8 WATER APPLICATIONS

Three (3) water applications were received and processed.

5.9 VACANT LOTS:

One hundred and forty-three (143) vacant lots were cut during the year.

5.10 GENERAL CONCERNS:

The *Public Health inspectorate* consists of five public health inspectors. There is one (1) Public Health Inspector 111; One (1) Public Health Inspector 11; and Three (3) Public Health Inspectors 1. 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 (CSO population census: year 2000 = 28,310; year 2011 = 33,606) with new housing developments, increase in food establishments, businesses and residential housing units. This means that the potential for the risk of rat borne diseases, 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 addition of : One (1) Public Health Inspector 11 with responsibility for Insect/Vector and Rodent Control supported by One (1) additional Public Health Inspector 1.

5.11 LITTER WARDENS:

The *Litter Prevention Unit* is comprised of Nine (9) Litter Prevention Wardens.

The work completed by the Litter Wardens for the period October 1st 2016 to September 30th 2017 included:

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Notices Issued:

SUBJECT	TOTAL	COMPLIANCE RECEIVED FROM	ON GOING
Complaints Received/Investigated	70	62	8
Fixed Penalty	6	3	2
No. of persons taken to Court	3	1	2
Convictions and fines ordered paid	-	-	2
Clean up Orders	15	15	-
Verbal Notices	10	-	-
Derelict Vehicles Removed	10	9	1
Litter Removal Orders	377	376	1

GENERAL REMARKS:

The Litter Prevention Wardens started new contracts on July 4, 2016; however, orientation and training was not received until September 18th 2017 to September 22nd 2017. As a result the report for the period under review does not reflect the increase/improvement in performance that can be seen after the orientation training.

The Litter Prevention Wardens contracts terminate on July 4th 2018. It is recommended that these contracts be renewed since Litter Prevention Wardens perform an indispensable role in the maintenance of high standards of public health and prevention of the spread of conditions likely to be injurious to the health of burgesses and visitors to the Borough of Arima.

5.12 INSECT VECTOR/RODENT CONTROL

	No. of Dwelling Houses Inspected	No. of Premises with mosquito larvae	No of premises with conditions liable to breed mosquitoes.
TOTAL	11,565	124	378

5.13 THE SANITATION SECTION

The Sanitation Section of the Public Health Department is comprised of the following:

✓ Sanitation Foreman III	1
✓ Sanitation Foreman II	5
✓ Sanitation Workers	101
✓ Sweepers	36
✓ Charge Hands	3

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 were as follows:

5.13.1 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 de-silted and flushed by a dedicated team.

5.13.2 SWEEPING

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

5.13.3 SCAVENGING AND BULKWASTE REMOVAL

Scavenging is done by dividing the Borough into three (3) sections and the performance of the teams/contractors operating within each area were rated as indicated below:

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

5.13.4 OPEN MARKET

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

5.13.5 ARIMA MUNICIPAL STADIUM

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

5.13.6 CARNIVAL AND BOROUGH FEST CLEAN UP

The clean-up activities during and after Carnival and Borough Fest were carried out by contract and supervised by In House supervisors. The Borough was returned to its well-kept condition within a short period of time.

5.13.7 NATIONAL CLEAN UP CAMPAIGN:

This activity started on May 6th, 2017, initially for two (2) days. It was extended by five (5) days to thoroughly handle excessive quantities of bulk waste put out by burgesses.

5.13.8 OTHER ACTIVITIES CONDUCTED:

5.13.8.1 CHRISTMAS CLEAN UP CAMPAIGN

The Christmas campaign was handled by both In House and contracted services. This was quite effective and successful; despite some minor lapses in domestic garbage pickup in the contracted areas, bulk waste was managed quite well.

5.13.8.2 TOWN CENTRE:

The Town Centre was serviced by "Waste Disposals (2003) Ltd" on Mondays to Sundays during the morning time. Some challenges were experienced with this service. Evening scavenging was carried out by "Gopaul & Co. Limited". This service was excellent.

5.13.8.3 ARIMA NORTH

Arima North was serviced by "Waste Disposals (2003) Ltd" and the performance was fair.

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5.13.8.4 TUMPUNA/MALABAR

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

5.13.8.5 EVENING SUPERVISION

Two (2) Sanitation Foremen were assigned on alternate days to supervise evening pushcart and night scavenging services. These supervisors ensured that there were no lapses in the scavenging schedule and supervised In House scavenging of Institutions and schools within the Borough.

5.13.8.6 VACANT LOTS

During the year several vacant lots were cut and sprayed.

5.13.8.7 ANNUAL WASTE COLLECTED

Bulk Waste	-	9540 M ³
Domestic Waste	-	9360 m ³

LIST A: CLEAN UP PROGRAMME

REMOVAL OF DERELICT VEHICLES – SEVEN (7):

- Three (3) – Temple Street
- One (1) – Salvia Drive
- One (1) Donald Chaummette Street
- One (1) – Malabar Road
- One (1) – Train-line Road.

Total bulk-waste collected - one hundred and eighty (180) Truck loads; inclusive of Debris from Dilapidated Buildings.

BUILDINGS DEMOLISHED – SIX (6):

1. L.P. No. 626 Maturita Village
2. No. 3 De Nobriga Avenue
3. No. 27A Salamat Ali Street
4. Building on Salamat Ali Street (adjacent to Temple)
5. No.110 - The Orchard
6. Partial structure (adjacent to Hotel California) on Malabar Road

CLEARING / FLUSHING UNDERGROUND DRAINS / SEWER LINES

Bus Terminus - underground drain on Hollis Avenue	15m
No. 26 Eastern Main Road - Maturita Village	60m
Woodford Street- underground drain	110m
Allamanda Road - underground drain	300m
Sewer System – Arima Market	10m
Sewer System – Arima Borough Police Station	05m

TREE PRUNING EXERCISE – APPROXIMATELY FORTY (40) TREES:

Areas:

- Malabar Road -India Grounds Area
- La Chance Trace
- Gan Kna Ski Avenue

- Balroop Bideshi Street
- Salamat Ali Street.

TYRES

Tyres collected - Two Hundred and Fifty (250)

VACANT LOTS CUT:

- 26 Honey Bee Avenue
- 13 Honey Bee Avenue
- Inspector Road (abandoned Police Post)
- Nos.7 and 7A Beckles Lane – (adjacent to Girl Guides Boulevard)
- L.P. 97 Tumpuna Road
- Railway Reserve - Corner Malabar Road and Gooding Trace
- Ackbarali Trace East – 4 Lots
- O’Meara Road - Two (2) Lots
 - Three (3) Lots (adjacent to old Gas Station)
 - Two (2) Lots (adjacent to El Rancho Tropical)
- Orchard Drive – Two (2) Lots on River Bank
- No.43 Christian Gardens – One Lot
- Opposite No.43 Christina Gardens –One (1) Lot
- Opposite Houses Nos. 5 and 6 – four (4) Lots
- Next to 22A Providence Circular – two (2) Lots
- Opposite L.P. No.7 Providence Circular – One (1) Lot
- Opposite No. 26 Providence Circular –One (1) Lot
- No.3 La Chance Trace– One (1) Lot
- Railway Road (opposite Victoria Street) – Three (3) Lots
- Opposite No.16 Vignale Street – One (1) Lot
- Next to No.16 Vignale Street – One (1) Lot
- O’Meara Road / C.R.H. – Two (2) Lots
- Land parcel (adjacent to Larry Gomes Stadium) – Three (3) Lots on Malabar Road
- Pro Queen Street – One (1) Lot (opposite Eastern Vet. Clinic)
 - One (1) Lot (next to City of POS Credit Union)
 - One (1) Lot (four (4) buildings after COPOS)
- No. 24 Victoria Street – Three (3) Lots

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6.0 THE ARIMA MUNICIPAL POLICE SERVICE

6.1 The Arima Municipal Police Service structure is as follows:

Sanctioned strength: Forty-six (46) officers

Present strength: Twenty-eight (28) officers

Of the twenty-eight (28) officers, seven (7) officers were on various types of leave, three (3) officers were on suspension and one (1) officer was on secondment.

Seventeen (17) officers were on active duty:

- 1 Police Inspector (Ag.)
- 3 Sergeants (Ag.)
- 5 Corporals (Ag.)
- 8 Police Constables

The Arima Municipal Police Service executed the duties outlined below during the period **October 1 2016 to September 30 2017:**

6.2 PATROLS

- The Arima Municipal Police Service performed daily sentry 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, the Corporation's assets lodged on the Compound and to detract any would-be offenders.
- An armed officer was posted daily at the Town Hall during opening hours and as needed by Her Worship the Mayor.
- Daily patrols were made during the week and on weekends at the Arima Public Market and the Open Market, with assistance from officers attached to the Immigration Detention Centre and the Praedial Larceny Unit. Officers ensured that vendors carried out their trade in compliance with the Arima Market Bye-Laws, and that burgesses, workers and visitors to the Market were safe and secure.
- Mobile patrols and general law enforcement continued throughout the Borough of Arima.
- A concentration of Street patrols effectively curbed illegal street vending. Foot patrols were made on a daily basis, in and around the town centre, with special attention being given to obstruction of footpaths, traffic violations, maintaining law, and preserving order.
- Visits were made to the Arima Corporation's facilities, namely the Garage Workshop, Abattoir, Velodrome and the Amphitheatre area, which were manned by National Maintenance Training and Security (NMTS) officers and Advance Security Canine officers.
- Officers made round-the-clock mobile patrols to ensure that the business of the Arima Corporation was not disrupted, and that Burgesses and the general public were safe and secure.

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6.3 SECURITY ESCORTS

- Police officers made night-safe bank deposits of revenue collected by the Arima Corporation.
- The Market Administrator was provided with armed police escort in the collection of market dues, and in the transportation of these dues to the Administrative Office.
- Armed officers provided security for Public Health officers during their night-time duties.
- Building Inspectors were provided with armed Police escorts in the service of several types of Notices to errant building owners for breaches of the Law.
- During the Carnival Celebrations, Police officers were detailed for duty at strategic points within the Borough.
- An Armed officer was detailed on Orderly duty at all Statutory Meeting of Council.
- Officers provided security for clean-up exercises at the Arima Public Market, and within the Town Center during street-paving exercises.
- Police officers were present at several Public meetings held at various locations throughout the Borough.
- Officers provided security at the following events:
 - ✚ The annual Cannon Blast Ceremony of the Santa Rosa Festival held at Calvary View park, Calvary Hill, Arima.
 - ✚ The Arima Borough Day Church service held at the Malabar Roman Catholic Church Officers.
 - ✚ The Arima Borough Day J'ouvert Celebration and Parade of the Bands Competition.
- Her Worship the Mayor Councillor Lisa Morris-Julian had armed police escorts (Orderly and Driver) on official engagements or as required. These engagements included:
 - ❖ The Church Service in commemoration of the 'Santa Rosa Festival' held at the Santa Rosa Catholic Church.
 - ❖ The Spiritual Baptist Liberation day function hosted by Her Worship the Mayor.
 - ❖ The wreath laying ceremony of Memorial Day Celebrations.
 - ❖ The opening of the Crèche on Hollis Avenue, Arima.
 - ❖ Stick Fighting Competitions.
 - ❖ The Arima Borough Corporation Carnival Celebrations.

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- Officers participated in the annual Borough Day Parade in commemoration of Arima's one hundred and twenty-ninth (129th) Anniversary as a Royal Chartered Borough.
- Officers participated in the Nation's Independence Day Military Parade and the Port of Spain City Day Parade.
- Inspector Erica Prieto was on secondment at the Port of Spain City Corporation Police Department in the capacity of Superintendent during the period 15th February 2016 to 9th February 2017.
- Police officers performed Colour Party duties at the Church Service and Civic Reception of the Port of Spain City Corporation's one hundred and second (102nd) Anniversary.
- Officers actively participated in Fire Drills conducted by the Disaster Management Unit of the Arima Borough Corporation at several schools within Arima.
- Officers assisted in the supervision of examinations for the recruitment of New Municipal Police officers conducted by the Office of Law Enforcement Policy (O.L.E.P.) at Hill view College, Tunapuna.
- Officers attended a wireless Communication Course at the Port of Spain City Police Headquarters.
- Police officers attended the department's annual retreat lecture by Inspector Octave Lewis at Chaguanas Municipal Police Station.
- Police officers investigated reports of liability claims made against the Arima Corporation.
- Town Council Meetings were held at the Arima Police Station, which included members of the Trinidad and Tobago Police Service including the S.D.O in charge.
- Several Officers adjudicated at Sporting activities at Primary Schools and provided security during registration of new students.
- Police Officers attended the Arima Magistrates' Court as complainants in various matters.

6.4 ENQUIRIES/INVESTIGATIONS

- Enquiries were conducted into reports made at the Municipal Police Headquarters on road traffic accidents involving Corporation vehicles, injuries to persons, damage to property and other issues.
- Completed reports were submitted to the Inspector in charge and where necessary, action was taken by the police or referred to the relevant department for further action.

6.5 PROCESS

Summonses and notices were served on Defendants and Witnesses for appearance at court.

6.6 **CASES BROUGHT BEFORE THE ARIMA MAGISTRATE COURT DURING THE PERIOD OCTOBER 01st, 2016 TO SEPTEMBER 30th, 2017.**

There were eighty (80) cases brought before the Arima Magistrates' Court.

❖	Bye Laws	-	03
❖	Indictable	-	13
❖	Traffic Cases	-	35
❖	Summary Offences	-	29

As the new financial year, 2017–2018, approaches, the Municipal Police Officers desire to provide the Arima Borough with an enhanced form of policing. Empowered with effective communication between the Trinidad and Tobago Police Service (T.T.P.S.) and the Arima Municipal Police Service (A.M.P.S.), the support of additional equipment, gears, additional human resources, and adequate accommodation, the Arima Municipal Police Service will be well equipped to achieve its' organizational goals.

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7.0 DISASTER MANAGEMENT UNIT

7.1 INTRODUCTION

The Disaster Management Unit, which was established by a Cabinet Note in 2008, is founded on strategic objectives outlined by the Ministry of Rural Development and Local Government. Key objectives include the building of community resilience, capacity and a disaster risk reduction culture. These were the elements, addressed in the *Sendai Convention* which proposed a framework for risk reduction for 2015-2020, which have been adopted by the *Office of Disaster Preparedness and Management*.

While there is a focus on risk management from a Ministerial and Municipal Corporation level, there is need for emphasis on the *personal responsibility* of burgesses in emergency preparedness. In this vein, the *Disaster Management Unit* conducted numerous *community sensitization programs* to build awareness on personal responsibility. *Family emergency response planning* was the foundation of these lectures which included information on the items required for a *ready-to-go kit*, *emergency supplies*, the importance of *monitoring weather updates* and ensuring the *safety of family members*.

To manage emergencies the Disaster Management unit acknowledges the importance of information and analyzing trends. Whilst the unit is faced with some challenges in this area, efforts continue as we gather pertinent information to inform vulnerability assessments and logistics for emergency relief items.

At the Arima Borough Corporation - *Disaster Management Unit (DMU)* the staffing includes one (1) Disaster Management Coordinator and two (2) field Officers. With reference to Cabinet note of 2008, the Disaster Management Unit is charged with the responsibility of disaster management which includes these phases; preparedness, mitigation, response, recovery and business continuity. The roles and responsibilities over the years have evolved but there are specific, critical and consistent elements which are:

1. To advise on Disaster Management Strategies for the municipality
2. To coordinate response activities of responders
3. To provide primary relief to victims of man-made and natural disasters
4. To develop and execute disaster Risk Reduction Initiatives
5. To facilitate all activities at the Municipal Emergency Operations Centre.

7.2 ACTIVITIES

7.2.1 Achievements

- (1) Evacuation drills were conducted at nine (9) primary schools within the Borough. Principals, teachers, auxiliary staff, security personnel and parents were engaged in *sensitization programs* before drills were conducted. Under the supervision of the Trinidad and Tobago Fire Service - Fire Prevention Department, Arima Municipal Police officers and staff of the Disaster Management Unit all drills were successfully completed and recommendations made.
- (2) All students of one (1) primary school participated in an *Emergency Response Program* which involved guidelines on varied emergency response activities.
- (3) In collaboration with the Borough's Public Health Department, the Disaster Management Unit held a workshop with owners, managers and teachers of *Pre-schools* within the region. The program was welcomed by the audience who were anxious to learn of activities necessary in developing an *emergency response plan*.
- (4) *Inspection and placement of signage* was done at *Emergency Shelters* at the sites listed below:
 - (a) Mt Pleasant/Calvary Community Centre
 - (b) Malabar Community Centre
 - (c) Malabar Phase IV Community Centre
 - (d) Malabar Secondary School
 - (e) Arima New Government Primary School
 - (f) Arima Girls Government Primary School
 - (g) Arima Boys Government Primary School
- (5) Training of shelter managers was conducted.
- (6) Training sessions on the function and use of Fire Extinguishers were conducted with staff of the Arima Borough Corporation inclusive of the garage personnel at the Garage/Workshop.
- (7) Stakeholder meetings were held to maintain cooperation and collaboration with all response agencies.
- (8) A full *simulation* was undertaken with the Trinidad and Tobago Fire Service, Arima Fire Station at a paint factory. Since this is a likely occurrence that would require intervention of a Disaster Response Unit, an opportunity was presented for the formulation of emergency response plans for this type of hazard.

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- (9) Developmental programs were held with stakeholders to build capacity and competencies using *table top exercises*.
- (10) The Unit participated in '*Exercise Dark Storm*' in April 2017. Although the simulation exercise was centered on a Tsunami, the unit was represented as a support unit for neighbouring disaster units who hold the risk of this hazard.

7.2.2 Incidents 2017

	Fire	Land Erosion	Flood	Earthquake	Roof Damage	Other
January	2					
February						2
March	1					
April	2					1
May						1
June	1	2	9		23	4
July					1	1
August						
September	1		1			2
October		2	3		12	3
November						
December	1					

As indicated in the *Incidents Report* given above, thirty-six (36) roofs were damaged during the months of June to October, 2017.

7.3 Budgetary Plans for allocated funds 2017-2018

Emergency Operations Centre

Some furniture and equipment was procured in the financial period 2016-2017. Consideration for 2017-2018 included increasing handheld radio communication, a server and a reliable telephone network.

There were several requests to use the Emergency Operations Center for training. This was not possible since administrative staff were relocated to this area.

7.4 Warehousing of Emergency Equipment and Relief Supplies

The Unit successfully procured relief equipment in this financial year (2016-2017). The software program 'Access' was adopted for the inventory of the Unit's database, pending the provision of inventory software to computerize stocktaking processes. Inventoried items were secured in the warehousing area located beneath the Operations Centre.

The Unit remains independent of the Administrative Office accounting system. A manual accounting system has been utilized. Thus far, this system has supported the Unit's initiatives.

7.5 Egress Planning

Specialist support is needed for this activity which was not available during this financial year. The magnitude of this project will require extensive civil engineering intervention for the development of a comprehensive egress plan. This plan must be inter-related to the plans of Tunapuna/Piarco Regional Corporation, Sangre Grande Regional Corporation and Couva/Tabaquite Regional Corporation. Work is in progress as the Borough Corporation has implemented new traffic routes and taxi stands.

7.6 Department Operating Procedures

A Senior Disaster Management Coordinator was appointed in November, 2017. The roll out of plans should be forthcoming. In the interim, the Unit functioned within the parameters outlined by the Administration.

7.7 Successes and Failures

The Arima Borough Corporation's Disaster Management Unit functioned with two (2) field officers. These officers have further developed the required skills and experience in the operations of Disaster and Crisis Emergency Management Units. Despite staffing limitations the Unit worked diligently, using creative and innovative ideas to ensure that all that was possible was accomplished.

7.8 Issues and Concerns

The recessionary economic position in Trinidad and Tobago, coupled with the attitude of some citizens to emergency planning and preparedness may hinder progress in the building of *community resilience*. Several community members have given full priority to the fulfillment of basic needs and consider additional expenses, such as the purchase of relief supplies and property insurance, to be a financial burden. Some persons may not be able to afford such amenities and primarily depend on the State and

other agencies ability to offer relief. A national catastrophic event could have varied outcomes. Apart from losses of individual lives, business continuity could be adversely impacted with limited options available.

The Unit has therefore increased its efforts to improve awareness of the potential impact of environmental and climatic changes on Trinidad and Tobago, on ameliorating measures to be adopted in the event of a disaster, and to persuade persons to purchase property insurance to buffer the hazards associated with emergency events.

7.9 Conclusion

Training and development is needed at all levels and all departments of the Corporation and within the Community. Within this rapidly advancing society citizens need to keep up-to-date with weather predictions and forecasts. Ensuring safety and security of life, livelihoods and country is a mandate that requires continued focus, diligence, commitment and dedication. All Corporations, agencies and nationals would be required to rebuild communities should an untimely event strike this nation. The need for a united and comprehensive disaster management approach is imperative.

8.0 HEALTH AND SAFETY

8.1 Introduction

To ensure compliance with the *Occupational Safety and Health Act* (Chapter 88:08), the Arima Borough Corporation continues to strive with limited resources, to do everything that is reasonable and practicable to achieve the objective of a *safe and productive working environment*.

8.2 Achievements

Notwithstanding challenges, the main being fiscal, key gains were achieved:

The safety of staff being paramount, a decision was taken to have **Air Quality Tests** done at the Administrative Office on Hollis Avenue and the Stores Department at the Garage/Workshop, O'Meara Road. At that time, arrangements were being made for relocation of the Administrative Office. 'Kaizen Environmental Services (Trinidad) Limited' had in the very recent past (March 2016), conducted an investigation into whether the "concentration levels of *Organophosphorus Pesticides* including *Malathion* observed in the Storage Room was in compliance with the "NIOSH¹ REL²". The report concluded that the levels of *Organophosphorus Pesticides* observed were in compliance with the NIOSH REL, within a range of 0.1%.

- A collaborative effort between the HSE Unit and the Medical Team of Dr. Mohammed and Nurse James from the Public Health Department of the Arima Borough Corporation, saw Twenty-four (24) persons being trained on the rudiments of First Aid. This was the first of many sessions.
- 'As built' drawings of the Municipal Stadium (Velodrome) were submitted to the Trinidad and Tobago Fire Service (TTFS) for perusal and subsequent recommendations to fulfill requirements for a fire certificate.
- A new hoist was procured, installed and inspected at the Garage/Workshop on O'Meara Road.
- Joint fire drills between staff of First Citizens Bank and Arima Borough Corporation were held with reasonable success. However, the appointment and subsequent training of Fire Wardens are still outstanding.
- The Fire Extinguishers (45) through-out the Corporation were inspected and serviced.

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- Exit and directional signs were installed at the Town Hall; Muster point signs were installed at the Municipal Stadium (Velodrome) and at the front of the Municipal Police Station.
- Another collaboration, between the HSE Unit and the Corporate Secretary, produced a lecture by Ms. Cheryl-Ann Steele, Corporate Secretary on the topic: "*Sexual Harassment in the Workplace*". This topic was thoroughly explored and properly explained to all in attendance so that the implications of unseemly behavior can be understood and not be tolerated.
- The HSE Unit partnered with NATCO to enlighten Managers and Supervisors of the Corporation about "*Safety Awareness*" and "*Safe Systems of Work*". The members of the Arima Borough Corporation's Joint Health and Safety Committee also benefitted from a lecture on the responsibilities of the Health and Safety Committee.
- The procurement of uniforms and personal protective equipment (ppe) proved to be a challenge but in the end, notwithstanding a few setbacks the majority of workers were outfitted with the required uniform and protective gears. Workers have begun to display pride in wearing their uniforms. Continued communication between the HSE Unit and workers and the eventual buy-in by the workers can only redound to the benefit of the Corporation.
- Murphy's Law suggests that '*anything that can go wrong, usually does*' and this was the case in May 2017, when a battery exploded while being charged. Although the electrician, Mr. Frank Mohammed was doused with some of the contents of the battery, he was not adversely affected. Medical attention was obtained privately and at the Corporation through the Medical Officer of Health (MOH) Dr. H. Mohammed. It should be noted that Mr. F Mohammed was not working on the battery at the time of the explosion, but merely moving another battery from point A to point B in the vicinity of the battery that was being charged. Every effort is being made to ensure that the necessary equipment is provided for the Battery Room to ensure its safe operation.
- *There is no right way to do the wrong thing, but there is wrong way to do the right thing.* This was the case in September 2017 when some of the Administrative staff were advised by the *Public Services Association (PSA)* which cited *section 15 of the Occupational Safety and Health Act (Chapter 88:08)* and refused to continue occupation of the Administrative Building, upstairs FCB, Corner Hollis Avenue and Woodford Street, Arima. Correct procedure was not followed since the Employer was not advised about staff concerns and intended action. Staff proceeded to vacate the premises based upon the Union leader's advice. This action warranted the intervention of the OSH Agency. That the building was in a bad state of repair, was never in doubt. As a matter of fact several overtures were made to access alternative accommodation with no success.

However, an inspection was done by Mr. Sherwyn Charles - Inspector II of the OSH Agency, a previous inspection having taken place in 2014. An Administrative Solution was implemented where by Staff was allowed to work until noon. In addition, temporary alternative accommodation was found for some members of staff at the Conference Room of the Disaster Management Unit - O'Meara Road, Arima. Alternative accommodation was in the process of being prepared at the Xtra Foods Complex which was expected to be ready for occupation by February 28, 2018.

8.3 Recommendations

- There is need for the creation of an outfall for the perimeter drain on the compound of the Garage Workshop. There is the potential for the creation of health hazards.
- Recommendations were made for appropriate accommodation for the Municipal Police.
- Recommendations were made for the implementation of robust maintenance programmes within the various workplaces of the Corporation.

8.4 Conclusion

The list of recommendations given is not exhaustive, but there are some outstanding ones which need urgent attention. Reminders will be issued.

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9.0 INTERNAL AUDIT DEPARTMENT

The Internal Audit Department was established in accordance with: -

Regulation 13 (4) of the Financial Regulations, Chapter 69:01 which stipulates that: "Each accounting unit shall have a check staff and an independent internal audit section".

The key function of the Internal Audit Department is to assist the Chief Executive Officer in the discharge of his/her responsibilities by ensuring that the internal controls are being adhered to as required by the Exchequer and Audit Act, Chapter 69:01, the Financial Instructions and Regulations 1965, the Municipal Corporations Act 21 of 1990, the Statutory Authorities' Service commission Act and Regulations, Civil Service Act, Public Service Act and other enabling legislation, directives from the Ministry of Finance, Chief Personnel Officer and other regulatory authorities.

The activities of the Internal Audit Department for the year 2016/2017 included checking and certifying the following documents / records:-

- **Terminal benefits** for monthly and daily-paid employees:
 - I. Gratuity Computations for a former Mayor and two (2) contract officers (20% of gross Honorarium).
 - II. Pension and Gratuity computations for eight (8) monthly-paid officers.
 - III. Twenty-four (24) Retirement Benefits computations for daily-rated employees.
 - IV. Death Benefits computation for one (1) daily-paid officer and one (1) monthly-paid officer.
- **Sick Leave Bonus Certificates and Pay Sheets** for daily-rated employees who were qualified for such bonuses in the stipulated four-year period, 2013 – 2016, as agreed upon in the Memorandum of Agreement for daily-rated employees.
- Forty-one (41) **Incremental Certificates** for monthly-paid employees.
- Arrears of Telephone Allowance for Councillors and Aldermen.
- Arrears of Acting Allowances for monthly-paid employees.
- Compensatory Leave for monthly-paid officers.
- Arrears of Increment for monthly-paid officers.
- Pre-Retirement and Vacation Leave eligibility for monthly and daily-paid employees.
- Overpayment of salary, wages and Cost of Living Allowance (COLA) for monthly and daily-paid employees.

- Pension and Leave Records of monthly and daily-paid employees.
- Records of Service of monthly and daily-paid employees.
- Arrears of Laundry Allowance for monthly-paid officers.
- Arrears of House, Meal and Driving Allowances for Municipal Police Officers.
- Overtime Work Benefits for contract officers.
- Arrears of Overtime for Public Health Inspectors.
- Overtime Worksheets for Sanitation Foremen II and III.
- Arrears of Revised Pension and Retirement Benefits computations with respect to monthly-paid retirees in accordance with the New Memorandum of Agreement.
- Claim of Arrears of Meal Allowance for the period December 2002 to March 2011 with respect to Francis Morales, retired monthly paid officer was checked.
- Arrears of Chairman Commission with respect to Councillor Kendall Charles.
- Maternity Benefits for daily rated employees.
- Unaccounted Absences with respect to monthly-paid officers.
- Workmen's Compensation for three (3) daily-paid employees.
- Salary received for two (2) contract officers for the period May 2006 to March 2013.
- Spot checks were conducted on the Cashier, Petty Cash and Stores Department with respect to Cash Collection, Record Keeping and other functions.
- Pay Record Cards for monthly and daily-paid pensioners and Councillors.
- Leave Registers for monthly and daily-paid employees.
- Life Certificates of retirees.
- Tyres carded for disposal at the Stockpile/Garage Workshop.
- Verification of Loan Register.
- In addition, the Auditor I attended the monthly Finance, Statutory and Heads of Department Meetings of the Arima Borough Corporation.
- Central Bank Cheques and Statements for the period January 2016 to August 2017 were checked and verified.

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10.0 THE PERSONNEL DEPARTMENT

10.1 Structure

- The Personnel Department is mainly responsible for the fulfillment of the Human Resource Management needs and services of the Corporation. In order to discharge its responsibilities, the department is led by the One (1) Personnel & Industrial Relations Officer II and supported by clerical staff. In the fulfillment of its mandate, the department continued to recognize the significance and value of the human resource. Services were provided to a total of seven hundred and thirty-seven (737) employees comprised of approximately one hundred and forty (140) monthly paid officers, five hundred and twenty-three (523) daily rated employees and twenty-six (26) auxiliary workers. In addition, it treated with burgesses and the general public concerning issues related to the functions of the Department.

10.2 Operations

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 Mandate of the Personnel Department was administered:

10.3 General Administration

- Attended monthly council meetings and meetings of Heads of Departments.
- Prepared and submitted monthly reports to the *Personnel Committee* of Council on issues 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 Rural Development and 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 and 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 employees.
- Monitored, maintained and updated personal files, confidential personal files, performance reports, and other files as were deemed necessary.
- 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 replacements as necessary for both daily rated and monthly paid employees.
- Communicated with internal Heads of Department with regard to their human resource needs, promotion and other such matters.

Temporary Appointments

One (1) Deputy Chief Executive Officer
Four (4) Clerks I
One (1) Cleaner I
One (1) Works Supervisor I

Appointments

Three (3) Clerk Stenographers II
One (1) Clerk II
One (1) Works Supervisor I
Three (3) Cleaners I
One (1) Maid I
One (1) Messenger
One (1) Public Health Inspector I

Contract Employment

One (1) Corporate Secretary

One (1) I.T. Specialist

One (1) OSHA Officer

One (1) Financial Officer

One (1) Engineering Monitoring Assistant

Staff for the office of Her Worship the Mayor

One (1) Engineer

One (1) Engineering Aide

One (1) Caretaker

Two (2) Communication Attendants

Two (2) Civil Engineer Supervisors

10.4 Recruitment and Selection and other Related Services

- Maintained the Permanent and Regular Establishment of Daily-Rated Employees.
- Employed Casual Workers in keeping with needs of the Corporation.

Short Term Employment

Five (5) On-The-Job Trainees were assigned to the Corporation.

10.5 Benefits Administration

- Prepared Pension and Leave Records for seven (7) former employees.
- Processed all types of leave e.g. sick (normal and extended), casual, vacation, maternity, paternity, injury, compensatory, bereavement, study, leave of absences without pay and the like.
- Prepared Incremental Certificates for all eligible workers.
- Prepared sick leave bonuses for daily rated workers.
- Prepared retirement benefits for six (6) monthly-paid employees and seventeen (17) daily rated workers who retired compulsorily.
- Ensured the payments of allowances and premiums to monthly and daily rated employees.
- Prepared Terminal Benefits for three (3) deceased employees.

10.6 Employee Relations

- Counselling Sessions were arranged for members of staff as necessary.
- Eligible employees continued to be registered with the Health Plan.
- Three (3) employees were referred to the Medical Board.
- Workmen's Compensation was administered to employees injured on the job.

10.7 Industrial Relations

1. Represented the Corporation at the negotiations of the Daily-Rated Collective Agreement.
2. Engaged in conflict resolution within the organization.
3. Attended Step 4 Meetings and other related meetings pertaining to Terms and Conditions of Service and Industrial Relations at the Chief Personnel Office.
4. Covered meetings with the Public Services Association (PSA) and National Union General Federated Workers (NUGFW) the recognized majority unions representing monthly and daily-rated employees respectively.
5. Conducted Step 3 meetings with respect to daily-rated matters, as well as other grievance meetings involving monthly-rated and daily rated issues.

10.8 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 organizational goals and objectives. The Department therefore continued to offer training to employees in order to enhance job performance.

To this end, needs were identified and employees trained in the following areas:

- Salary Administration in the Public Service
- Performance Management Appraisal System

10.9 Conclusion/Recommendations

The demands for Human Resource Services have increased considerably over the years, this must be complemented with adequate staffing. There is a definite need for the establishment of a Human Resource Management Unit. Additionally, the workforce needs to be increased in order to adequately service the increasing needs of burgesses and the increased demands for services which have resulted from the development of several new housing areas within the Borough.

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11.0 ASSESSMENT DEPARTMENT

11.1 STRUCTURE

The Assessment Department is headed by the Town Assessor supported by a Valuation Assistant and two (2) Clerical officers.

11.2 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 were made
- Notices of Assessment were prepared and dispatched for all assess properties

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

11.3 LEVYING OF PROPERTY RATES ACT 21:1990 SECTION 77

Total Hereditaments 2014/2015	-	11,059
New Units Registered 2015/2016	-	251
Total Hereditaments 2015/2016	-	11,310
Percentage Increase	-	.01%

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11.4 REVENUE COLLECTION

Total Revenues Collected 2014 – 2015:

Rates	-	\$235,696.39
Rents	-	83,957.00
*Other Services	-	<u>44,100.00</u>
Total	-	<u>\$363,753.39</u>

Total Revenues Collected 2016 - 2017:

Rates	-	\$110,000.00
Rents	-	88,807.00
*Other Services	-	<u>38,775.00</u>
Total	-	<u>\$237,582.00</u>

Difference in Revenues Collected:

2015-2016	-	\$237,582.00
2014-2015	-	<u>363,753.39</u>
Difference	-	<u><\$126,171.39></u>
Percentage Decrease	-	.35%

11.5 MAINTENANCE OF HOUSE RATE BOOK

Number of Returns processed	-	251
Number of New Properties assessed	-	nil
Number of Removal of House Notices processed	-	06

Changes were reflected in the House Rate Ledgers and Rolls as applicable.

11.6 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.**

11.7 OTHER SERVICES

A total of *six hundred and forty-five (645) Assessment Certificates* were prepared for this period.

➤ Leases processed	-	13
➤ Consents processed	-	15

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

11.8 REMARKS

The Assessment Department is currently operating with a Town Assessor and one (1) Ag. Clerk II. Some of the functions mentioned above were suspended, due to the proposed restructuring of the Property Tax Bill. As such, the *collection of rates and taxes have ceased with effect from January 1st 2010*. However, the department collected arrears of House Rates and Taxes *prior to 2010* and Land Rents for *Brooklyn Estate Properties* in this financial period.

The House Rates Rolls and Ledgers and all documents were updated and maintained on a daily basis.

12.0 THE WAY FORWARD

Over the past two (2) decades, the Corporation has been unsuccessful in securing funding for certain critical projects which will positively impact upon the delivery of services to the burgesses of the Royal Chartered Borough of Arima.

These projects include:

- a) An Administrative Complex
- b) New Public Market Facilities
- c) Indoor Gymnasium
- d) Development of the Larry Gomes Cricket Grounds

➤ **An Administrative Complex**

Soil tests for the construction of a new Town Hall and Administrative Complex were conducted over *three (3) decades ago*; Sod Turning Ceremonies were held on at least *two (2) occasions*. Architectural drawings have long been completed, approved and awaiting funding. Promises have been made by different Administrations on various occasions. Two of the Local Government Ministers who made these promises have since passed. The landlord of the Building located on Hollis Avenue, occupied by the Administrative staff, threatened the Corporation with eviction notices over several years. The cries of the staff, and several Chief Executive Officers fell on deaf ears. The Corporation's staff is still awaiting the construction of the Administrative Complex.

This situation has adversely impacted on the morale and health and safety of the Corporation's staff. As highlighted in the Health and Safety report on page 48 of this document, the accommodation on Hollis Avenue which housed the Corporation staff was totally inadequate. It took the intervention of the *Public Services Association* to have staff relocated to alternative premises - again *leased accommodation* at the *Xtra Foods Complex* on O'Meara Road. In light of the initiative of *Local Government Reform* it is advised that the Arima Borough Corporation - the only Royal Chartered Borough in the western hemisphere - be granted the long awaited and overdue Administrative Complex.

➤ **A New Market and Vendors Mall**

As stated in previous Reports, the Market has outlived its usefulness. Housing developments have been steadily increasing within the Town - and the population has concurrently increased. The quantum of vendors have also grown significantly. Municipal Police officers have had to seek assistance from officers attached to the Immigration Detention Centre and the Praedial Larceny Unit in order to control illegal street vending and maintain some semblance of order within the Borough. The provision of additional/alternative market facilities need to be seriously considered for this burgeoning town.

➤ **Sporting Facilities**

The active sporting community in Arima has produced world class athletes in various sporting disciplines and there is therefore a need to maintain, upgrade and build new facilities in order to maintain this high standard. Demand has been increasing over the years.

Plans to construct an *Indoor Gymnasium* on India Grounds need to be implemented. The completion of this facility will certainly provide additional sporting space that is urgently needed within the Borough of Arima.

Development of Larry Gomes Cricket Ground

The Ministry of Sport previously advised that this project was approved and awaiting funding to commence construction. Both the Ministry and Corporation Officers have already signed off on the drawings. Primary and Secondary Schools Cricket League and other teams use the facility as their home ground.

➤ **Legislative Reform**

One of the pillars of any law is enforcement. Several laws impacting upon Local Government are outdated. *The Public Health Ordinance (1950)*, for example, is quite outdated and does not provide any “teeth” in enforcement. This Act, and several others, need to be revised.

➤ **Institutional Strengthening**

Institutional Strengthening is a critical factor to be considered if the Corporation is to ensure effective administration and development of the Borough. It is anticipated that with the impending implementation of the *Local Government Reform* initiative a comprehensive review of the Municipal Corporation's structure will be conducted and steps undertaken to revise the current structure with the objective of providing citizens with the quality of service that they deserve.

It is also anticipated that the foregoing recommendations will be given serious consideration for implementation in the near future.

Appendix A (i)

**WORKS COMPLETED BY THE CONSTRUCTION TEAMS
FISCAL 2016 - 2017**

Project	Activities Completed
Christina Gardens	Concrete to kerb wall 20.0 meters
Shalto Lane	Construction of 70m kerb and slipper drain (southern side); Construction of 40m box drain
Christina Gardens	Reconstruction of 25m kerb & slipper drain
Stephen Trace	Construction of 100m of kerb and slipper drains including 4 driveways and 2 walkways
Arima Promenade	Construction of pull boxes, trenches, plinths and bases; install ducting for 7 nos electrical and lighting poles
Arima Market	Construction of 2 nos R.C. access ramps
Pomegranate Avenue	Refurbishment to 75m footpath including 6 nos driveways
Malabar Roar Extension (Pro Bar to Tumpuna Road southern side)	Raising of 180m footpath including 9 nos driveways and 26 nos. manhole covers
Cocorite Trace	Construction of 30m x 0.6m x 0.6m Open Box Drain including 3 nos driveways
Noriega Trace	Reconstruction of 4m drain wall
Invaders Drive	Repairs to 3m slipper drain
Tokyo Avenue	Demolition and reconstruction of 11m swale drain
Churchill Circular	Casting of drain base 0.45m wide x 20m long
Bellbird Avenue (at the end)	Construction of 8m outfall box drain 0.6m x 1.2m
Hummingbird Avenue (at the end)	Construction of 10m outfall box drain 1m x 1.2m (both sides)
Ephraim Joseph Street (off Pro Queen Street)	Reconstruction of 10m x 1m collapsed high back drain wall; repairs to 30m existing drain walls; construction of 10m kerb and slipper drain
John Shaw Avenue	Refurbishment to 15m footpath; reconstruction of 15m slipper drain and 1 nos driveway 6m x 1.2m
Pro Queen Street	Refurbishment of 34m footpath including 2 nos driveways
Jean Street	Repair to 1 nos driveway 4m x 1.2m including widening of cowmouth accesses
DeNobriga Street	Clearing and Reconstruction of 21m x 1.2m collapsed high back drain wall
cor of Wattlely Circular & Mt. Pleasant Rd.	Construction of 31m x 1m footpath and slipper drain
Leotaud Lands/North Stars Avenue	Demolition and reconstruction of collapsed drain walls 8m x 1m x 0.6m and 15m x 1m x 1m
cor of Urban Peschier & Eugene Laurent Streets	Raising of kerb wall 100m x 0.2m
Richard Trace	To raise kerb wall 150m x 0.2m; repairs to drain wall 7m x 1.2m high; Repairs to 50m drain base
cor of DeGannes & Hosein streets	Footpath and slipper drain reconstruction 8m x 0.6m
Stephen Trace	Raising of 32m kerb wall
Pomegranate to Banyan Blvd. walkpath	To construct R. C. walkpath 40m x 2m x 0.1m

Project	Project
Daniel Street (South)	Raising of 250m kerb wall; intermittent repairs to drain walls
Rose Street	Reconstruction of 20m footpath (intermittent)
Bellevue Circular (Alenore Gardens) western side)	Repair to 75m slipper drain
Pro Queen Street	Construction of R.C. steps to the Lawn Tennis Court
Cecile Street	Demolition and reconstruction of 126m footpath and slipper drain
LaCroix Avenue	Widening of 4 nos side street entrances (Joseph Ave & 3 unnamed)
Lockhart St. between Marie St. & Percy Cezair St. (Northern side)	Repairs to footpath; Construction of cover to catchpit
Wattley Circular	Construction of 15m x 0.6m x 0.6m open box drain; slab over box drain 4m x 1m; Reconstruction of 3m x 1.2m driveway
Banyan Blvd (from Salvia Drive heading east)	Repairs to 70m footpath
Arima Bus Layby	Construction of 2 nos Security Booths
Malabar Road (near to James Lane)	Repairs to sidewalk including installation of manhole cover
Malabar Road (opp Nutones Blvd)	Repairs to Stormwater catchment covers and sidewalk
Herde Park	Reconstruction of 30m slipper drain
River Road	Raising of 50m kerb wall
Cornbird Crescent	Demolish and Reconstruct 100m Footpath and Slipper Drain including 4 nos driveways
Berthe Street	Repairs to footpath and slipper drain (intermittent) 95m
1st Avenue South, Leotaud Lands	Repair to 130m kerb and slipper drain including 2 driveways
Malabar Road Ext	Construction of 12m footpath including 1nos. driveway and 1.5m slab cover to box drain with parapet wall
Max Trace	Reconstruction of Driveway 5m by 1.6m; Demolition and reconstruction of sidewall of drain
Cor. Queen Street & Sorzano Street	Demolition and reconstruction of Swale drain
Falcon Crescent	Demolish and Reconstruct Footpath, kerb and Slipper Drain (intermittent)
Banyan Blvd to Gardenia Lane	Construction to 50m footpath
Gardenia Lane to Salvia Drive	Construction to 90m footpath
Noriega Street	Raising of 240m kerb wall; intermittent repairs to drain walls
Churchill Circular	Repair to footpath and slipper drain (intermittent) 200m
Bellamy Street	Constuction of 67m suspended footpath
Max Lane	Reconstruction of Kerb 9m; Widening of Road Off Max Lane
Cor. Queen Street & Farfan Street	Demolition and reconstruction of 10m swale drain
Tannis Lane	Reconstruction stairs 10m long; Construction of retaining wall

Project	Project
Between Banyan Blvd and Pomegranate Ave	Demolish and Reconstruct 50m Walkway
Nicole Street	Demolition and construction of 14m footpath, slipper drain and driveways (intermittent)
Paul Street	Reconstruction of 60m footpath and slipper drain
Quensel Street	Reconstruction of driveway 4m; Reconstruction of 2m kerb
Carib Homes	Reconstruction of footpath 30m
Malabar Road Opp. Ramnath Street	Repair broken Culvert 3m long
Koon Koon Trace #1	Construction of Driveway 3m long; Construction of Kerb wall 5m long
Wattley Circular	Construction of Kerb wall 5m long
St. Joseph Street & Church Street (Next to Arima Girls Gov't)	Reconstruction of kerbs and intermittent repairs to slipper drains 100m
BellBird Avenue	Demolish and Reconstruct 4 nos Swale drains
Immortelle Avenue	Construction of footpath and driveways 32m
Cor. Nutones Blvd & Malabar Road	Reconstruction of slipper drain 6m
North Stars Ave	Demolition and Reconstruction of drain in front of 2 nos driveways
Highley Avenue	Demolition and Reconstruction of drain wall and kerb
Road off Bellamy Street (East)	Construction of suspended walkway 60m x 1.5m
Cocorite Street (opp. Henri Street)	Repairs to 5m footpath
Bellbird Avenue and Falcon Crescent	Reconstruction of swale and slipper drain; Repairs to 3m footpath and kerb wall
Maurice Avenue and Jerningham Avenue	Construction of 52m footpath and 2 nos driveways
Churchill Circular (eastern side)	Repair to footpath and slipper drain (intermittent) 200m
Churchill Circular (western side)	Repair to sidewalk and slipper drain (intermittent)
Mt. Pleasant Road	Realignment of box-drain to widen road 4m
BellBird Avenue	Reconstruction of footpath (intermittent)
Banyan Blvd from Salvia Drive	Demolition and Reconstruction of 60m footpath; 1 nos driveway
cor of Charles Street & Buller Gill Avenue	Repair to kerb and slipper drain (intermittent, both sides)

Appendix A (ii)

**ASPHALTIC CONCRETE REPAIR WORKS COMPLETED
FISCAL 2016 - 2017**

Malabar Road	Roland Cleveland (near dual carriageway)
Gooding Trace	Calvary Road (by R.C Church)
Longden Street	Seyjagat Street
Albert Mark	Pro DeVerteuil Street
Edna Avenue	Velodrome Entrance near fountain
Samaroo Village by Bridge	Holy Cross Compound
Watts Trace	Arima Bypass Road (Maturita Junction)
Chalarie Lane	St. Joseph St. (near 5A Electrical)
Malabar Road	Pro Queen Street (by House of David)
Rose Street	Broadway Street (by Massey Stores)
Columbus Street	Queen Street (near Yufe's)
Orange Flats	Joseph Avenue
Honey Bee Drive	LaCroix Avenue
Municipal Police Station Compound	O'Meara Road Stockpile Entrance
Malabar Road (In front of Servol)	King Street (by Cemetery)
ABC Car park	Richard Trace
Chalarie Lane	Cor Jean Street & Simone Avenue
Gorden Street	Victory Street (opp Basketball Court)
Torrecilla Central	Bus Layby and car park, Arima
Arima Velodrome Entrance	Salvia Drive
Corner Queen & Farfan Street	Tirite Lane
Churchill Circular	Alenore Gardens (Wasa Disturbance)
Stephen Trace	Queen Street (near Yufe's)
ABC Carpark	Quesnel Street
Riverside Road, Torrecilla Central	Longden Street near King Street
Churchill Circular	DeGannes Street
Corner Queen & Farfan Street	Calcutta Street near School
Green Street (behind Police Station)	ProDeVerteuil Street
Cocorite Street (close to Maurice Avenue)	Riverside Road, Torrecilla Central
cor Hosein & DeGannes streets	Robinson Circular
Velodrome Entrance near fountain	Tannis Lane
Malabar Road (cor Lutchmansingh; near Salamat Ali; near Noriega Trace)	Dindial Trace
Davis Court - LP#5	Coconut Drive West

**ASPHALTIC CONCRETE REPAIR WORKS COMPLETED
FISCAL 2016 - 2017**

Subero Street (bet. Invaders & North Star Ave)	Road Access to Larry Gomes
Calvary Hill (Opp. Holy Cross Football Field)	Shalto Lane
Eddie Springer Street Malabar	Lopez Street
Emmanuel Street	Arima Promenade
Arima Velodrome Entrance	Bernard Street - speed humps
Promenade (Bus Terminal)	Bernard Street - potholing
Marie Street (Cor. Of Lockhart)	Malabar Branch Road
St Joseph Street (Between Longden & DeGannes Street)	Church Street (Close to St Joseph Street)
John Lane	Malabar Ext Road
Tumpuna Road (Cor. Semp Ave)	Bellamy Street
King Street	DeGannes Street & Paul Mitchell Street
Lopez Street	Pope Avenue
2nd Koon Koon Street	Subero Street
Arima Promenade (around booths)	Calvary Hill
DeGannes Street (Mausica Land)	Roland Cleveland
Leotaud Lands	Clothil Walcott Place
Cor. Queen and Sorzano Street	Hollis Ave
Arima Promenade (Electrical Trench)	Arima Velodrome Entrance
Marie Street (Cor. Of Lockhart)	Cocorite Street (WASA Disturbance)
Mt. Pleasant Road (Herde Park)	Green Street
Malabar Branch Road	Raglan Street
Shalto Lane	Robert Street
La Chance Trace (Entrance)	Malabar Main Road
Belleuve Circular	DeGannes Street & Paul Mitchell Street
Churchill Circular - speed humps	Fiddlers Dream
Bellamy Street - speed humps	Balsam Lane
Bernard Street - speed humps	Veronique Street
Tumpuna Road by gas station - potholes	St Joseph Street (Close to 5A Electrical)
Cor. Woodford & Sorzano Street	Woodford Street
Cor. Queen and Farfan Street	Banyan Blvd
Herni Street	Sanchez Street
Ajim Baksh Street	Sorzano Street
Between Banyan Blvd & Pomegrante Ave	Salamat Ali Street
Calvary Hill	Carracciolo Ave

**ASPHALTIC CONCRETE REPAIR WORKS COMPLETED
FISCAL 2016 - 2017**

Ameerali Ave	Malabar Road (near Dindial Street)
Percy Cezair	Immortelle Street
Jean Trace Extension	Salvia Drive
Church Street & St. Joseph Street	cor of Cocorite Road & Henri Street
Falcoln Crescent	cor of Malabar Road & Daniel Trace
Dove Court	cor of Malabar Road & Koon Koon Trace
Lennox Yearwood Duel Carriageway	

Appendix A (iii)

WORKS COMPLETED BY THE PARKS AND RECREATION TEAMS
FISCAL 2016 – 2017

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

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	<i>Tumpuna Rehabilitation Grounds</i>
Croton & Gardenia Avenue	<i>In front of Stockpile</i>
Eden Rahim Park	<i>Malabar R.C.</i>
Egbert Alleyne Park	<i>Leotaud Lands</i>
El Rancho Tropical Grounds	<i>Lutchmansingh Avenue (empty lot)</i>
Emerald Gardens Park	<i>Malabar Basketball Court</i>
Georgiana Beckles Day Care Centre	<i>Davis Court</i>
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
Larry Gomes Enclosure	Town Hall Grounds
Malabar Gardens	Thanno Lane Basketball Court
Mc Neil Park	

Appendix A (iv)

VEHICLES AND EQUIPMENT MAINTAINED BY
THE GARAGE/WORKSHOP TEAM
FISCAL 2016 - 2017

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
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
TBB 1406	Mitsubishi Pick-Up	1997
TBP 9151	Toyota Hilux Pick Up	2003
PCK 5728	Tuscon Hyundai	2008
PCK 7757	Pajero SUV	2008
PCU 254	Suzuki Motor Cycle	2012
PCY 6504	Toyota Fortuner SUV	2013
TDG 7726	Hyundai H100 Pickup	2015
TBB 1613	Mitsubishi L200 Pick Up	1996
PBJ 3695	Pajero SUV	2000
PCF 4166	Santa Fe Hyundai SUV	2007
PDE 1476	Mistubishi Lancer Sedan	2014
TAE 4332	Brush Cutter End	2010
TAE 4332	Kobuta Wheel Tractor	1980
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
TBB 4529	Mitsubishi Compactor	
TBO 4201	Nissan Compactor	2003
TCB 2808	Mitsubishi Compactor	2006
TCL 5082	BMC Garbage Compactor	2009
TCL 5083	BMC Garbage Compactor	2009
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

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TCJ 6736	Nissan Dumper 8 Ton	2008
TBB 1407	Mitsubishi Pick-Up	1997
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	Liuctonct 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
TAE 6712	Nissan Dumper (10 Ton)	1981
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