



# ANNUAL REPORT 2019



## Arima Borough Corporation

Annual Report 2018 – 2019



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**MAYOR'S SPEECH**

Ladies and Gentlemen,

It is indeed a great pleasure to stand before you as your newly re-inaugurated Mayor. One hundred and thirty-one years ago, Queen Victoria declared Arima a Royal Chartered Borough, which positioned Arima as the first and only Royal Chartered Borough in the Western Hemisphere. Today, witnessed the tradition of the passing of the chain, we also experienced the symbolic passing of the fundamental rights of democracy. It is because of our freedom of rights, we have an opportunity to serve you, the people of Arima. The photos on the walls of this Town Hall are former Mayors who have once served this great Borough, but despite our differences we all have one thing in common, Our Love for Arima!

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This Borough is the one of the smallest municipalities in Trinidad, however at just four (4) square miles, we have one of the largest impacts on this nation. Over the years, our Arimians have significantly contributed to this great country. We are proud to be the home of the Santa Rosa First Peoples' Community and the birth place of cultural icons such as Ian Alverez also known as Bunji Garlin, the late Alwyn Roberts, also known as the Lord Kitchener and Mr. Holly Betaudier, known as the Arima Kid. We can also boast of great sport persons such as the first female Olympian Laura Pierre, track and field athletes: George Lewis, Cliff Bertrand and Lennox Yearwood. Cricketers: Prince Bartholomew, Larry Gomes, Phil Simmons and Sunil Narine. Footballers: Robert Bruce, Keith Look Loy, Derek King and Robert "Keithos" Joseph. Arima, indeed has a lot of talent in which we must harvest and cultivate.

We must continue to be trailblazers and set the bar high for the rest of the country to follow. Arima is a unique and wonderful town full of rich history and culture. It is my hope to ensure that Arima moves from Borough status to city status in the next few years. In my last tenure as Mayor, the Council strategically pursued projects that guaranteed our steps to city status. We are totally grateful for the construction of a hospital in Arima and the initiatives for the market, however we are still in need of other amenities. We would like to have the Immigration Division set up a Passport Office here in Arima, so that our burgesses do not have the hassle of traversing to another area. A magistrate court and the solely needed Administration complex.

Arima is one of the largest transit hubs in the country and as such persons visiting our Borough may need to sojourn. However, we need more guesthouses, bed and breakfast and hotels. Additionally, with the construction of the Toco port more businesses will flock to the east and we will welcome being the first stop. Today, I declare that Arima is once more open for business.

Ladies and Gentlemen, we must protect our Borough from any creeping delinquency and corruption. We must reject the negative undercurrents set by these criminals who pose as charitable characters. Beware of the wolves dressed in sheep clothing. We will not tolerate indecency and lewdness in Arima, it will be stamped out!

To my Council members, I urge you to be very accessible to your burgesses and remember that your role is to be of service to the people of Arima. They will keep you in line. Also, for this Borough to continue to thrive as it has, we must work in unison. According to Mattie Stepanek, "Unity is strength when there is teamwork and collaboration, wonderful things can be achieved." Let us be our brothers and sisters' keepers and get the job done.

To my past Council members, I thank you for your years of service to our great Borough. We have had our challenges, but we made it through. I wish you great success in your future endeavors. To the Ministers and Members of Parliament present, I sincerely thank you for all your support throughout my last tenure. To the CEO and the Heads of Departments of the Arima Borough Corporation, thank you for your support and I look forward to a stronger relationship. Thank you to the Municipal Police for your continued protection. To my staff at the Town Hall, thank you for your diligence and support.

I am truly appreciative of each and every one. I ask that as I serve, you support me and the Council. I pray for the continued growth of this great Borough and May God bless us all!

**Her Worship the Mayor  
Councillor Lisa Morris-Julian**

**EXECUTIVE SUMMARY**

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

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

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The Second section outlines the performance of the Accounting Unit.

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

Section Four deals with works carried out/executed under the Development Programme.

Section Five deals with Contracts awarded for the procurement of Goods and Services.

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

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

Section Eight summarizes the report of the Disaster Management Unit.

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

The tenth section contains the report of the Personnel Department and deals with human resource management issues.

The Eleventh section summarizes the report of the Assessment Department.

The final section – section Twelve – highlights recommendations for the future with respect to the administration and development of this Royal Chartered Borough.

## **1.0 KEY ELEMENTS OF THE ARIMA BOROUGH CORPORATION (ABC)**

### **1.1 Corporate History**

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

### **1.2 Core Business**

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

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

### **1.3 Vision Statement:**

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

### **1.4 Mission Statement:**

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

### **1.5 Competitive Advantage:**

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

### **1.6 Corporate Values:**

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

- ✓ Recognition and appreciation that the Corporation's most important asset is its human resource;
- ✓ Operating with the spirit of loyalty, trust and respect for each other in the provision of goods and services to burgesses and others;

- ✓ Fostering stronger relationships between the administrative and political arm in order to enhance team work for more effective and excellent delivery;

Guided by the following **Core Values**:

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

## **1.7 Location of Operational Centres**

The Corporation's Staff operates from various locations:

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

## **1.8 The Borough of Arima**

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

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

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



**1.9 Corporate Structure**

**1.9.1 The Political Arm**

The Political Arm: Council is comprised of seven (7) Councillors and four (4) Aldermen. The composition of the Council increased by two (2) Aldermen with effect from **November 2016**; and is led by Her Worship the Mayor Councillor Lisa Roxanne Morris-Julian. Listed hereunder are the members of Council, the electoral districts represented by each Councillor and the committees chaired by each member during fiscal 2018/19:-

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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 labour on a needs basis.

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## **1.9.3 Office of the Chief Executive Officer**

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

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

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

- General responsibility for the daily operations of the Corporation with reliance on delegation to the Chief Officers and Heads of Departments.
- Leading the strategic management process to ensure implementation of strategies.
- Executing Council's decisions.
- Facilitating harmonious working relationships between Administration and the Political directorate.
- Providing a system of linkages with the Permanent Secretary in the Ministry of Rural Development and Local Government and other Ministries; and
- General administration of the responsibilities for the Corporation which includes:
  - ✓ Corporate Services
  - ✓ Freedom of Information requests
  - ✓ Facilitating Insurance Services
  - ✓ Security Services
  - ✓ Licensing
  - ✓ Records Management
  - ✓ Local Health Authority
  - ✓ Office Management
  - ✓ Advertising Control
  - ✓ Tenders
  - ✓ Protocol Duties

- ✓ Legal Services
- ✓ Promotion of civic and citizen participation in Local Governance
- ✓ Public Relations

The primary purpose of the staff is to assist the political arm in policy development and execution within the Borough of Arima. Policy direction is given to the officers of the Arima Municipal Corporation through the various committees. The current committees of the Arima Corporation are: *Page / 10*

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

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

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

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

**Figure 1.1: Organizational chart of the Arima Borough Corporation**

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

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

**Other Services provided by the Corporation include:**

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

**1.10 CORPORATE OBJECTIVES AND STRATEGIES**

In the fiscal year **2018/2019** the Arima Borough Corporation structured its strategic goals within a balanced scorecard framework into a concrete set of objectives based upon three mandatory goals established by the Government of Trinidad and Tobago: -

**Goal 1: Effective and Efficient Institutions**

**Goal 2: Service Delivery Excellence**

**Goal 3: Management Performance**

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

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

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

**1. A core function perspective**

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

**2. A customer perspective (Service delivery excellence)**

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

**3. Resource Mobilization and evaluation perspective**

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

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

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

**5. Learning and growth perspective (Management Performance)**

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

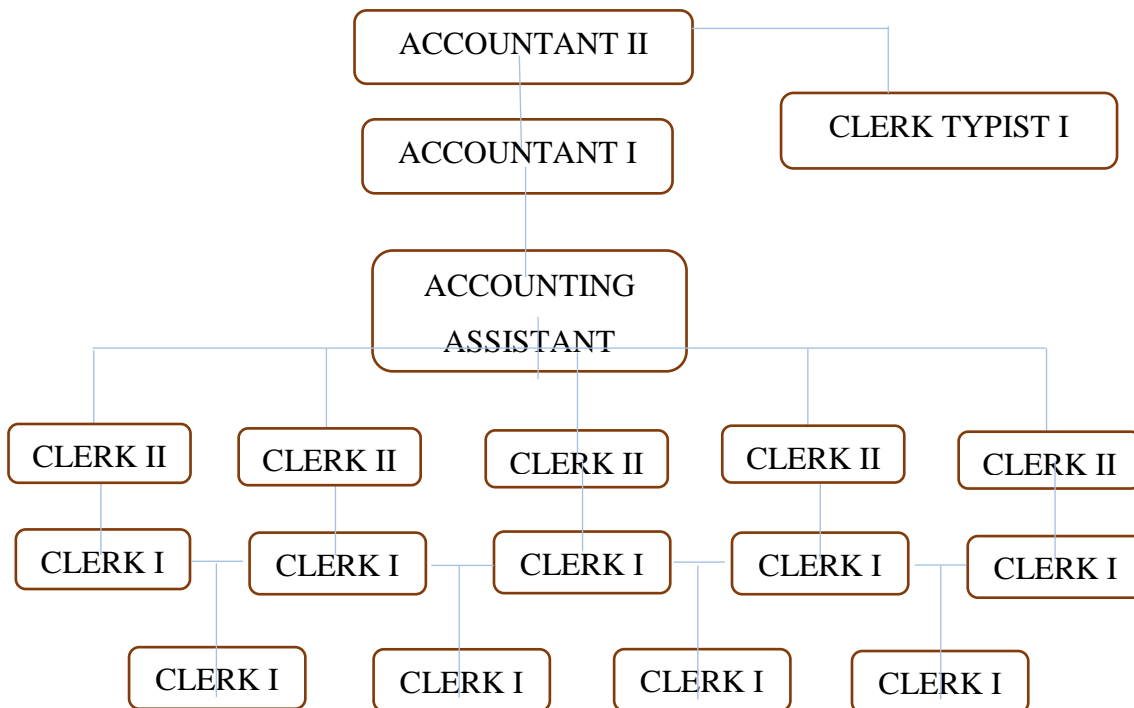
**The following sections – namely Sections 2.0 to 11.0 – of this document summarize the reports of the major departments within the Arima Borough Corporation.**

**2.0 ACCOUNTS DEPARTMENT**

The Accounts Department is structured as follows: -

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

**ACCOUNTS DEPARTMENT ORGANIZATIONAL CHART**



**2.1 GOVERNMENT SUBVENTIONS**

The Allocation was detailed as follows: -

- |                         |          |                               |
|-------------------------|----------|-------------------------------|
| • Government Subvention | –        | \$82,111,800.00               |
| • Other Income          | –        | <u>\$ 2,260,900.00</u>        |
| <b>TOTAL ALLOCATION</b> | <b>-</b> | <b><u>\$84,372,700.00</u></b> |

The Arima Borough Corporation’s original Recurrent allocation was Eighty Million, Five Hundred and Twenty-Three Thousand, Seven Hundred (\$80,523,700.00), However, due to the increase in the work force (new police officers), the figure was increased.

The Actual Government Subvention received was Seventy-Nine Million, Two Hundred and Sixty-Eight Thousand, Two Hundred and Sixty-One Dollars (\$79,268,261.00) and was released accordingly.

- Personnel Expenditure – \$57,826,621.00
- Goods and Services – \$14,087,010.00
- Minor Equipment Purchases – \$ Nil
- Current Transfers and Subsidies – \$ 7,354,630.00

**Chart A**

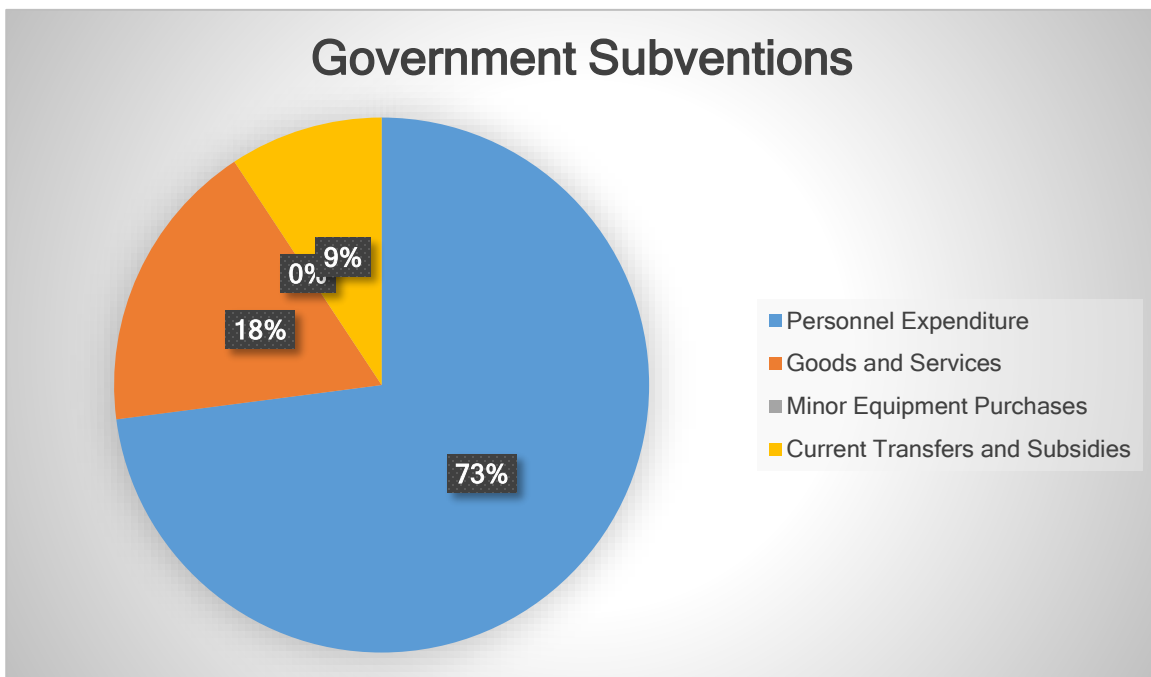


Chart A shows the percentage of Government Subventions released under the respective Heads.

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

## **2.2 OTHER INCOME**

The Projected Revenue expected under Other Income was Two Million, Two Hundred and Sixty Thousand, Nine Hundred Dollars (\$2,260,900.00). However, the actual sum received was Two Million, Two Hundred and Four Thousand, Four Hundred and Forty-Two Dollars (\$2,204,442.00).



**Chart B**

		(1)	(2)	(3)	(4)
		<b>Original Allocation</b>	<b>Adjusted Revenue Estimate</b>	<b>Actual Revenue</b>	<b>Variance</b>
		\$	\$	\$	2 – 3 \$
(a)	<b>Government Subvention</b>	78,262,800	82,111,800	79,268,261	2,843,539
(b)	<b>Other Income</b>	2,260,900	2,260,900	2,204,442	56,458
b (1)	<b>Rent</b>	270,000	270,000	152,441	117,559
b (2)	<b>Fees</b>	800,000	800,000	681,734	118,267
b (3)	<b>Service Charge</b>	710,000	710,000	727,219	(17,219)
b (4)	<b>Rates/Taxes</b>	60,000	60,000	149,152	(89,153)
b (5)	<b>Licences</b>	-	-	-	-
b (6)	<b>Interest</b>	-	-	-	-
b (8)	<b>Miscellaneous</b>	420,900	420,900	493,896	(72,996)
a+b	<b>TOTAL</b>	<b>80,523,700</b>	<b>84,372,700</b>	<b>81,472,703</b>	<b>2,899,997</b>

Chart B shows the Revised Estimate and Actual Revenue Received

Actual Revenue received for the financial year 2018/2019 was Eighty-One Million, Four Hundred and Seventy-Two Thousand, Seven Hundred and Three Dollars (\$81,472,703.00).

Government Subvention	–	\$79,268,261.00
Other Income	–	<u>\$ 2,204,442.00</u>
TOTAL REVENUE RECEIVED	-	<u>\$81,472,703.00</u>

### **EXPENDITURE**

The actual expenditure was detailed as follows:

#### **2.3 PERSONNEL EXPENDITURE**

Actual Expenditure under Personnel Expenditure was in the sum of Fifty-Six Million, Six Hundred and Seventy-Two Thousand, Nine Hundred and Sixteen Dollars (\$56,672,916.00).

#### **2.4 GOODS AND SERVICES**

Actual Expenditure under Goods & Services totaled Seventeen Million, Two Hundred and Forty-Four Thousand, Seven Hundred and Nine Dollars (\$17,244,709.00).

#### **2.5 MINOR EQUIPMENT PURCHASES**

Actual Expenditure under Minor Equipment Purchases totaled Twelve Thousand, Three Hundred and Seventy-Five Dollars (\$12,375.00).

#### **2.6 CURRENT TRANSFERS AND SUBSIDIES**

Actual Expenditure under Current Transfers and Subsidies totaled Seven Million, Five Hundred and Thirty-One Thousand, Five Hundred and Eighty Dollars (\$7,531,580.00).

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**Chart C**

	(1)	(2)	(3)	(4)
	<b>Original Expenditure</b> \$	<b>Revised Estimate</b> \$	<b>Actual Expenditure</b> \$	<b>Variance</b> 2 – 3 \$
<b>01) PERSONNEL EXPENDITURE</b>	54,562,000	58,429,121	56,672,916	1,756,205
<b>Salaries and Cola</b>	11,958,000	15,265,871	15,542,319	(276,448)
<b>Wages and Cola</b>	33,900,000	33,900,000	32,091,293	1,808,707
<b>Overtime – Monthly-Paid Officers</b>	40,000	40,000	31,157	8,843
<b>Allowances – Monthly-Paid Officers</b>	857,000	1,398,200	1,562,367	(164,167)
<b>Government Contribution to NIS</b>	4,300,000	4,300,000	4,360,494	(60,494)
<b>Salaries and Cola without Bodies</b>	200,000	200,000.00	-	200,000
<b>Remuneration to Council Members</b>	1,280,000	1,280,000	1,296,836	(16,836)

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<b>Government Contribution to Group Health Plan- Monthly Paid Officers</b>	207,000	207,000	213,156	(6,156)
<b>Government Contribution to Group Health Plan-Daily Rated Workers</b>	380,000	380,000	360,325	19,675
<b>Overtime – Daily Rated Workers</b>	1,060,000	1,060,000	751,153	308,847
<b>Allowances – Daily Rated Workers</b>	380,000	398,050	463,816	(65,766)

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	(1)	(2)	(3)	(4)
	<b>Original Expenditure</b>	<b>Revised Estimate</b>	<b>Actual Expenditure</b>	<b>Variance</b>
	\$	\$	\$	2 – 3 \$
<b>02) GOODS AND SERVICES</b>	17,544,900	17,705,185	17,244,709	460,476
<b>General Administration</b>	6,835,900	6,936,785	7,756,283	(819,498)
<b>Public Health</b>	6,122,000	6,181,400	5,519,880	661,520

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<b>Market and Abattoir</b>	1,045,000	1,045,000	546,850	498,150
<b>Parks and Recreation Grounds</b>	1,025,000	1,025,000	832,418	192,582
<b>Works</b>	2,517,000	2,517,000	2,589,278	(72,278)
<b>03) MINOR EQUIPMENT PURCHASES</b>	312,000	312,000	12,375	299,625
<b>General Administration</b>	89,000	89,000	12,375	76,625
<b>Public Health</b>	31,000	31,000	-	31,000
<b>Parks and Recreation Grounds</b>	120,000	120,000	-	120,000
<b>Works</b>	72,000	72,000	-	72,000

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<b>04) CURRENT TRANSFERS &amp; SUBSIDIES</b>	8,104,800	8,104,800	7,531,580	573,220
<b>Households</b>	8,095,800	8,095,800	7,210,671	885,129 / 21
<b>Other Transfers</b>	9,000	9,000	320,909	(311,909)
<b>TOTAL</b>	80,523,700	84,551,106	81,461,580	3,089,526

<b>2.7 ACTUAL EXPENDITURE:</b>	-	\$81,461,580.00
• Personnel Expenditure	-	\$56,672,916.00
• Goods and Services	-	\$17,244,709.00
• Minor Equipment Purchases	-	\$ 12,375.00
• Current Transfers and Subsidies	-	\$ 7,531,580.00

Chart D

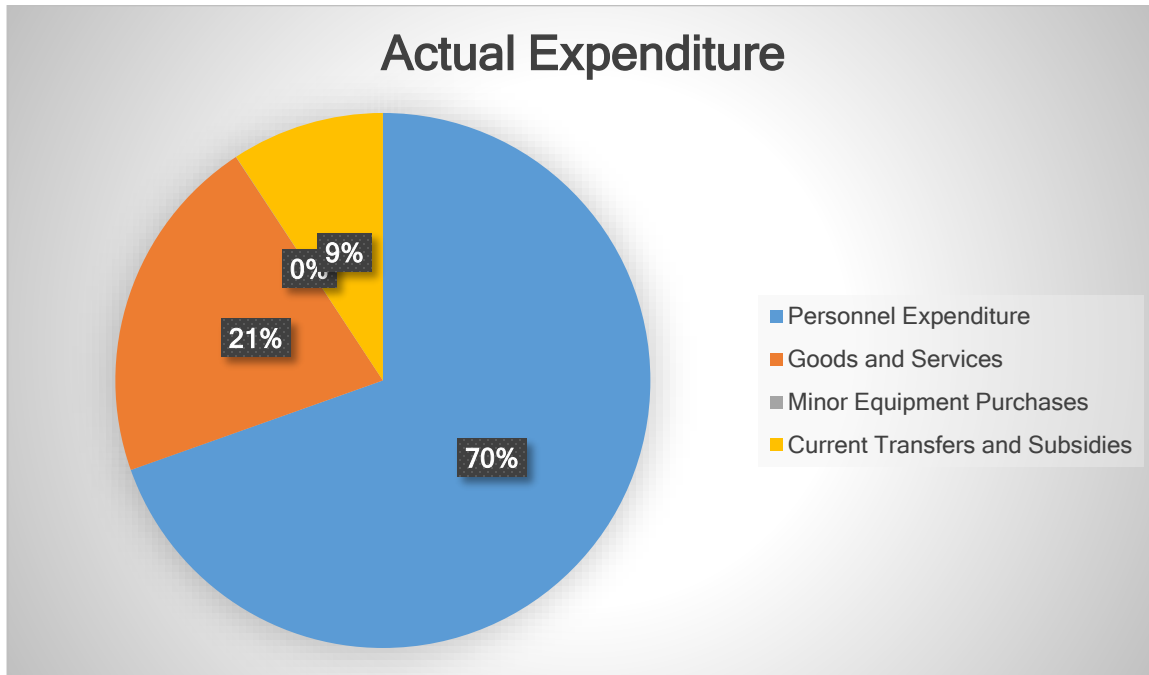


Chart D shows the percentage of Expenditure under the respective Heads.

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

## 2.8 COMPARISON OF INCOME TO EXPENDITURE

A total of Eighty-One Million, Four Hundred and Seventy-Two Thousand, Seven Hundred and Three Dollars (\$81,472,703.00) was received as income while Actual Expenditure totaled Eighty-One Million, Four Hundred and Sixty-One Thousand, Five Hundred and Eighty Dollars (\$81,461,580.00) which resulted in a surplus of Eleven Thousand, One Hundred and Twenty-Three Dollars (11,123.00).

**3.0 WORKS/ENGINEERING DEPARTMENT**

**3.1 WORKS COMPLETED BY THE CONSTRUCTION TEAMS**

**FISCAL 2018 – 2019**

<b>Project</b>	<b>Activities Completed</b>
La Chance Trace #3	Reconstruction of footpath 0.2m x 0.2m x 1.15m; Repairs to invert drain 7.62m x .3m
Egbert Alleyne Lane	Repairs to slipper drain and kerb 1.2m x .6m x .2m
Carracciolo Avenue	Repairs to slipper drain 17m x .3m; Repairs to footpath and curb 1.2m x .6m x .2m
Carib Circular (Calvary Hill)	Construction of R.C. slab over box drain 1.5m x .6m x .1m
Maurice Avenue	Repairs to Footpath 1.2m x 1.8m x .2m
Larry Gomes Front Entrance	Construction of R.C slab over box drain .7m x .7m
Industry Street	Construction of 2 nos R.C slab over box drain 1.2m x .6m x .1m
Cor. Sorzano & King Streets	Construction of R.C slab over box drain .7m x .7m
Torrecilla 2nd Avenue	Construction of 17 nos slabs over box drain average size .7m x .7m
Palm Drive	Reconstruction of 20m kerb wall, 1 nos driveway
Poui Avenue	Repairs to Footpath 1.5m x .6m x .2m
Hollis Avenue	Planting of Lighting Pole; Repairs to Footpath 2m x .6m x .2m
Pro Queen Street	Demolition and reconstruction of 4m damaged footpath
Malabar Extension	Construction of 4 slabs over box drain .7m x .7m
Pro Queen Street	Construction of slab over box drain .8m x .8m
Vendor Booths (Bus Layby)	Sealing base of booths
Pro Queen Street (Infront Market)	Demolition and reconstruction of damaged footpath 3m x 0.9m
2nd Koon Koon	Repairs to kerb 4m x 3m



<b>Project</b>	<b>Activities Completed</b>
Walnut Drive	Repair to kerb 2.1m x .1m x .5m; manhole 1.2m x .9m x .2m; box drain .9m x .9m
Mausica Road	Repairs to manhole cover .9m x .7m x .1m
Farfan Street	Repairs to slipper drain .6m x .9m; footpath 3m x .5m x .2m
Cocorite Road	Repairs to slipper drain .3m x .6m; footpath .3m x .3m
Green Street	Repairs to footpath .9m x 1.2m; slipper drain .6m x 1.2m
Carib Circular	Repairs to slipper drain .6m x .9m
Carib Circular	Reconstruction of kerb and slipper drain 2.5 m x .5m x .15 m
Clovis Street	Installation of 5 nos steel barriers
Arima Netball court	Repairs to bleachers at the Netball Court
Percy Cezair Street	Repairs to footpath 3.5 m x 2 m
Arima Secondary School	Secure fallen School Gate on Simone Avenue, removal and replacement of broken tiles
Arima Market	Demolition and reconstruction of fish stalls
Arima Market	Replacing guttering and brackets, Fixing of roof leak over the office area. Cleaning of roof and guttering
Arima Netball Court	Repairs to broken fence
cor Koon Koon & Chadee Streets	Reconstruction of 4m footpath
Concorde Gardens Park	Demolition and removal of shed roof
Santa Rosa Government Primary School	Assisting in casting of posts and floor slab to walkway; cast railing for gate
O'Meara Road Stockpile	Replacement of guard booth windows
Providence Circular	Repairs to sidewall of bridge
Arima Velodrome	Casting of manhole covers 1.37m x 0.91m x 0.05m

**3.2 ASPHALTIC CONCRETE REPAIR WORKS COMPLETED**

**FISCAL 2018 – 2019**

<b>Maturita Trace</b>	<b>Carib Circular</b>
La Croix Avenue	Lopez Street
Trainline Road	Thanno Lane
Railway Road	Ackbarali East
George Lewis Street	Buller Gill Street
Mt. Pleasant Road	Elliot Street
Cocorite Road	Salvia Drive
Subero Street	Arima Open Market
Bethel Avenue	Immortelle Street
Portugal Avenue	La Croix Trace
Koon Koon Trace	Church Street
Mahabirville	Carib Circular
Woodford Street	Sorzano Street
Sorzano Street	El Carmen Street
Arima Bypass Road	Corner Quesnel & Pro Queen Street
Columbus Street	Robinson Circular
Malabar Road	Hollis Ave
Maurice Avenue	Industry Street
Guanapo Road	Pro Queen Street
Quesnel Street	Noreiga Trace
Robinson Circular	Upper Daniel Trace
Portugal Avenue	Dindial Street
Lennox Yearwood Expressway	King Street
Allamanda Road	
Tokyo Avenue	
Concorde Gardens	
Ackbarali Trace	

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

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

**FISCAL 2018 – 2019**

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

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

**FISCAL 2018 – 2019 cont'd**

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	

# ***Arima Borough Corporation Administrative Report 2018 – 2019***

## **3.4 VEHICLES AND EQUIPMENT MAINTAINED BY THE GARAGE/WORKSHOP**

### **TEAM**

**FISCAL 2018 – 2019**

<b>Registration Number</b>	<b>Type of Vehicle / Equipment</b>	<b>Year of Purchase</b>
TCW 618	Nissan Bus	2012
PDD 7664	Hyundai Tuscon	2014
PDD 7159	Toyota Prado	2015
PDG 2307	Hyundai Santa Fe	2015
PDN 1998	Toyota Fortuner	2016
PCK 5728	Tuscon Hyundai	2008
TCH 8129	Trailer Low Boy	2008
TCS 1159	Isuzu Pick Up	2010
TCS 8845	Mobile Trailer Office	2010
TCU 5864	Skid Steer Loader	2012
TCY 1766	Mini Backhoe	2013
TCY 4683	Fork Lift	2013
TBB 1406	Mitsubishi Pick-Up	1997
TBP 9151	Toyota Hilux Pick Up	2003
PCK 7757	Pajero SUV	2008
PCU 254	Suzuki Motor Cycle	2012
PCY 6504	Toyota Fortuner SUV	2013
TDG 7726	Hyundai H100 Pickup	2015
TBB 1613	Mitsubishi L200 Pick Up	1996
PBJ 3695	Pajero SUV	2000
PCF 4166	Santa Fe Hyundai SUV	2007
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

## ***Arima Borough Corporation Administrative Report 2018 – 2019***

<b>Registration Number</b>	<b>Type of Vehicle / Equipment</b>	<b>Year of Purchase</b>
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
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

## ***Arima Borough Corporation Administrative Report 2018 – 2019***

<b>Registration Number</b>	<b>Type of Vehicle / Equipment</b>	<b>Year of Purchase</b>
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
PRIMIER XT	Concrete Mixer	2005
TDK 3704	Air Compressor (Jackhammer)	2016

#### **4.0 DEVELOPMENT PROGRAMME**

In fiscal year 2018/2019, the Arima Borough Corporation continued its programme to develop its physical infrastructure. A summary of the Development Programme is stated hereunder:

##### **Budgetary Allocation**

The Corporation was allocated the sum of Sixteen Million and Three Hundred Thousand Dollars (\$16,300,000)

<b>Project Number</b>	<b>Project Head</b>	<b>Allocation</b>
044	Drainage and Irrigation	\$5,180,000
047	Development of Recreational Facilities	\$1,100,000
056	Improvement to Market and Abattoir	\$1,700,000
059	Local Roads and Bridges Programme	\$4,370,000
062	Local Government Building Programme	\$1,950,000
065	Procurement of Major Vehicles and Equip't	\$800,000
072	Computerization Programme	\$700,000
074	Laying of Water Mains	\$0
076	Disaster Preparedness	\$500,000
<b>Total</b>		<b>\$ 16,300,000</b>



**4.1 EXPENDITURE:**

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

<b>Project Number</b>	<b>Project Head</b>	<b>Actual Expenditure</b>
044	Drainage and Irrigation Programme	\$2,320,412
047	Development of Recreational Facilities	0
056	Improvement to Market and Abattoir	\$386,681
059	Local Roads and Bridges Programme	\$1,392,768
062	Local Government Building Programme	\$0
065	Procurement of Major Vehicles and Equip't	\$580,475
072	Computerization Programme	\$170,521.88
074	Laying of Water Mains	\$0
076	Disaster Preparedness	\$
<b>Total</b>		<b>\$ 4,850,857</b>

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

# Arima Borough Corporation Administrative Report 2018 – 2019

4.2 Details of the projects undertaken for Fiscal Year 2018/2019 are listed in the table below:

Project Name and Number	Allocation including Virements	Detailed Project Activities in 2018 /2019	Actual Expenditure	Funding Received
<b>044 - Drainage &amp; Irrigation Programme</b>	5,180,000			
		Upper Calvary Road Culvert Crossing/Interlot Open Box	491,918	491,918
		4th Street/Tumpuna Road Open Box Drainage Works	251,466	251,466
		Flamboyant Crescent Drainage and Footpath Works	151,431	170,011
		Cacique Avenue Drainage and Footpath	228,818	243,038
		La Chance Trace Ext. Drainage & Footpath	182,053	213,220
		Maturita Trace Drainage Works	164,845	187,314
		Ackbarali East Extension I Drainage Works	117,242	115,515
		Richard Trace Extension Drainage Works	74,318	91,280
		Tumpuna Road/Tumpuna Square Drainage & Interlot	186,370	179,244
		Boodoo Avenue/Maturita Drainage Works	222,117	273,110
		Torecilla Avenue Phase 2 Drainage Works	249,834	249,332
<b>Total</b>	<b>5,180,000</b>		<b>2,320,412</b>	<b>2,465,448</b>
<b>047 - Development of Recreational Facilities</b>	1,100,000			
<b>Total</b>	<b>1,100,000</b>	Mayor's Facilities Enclosure Arima Velodrome	-	<b>238,000</b>
<b>054 - Improvements to Market and Abattoirs</b>	1,700,000	Arima Fish Market Upgrade	386,681	386,681
<b>Total</b>	<b>1,700,000</b>		<b>386,681</b>	<b>386,681</b>
<b>059 -Local Roads and Bridges</b>	4,370,000			
		Koon Koon Street Paving Works	202,039	202,039
		Tumpuna Courts Road Works	172,253	172,253
		La Chance Trace 3 Paving Works	111,714	111,714
		Marie Street Paving Works	128,024	128,024
		Laura Pierre Place Paving Works	51,811	56,237
		Ackbarali Street West Paving Works	229,646	234,315
		Chalie Auguste Place Paving Works	132,836	137,316
		De Nobriga Avenue Paving Works	134,555	138,984
		Melodians Crescent Paving Works	229,892	234,646
<b>Total</b>	<b>4,370,000</b>		<b>1,392,768</b>	<b>1,415,527</b>

# Arima Borough Corporation Administrative Report 2018 – 2019

Project Name and Number	Allocation including Virements	Detailed Project Activities in 2018 /2019	Actual Expenditure	Funding Received
<b>065 - Procurement of Major Vehicles and Equipment</b>	800,000	Procurement of Water Truck	580,475	580,475
	<b>Total</b>	<b>800,000</b>		<b>580,475</b>
<b>072 Computerisation Programme</b>	700,000			
		Procurement of Workstations, Laptops and Desktops	170,521.88	170,522.00
		Upgrade to CCTV Cameras - Stockpile, Market and Velodrome	0	146,631.38
<b>Total</b>	<b>700,000</b>		<b>170,521.88</b>	<b>317,153.38</b>
<b>076 - Disaster Preparedness</b>	500,000			
<b>Total</b>	<b>500,000</b>			
<b>062 - Local Government Building</b>	1,950,000			
<b>Total</b>	<b>1,950,000</b>		-	-
<b>GRAND TOTAL</b>	<b>16,300,000</b>		<b>4,850,857</b>	<b>5,403,284</b>

## **5.0 PUBLIC HEALTH**

The work completed by the Public Health Inspectorate for the period October 1<sup>st</sup> 2018 to September 30<sup>th</sup> 2019 were as follows:

### **5.1 ABATTOIR**

The total number of animals slaughtered:

<b>TYPE OF ANIMAL</b>	<b>TOTAL SLAUGHTERED</b>	<b>TOTAL INCOME</b>
<b>BULLS</b>	90	\$360.00
<b>HORSES</b>	16	\$320.00
<b>COWS</b>	15	\$600.00
<b>PIGS</b>	209	\$3,125.00
<b>SHEEP</b>	8	\$120.00
<b>GOAT</b>	4	\$60.00
<b>BUFFALYPSO</b>	2	\$80.00

### **5.2 FOOD PREMISES**

	<b>TOTAL</b>	<b>INCOME</b>
<b>LIQUOR LICENCE AND CERTIFICATES</b>	129	\$129,000.00
<b>CERTIFICATES ONLY</b>	72	\$26,400.00

### **5.3 FOOD BADGES**

	<b>TOTAL</b>	<b>TOTAL INCOME</b>
<b>FOOD BADGES PROCESSED</b>	3525	\$211,500.00
<b>FOOD HANDLERS LECTURE (ATTENDEES)</b>	3420	

**5.4 NOTICES SERVED**

<b>TYPE OF NOTICES</b>	<b>TOTAL SERVED</b>
Yellow Fever Notices	175

**5.5 COMPLAINTS**

Total number of complaints received = 520

Total number of complaints investigated = 515

**5.6 BUILDING PLANS**

Total number of plans received = 100

Total number of plans processed = 100

**5.7 SCHOOL**

Total number of schools in district = 13

Total number of visits to schools = 39

**5.8 VACANT LOTS**

Total number of vacant lots = 175

**5.9 GENERAL**

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

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

### **5.10 LITTER PREVENTION WARDEN**

There have been no Litter Wardens for the period October 2018 to September 2019.

### **5.11 The Sanitation Section**

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The Sanitation Section of the Public Health Department comprises of the following:

✓ Sanitation Foreman III	1
✓ Sanitation Foreman II	5
✓ Sanitation Workers	200
✓ Sweepers	36
✓ Charge Hands	11

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

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

#### **5.11.1 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 desilted and flushed by a team dedicated to this.

#### **5.11.2 SWEEPING**

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

### **5.11.3 SCAVENGING AND BULKWASTE REMOVAL**

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

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

### **5.11.4 OPEN MARKET**

One (1) twenty cubic meter (20 m<sup>3</sup>) bin was placed to service the area. The bin is serviced daily. This bin serviced daily by BK Holdings Limited and is satisfactory.

### **5.11.5 ARIMA MUNICIPAL STADIUM**

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

### **5.11.6 CARNIVAL AND BOROUGH FEST CLEAN UP**

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

### **5.11.7 LIST OF THE ACTIVITIES DONE:**

#### **(a) CHRISTMAS CLEAN UP CAMPAIGN**

This was done by both In House and contracted services. This was quite effective and successful. The bulk waste in the contracted areas was well managed.

#### **(b) TOWN CENTRE**

Waste Disposal (2003) Limited serviced the Town Centre every morning from Monday to Sunday, but there were some challenges with the service they provided. The scavenging was done by Gopaul & Company Limited and their service was excellent.

#### **(c) ARIMA NORTH**

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

**(d)TUMPUNA/MALABAR**

This service was provided by M&N Enterprises Limited and their performance was poor.

**(e)EVENING SUPERVISION**

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

**(f)VACANT LOTS**

During the year Two Thousand Two hundred and Nineteen (2019) several vacant lots were cut.

**(g)ANNUAL WASTE COLLECTED**

Bulk Waste	-	9540 M <sup>3</sup>
Domestic Waste	-	9360 m <sup>3</sup>



## **6.0 THE ARIMA MUNICIPAL POLICE SERVICE**

**The Arima Municipal Police Service structure is as follows:**

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**Sanctioned strength:**        One hundred (100) officers

**Present strength:**         **Eighty -One (81)**

Of the 81 officers, seven (7) officers are on various leave, three (3) officers are on suspension, twenty-five (25) officers at Marabella Training College and one (1) officer on leave with the knowledge of statutory authority service commission (SASC).

**Active duty    Fifty-Six (55)**

- One (1) Superintendent of Police
- One (1) Assistant Superintendent of Police (Ag)
- Three (3) Police Inspectors (Ag)
- Six (6) Sergeants ( Two (2)confirm four (4) acting in the post )
- Ten (10) Police Corporals (Six (6)confirm four (4) acting in the post
- Thirty –four (34) Police Constables

The Arima Municipal Police Service executed the duties outlined below during the period **October 1 2018 to September 30 2019**, in the face of depleting human resource, increase demands and challenging working conditions.

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**6.1 PATROLS**

- ✚ The Arima Municipal Police Service performed daily sentry and station duties at the Municipal Police Headquarters on a 24-hour basis.
- ✚ The Arima Town Hall compound was patrolled daily, especially during the evening and night shifts, to ensure the general security of the building and the corporation's assets lodged on the compound and detract any would-be offenders.
- ✚ An armed officer was posted daily at the Town Hall during the opening hours and as needed by Her Worship the Mayor Mrs. Lisa Morris- Julien.
- ✚ Daily patrols were made during the week and on weekends at the Arima Public Market and the Open Market to ensure that vendors carried out their trade in compliance with the Arima Market Bye-Laws, also the general safety of the burgesses, workers and visitors to the Market was observed.
- ✚ Mobile patrols and general law enforcement continued throughout the Borough of Arima for example Fiddlers Dreams, Herded Park which is located on the Bye Pass Road Arima, Lawrence Park by her worship the mayor constituent office and on O'Meara Road Arima to prevent illegal vending.
- ✚ A concentration in Street patrols made a significant impact and effectively curbed Illegal Street vending, foot patrols was made on a daily basis, in and around the Town Center, with special attention being paid to the obstructions of footpaths, traffic violations, and generally maintaining law and preserving order especially on Hollis Avenue Arima
- ✚ Special visits made and attention paid to the Arima Corporation facilities, e.g. the Stockpile, Abattoir, Velodrome and the Amphitheatre areas that were secured by Maintenance Training and Security (MTS) officers and Advance Security Canine Officers, respectively.
- ✚ Officers made round-the-clock mobile patrols to ensure that the business of the Arima Corporation were not disrupted and by extension, the safety and security of the burgesses and stakeholders of the Borough.

**6.2 SECURITY ESCORTS**

- ✚ Police officers made night-safe bank deposits of revenue collected by the Arima Corporation.
- ✚ One (1) armed plain clothes Police Officer was stationed at the Market Clerk's office on daily basis from 7am to 3pm in order to facilitate the collection and transportation of market dues to the cashier at the Administrative Office and also safety and security of said clerk and property.
- ✚ Her Worship the Mayor had armed police escorts (Orderly and Driver) on her official and public engagements or as required on every occasion.
- ✚ The Deputy Mayor Alderman Mr. Cagney Casimire in the absence of the mayor also had police escort (orderly and driver) on his official engagement or as required as well.
- ✚ Officers assisted the Organization of Disaster Preparedness Management (ODPM) Department in a demolition exercise.
- ✚ During the Carnival and Borough Day, celebrations Police Officers were detailed for duty at strategic points within the Borough to ensure the planned activities for those days proceeded as planned without any interruption by breaches of the law.
- ✚ Officers accompanied the previous Ag. Deputy Chief Executive Officer Mr. Bevil Philanders, during walk about of the Arima Market during the period under review.
- ✚ Officers did numerous exercises with officers of the Northern Division during the course of this period resulting in both traffic and serious crime matters.
- ✚ An Armed officer was detailed on Orderly duty at all Statutory Meeting of Council dressed in full ceremonial uniform and observing all protocols.
- ✚ Officers provided security for the clean- up exercises in the Arima Market and other exercises throughout the Borough of Arima.

- ✚ Officers provided security for the annual Cannon Blast for the Santa Rosa Festival held at Calvary View Park, Calvary Hill, Arima during the period at caption.
  
- ✚ During the course of the year Superintendent of Police, Mrs. Erica Prieto, attended meetings with the Police Heads of the Northern Division, Arima Borough Council, Arima Business Association Representatives and other stakeholders to discuss Crime Plans for Christmas, Carnival and Borough Day activities in the Borough of Arima.
  
- ✚ Superintendent Prieto attended a Wrecking Symposium at the Arima Town Hall. Present at the Symposium were Inspector Norbutt of the Arima Police Station and Inspector Lewis of the Chaguanas Borough Police Station. Discussions were held outlining the procedures by which the Arima Corporation will be dealing with wrecking in Arima.
  
- ✚ Officers accompanied representatives of the Ministry of Social Development and Family Services during Ministry's Plan for the Annual Street Count, taking into consideration the purpose and methodology for their obtaining the information in each of the various Corporations, and the way forward in dealing with the Street Dwellers.

**6.3 The following is a breakdown of the movements and activities of the Arima Municipal Police officers during the period under review**

***On Monday 08<sup>th</sup> to Friday 12<sup>th</sup> October 2018:*** No. 10032 Ag. Corporal Lorne Green, No. 10039 Police Constable Strugeon Greene and No. 10046 Police Constable Keith Alexander attended a Field Training Officer course held at the Piarco Police Station.

✚ ***On Friday 12<sup>th</sup> October 2018:*** Superintendent of Police, Ms. Erica Prieto and No. 10057 Police Constable Joel Holder assisted members of the Trinidad and Tobago Bureau Standard (TTBS) in the verification of Market Scales.

✚ ***On Wednesday 17<sup>th</sup> – 19<sup>th</sup> October 2018:*** No.10032 Ag. Corporal Lorne Green, No.10039 Police Constable Strugeon Greene and No. 10045 Police Constable Keith Alexander attended the Field Training Officer course, which was held at the Piarco Police Station.

- ✚ ***On Friday 19<sup>th</sup> – 20<sup>th</sup> October 2018:*** Officers escorted Her Worship the Mayor, Councillor Lisa Morris Julian during her visit of areas affected by the flooding such as Greenvale, La Horquetta, Las Lomas and environs.
- ✚ ***On Sunday 21<sup>st</sup> – 25<sup>th</sup> October 2018:*** Officers accompanied Her Worship the Mayor, Councillor Lisa Morris Julian in her Flood Relief distribution drive to the residents affected by flooding.
- ✚ ***On Friday 26<sup>th</sup> October 2018:*** Officers provided security detail for Her Worship the Mayor, Councillor Lisa Morris Julian re: distribution of cheques to the residents affected by the flooding at the Arima Velodrome
- ✚ ***On Saturday 10<sup>th</sup> November 2018:*** Superintendent of Police, Ms. Erica Prieto, Assistant Superintendent of Police, Ms. Heather Braithwaite-Remy, Inspector of Police, Mr. Ramanan Beharry, Ag. W/Cpl. Julien, P.C. Sankar, P.C. Lopez, P.C. Danpat, P.C. Wilson and P.C. Sandy attended the Trinidad and Tobago Municipal police annual Interfaith Service held at the Marabella South Secondary School, Tagore Street, Gopaul Lands Marabella.
- ✚ ***On Wednesday 14<sup>th</sup> November 2018:*** Superintendent of Police, Ms. Erica Prieto attended a meeting at West Indies Tobacco Company (WITCO) Mt D’or, Champs Fleur with the Commissioner of Police, Mr. Gary Griffith, Deputy Commissioner of Police, Mr. Deodat Dulalchan and members of the business community.
- ✚ ***On Tuesday 11<sup>th</sup> December 2018:*** The following Officers were promoted to rank of Corporal at a function held at the Office of Law Enforcement Policy (OLEP):

No. 10039 Strugeon Greene

No. 10030 Cheryl-Ann Coa

No. 10046 Keith Alexander

No. 10052 Kevin Roberts

No. 10056 Shane Wilson (Point Fortin)

No. 10032 Lorne Green

✚ ***On Wednesday 12<sup>th</sup> December 2018:*** W/Corporal Lewis-Allen and W/Corporal Perez assumed duty at the Arima Municipal Police Station from Port of Spain city police.

✚ ***On Wednesday 19<sup>th</sup> December 2018:*** Superintendent of Police, Ms. Erica Prieto, Assistant Superintendent of Police, Ms. Heather Brathwaite-Remy, W/Corporal Coa, W.P.C. Julien, P.C. Regalado and P.C. Danpat attended the graduation ceremony of Batch 1/2018 Municipal Police Constable Induction Training Programme held at the National Academy for the Performing Arts NAPA.

✚ ***On Thursday 20<sup>th</sup> December 2018:*** Superintendent of Police, Ms. Erica Prieto, Assistant Superintendent of Police, Ms. Heather Brathwaite-Remy, Inspector of Police, Ms. Patricia Flatts, Inspector of Police, Mr. Ramanan Beharry and other Officers held a briefing session at the Arima Town Hall with twenty-five (25) newly appointed Municipal Police Constables who assumed duties at the Arima Municipal Police Station.

No. 12135 Pc Campbell

No. 12249 Wpc Belcon

No. 12138 Pc Persad

No. 12253 Pc Serapio

No. 12147 Wpc Phillip

No. 12257 Pc Baptiste

No. 12185 Wpc Edwards

No. 12267 Wpc O'connell

No. 12189 Wpc Britto

No. 12270 Pc Cumberbatch

No. 12195 Wpc Williams

No. 12282 Pc Francois

No. 12198 Pc Meade

No. 12283 Wpc andrews

No. 12209 Wpc Gopee

No. 12287 Wpc Roach Samuel

No. 12223 Pc Pierre

No. 12289 Wpc Perez

No. 12234 Wpc Nelson

No. 12302 Wpc Murray

No. 12235 Wpc Boswell

No. 12320 Wpc Chadband

No. 12236 Pc Fabres

No. 12324 Pc London

No. 12240 Pc Robin

✚ ***On Tuesday 08<sup>th</sup> and Wednesday 09<sup>th</sup> January 2018:*** Corporal Roberts and Corporal Green attended a course entitled “Conducting effective background Investigations” at the Office of Law Enforcement Policy (O.L.E.P.).

- ✚ ***On Thursday 10th January 2019:*** The following Municipal Police Officers attended a course held at the Office of Law Enforcement Policy (O.L.E.P.):

No. 10039 Corporal Strugeon Greene  
No. 3265 W/Corporal Varlene Lewis  
No. 10030 W/Corporal Cheryl-Ann Coa  
No. 10046 Corporal Keith Alexander  
No. 10052 Corporal Kevin Roberts  
No. 3284 W/Corporal Petronella Perez  
No. 10032 Corporal Lorne Green

- ✚ ***On: Monday 14<sup>th</sup> – Friday 18<sup>th</sup> January 2019:*** W/Corporal Lewis and W/Corporal Perez attended a Field Training Officer Course at the Trinidad and Tobago Municipal Police Training Academy. However due to the passing of a relative W/Corporal Lewis was unable to complete the Field Training Officer Course.

- ✚ ***On Friday 25<sup>th</sup> January 2019:*** Her Worship the Mayor, Councillor Lisa Morris-Julian and Member of Council, Superintendent of Police, Ms. Erica Prieto, Members of Trinidad and Tobago Police Service and Arima Business Association hosted the Commissioner of Police, Mr. Gary Griffith at the Arima Town Hall.

- ✚ ***On Wednesday 30<sup>th</sup> January 2019:*** Corporal Perez attended a course entitled “People centered Policing” held at the Maloney Police Station.

- ✚ ***On Tuesday 05<sup>th</sup> February 2019:*** A naked man was transported to the Arima Municipal Police Station from the Dial Centre. He gave his name as Anthony Johnson. Mental Health Officer, Mr. Maxwell Murphy was contacted and Emergency Health Services transported the patient in company with Officers of the Arima Municipal Police to St. Anns Hospital.

- ✚ ***On Wednesday 06<sup>th</sup> February 2019:*** No. 10051 P.C. Danpat and No. 10058 P.C. Sandy attended a seminar entitled “First Responders” held at the Maloney Police Station.

- ✚ ***On Monday 11<sup>th</sup> February 2019:*** P.C. Sandy and W.P.C. Belcon attended a one day seminar entitled “First Responders” held at the Maloney Police Station.
  
- ✚ ***On Tuesday 12<sup>th</sup> February 2019:*** No. 12209 W.P.C. Gopee attended a Recyclable Solid Waste Collection one (1) day seminar held by Solid Waste Management Company Limited (SWMCOL) in partnership with Environment Management Authority (EMA) at the Maloney Police Station.
  
- ✚ ***On Wednesday 13<sup>th</sup>, Thursday 14<sup>th</sup> and Friday 15<sup>th</sup> February 2019:*** No. 10050 P.C. Lopez and No. 12253 P.C. Serapio attended a course entitled “Tourism Oriented Policing” held at the Maloney Police Station.
  
- ✚ ***On Friday 15<sup>th</sup> February 2019:*** No. 12138 P.C. Persad, No. 12185 W.P.C. Edwards, No. 12195 W.P.C. Williams and No. 12289 W.P.C. Perez attended a workshop entitled “Stop, Search and R Forms,” held at the Sangre Grande Regional Corporation.
  
- ✚ ***On Tuesday 19<sup>th</sup> and Wednesday 20<sup>th</sup> February 2019:*** No. 10058 P.C. Sandy attended a seminar entitled Human Trafficking held at the Trinidad and Tobago Police Training Academy, St James Barracks, St James.
  
- ✚ ***On Thursday 28<sup>th</sup> February 2019:*** Four (4) Officers of the Arima Municipal Police Station attended sessions at the Office of Mr. Dupigny.
  
- ✚ ***On Wednesday 13<sup>th</sup> March 2019:*** Inspector Flatts, W.P.C. Julien and P.C. Baptiste attended a one (1) day training session entitled Buccal Swab Sample Collection held at Kent House, Long Circular Road, Maraval.
  
- ✚ ***On Monday 18<sup>th</sup> March 2019:*** Sergeant Singh, P.C. Brown and P.C. Caby attended a five (5) day training session in Crime Scene Management held at the Police Training Academy, Samaan Drive, St James.
  
- ✚ ***On Monday 18<sup>th</sup> March 2019 to Friday 29<sup>th</sup> March 2019:*** P.C. Lopez attended a V.I.P. course held at Special Branch Unit of the Trinidad and Tobago Police Service.



- ✚ ***On Sunday 24<sup>th</sup> March 2019:*** Officers of the Arima Municipal Police Station participated in Trinidad and Tobago Cadet Force Parade 2019. This event was held in commemoration of the Cadet's Force 109<sup>th</sup> Anniversary and took place throughout the streets of the borough of Arima.
  
- ✚ ***On Monday 25<sup>th</sup> March 2019:*** Superintendent of Police, Ms. Erica Prieto proceeded on sixty (60) days leave effective 25<sup>th</sup> March, 2019.
  
- ✚ ***On Monday 25<sup>th</sup> March 2019:*** Superintendent of Police (Ag.), Mr. Dustan Renn assumed duties at Arima Municipal Police Station in lieu of Superintendent Prieto who proceeded on leave.
  
- ✚ ***On Monday 25<sup>th</sup> March 2019:*** Arima Municipal Police has begun wrecking within the borough of Arima.
  
- ✚ ***On Tuesday 26<sup>th</sup> March 2019:*** Tunapuna/Piarco Regional Corporation in conjunction with Arima Borough Corporation conducted a tree cutting exercise in the vicinity of Arima Boys' R.C. School and Arima Girls' Government School. Officers of the Arima Municipal Police Station were present to facilitate this exercise with the necessary traffic control.
  
- ✚ ***On Thursday 28<sup>th</sup> March 2019:*** W.P.C. Edwards, W.P.C. Williams and W.P.C. Andrews of the Arima Municipal Police Service were commended during the Statutory Council Meeting for their sterling performance and dedication to the Arima Municipal Police Welfare Department.
  
- ✚ ***From Monday 01<sup>st</sup> April 2019 – Thursday 18<sup>th</sup> April 2019:*** P.C. Lopez attended a V.I.P. course held at Special Branch Unit of the Trinidad and Tobago Police Service.
  
- ✚ ***On Tuesday 02<sup>nd</sup> April 2019:*** Trinidad and Tobago Municipal Police Service has initiated the process of training Municipal Police Constables (Recruits) at Municipal Police Training Academy located at Marabella Secondary School, Tagore Road, Marabella.

✚ ***On Tuesday 09<sup>th</sup> April 2019:*** Inspector Flatts and Inspector Beharry along with Cpl. Alexander, Cpl. Roberts, W.P.C. Nelson and P.C. Serapio of the Arima Municipal Police Station conducted an exercise in the removal of socially displaced person of Arima.

Mental Health Officers Mr. Maxwell Murphy, Mr. Anthony Rago, and Defence Force Officers No. 11180 Private Keizer and No. 12171 Private Henry were also on hand to render aid during this exercise. A total of eleven (11) persons were removed of the streets of Arima, and referred to the following institutions:

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- ❖ St Ann's Mental Health Hospital – Two (02) persons.
- ❖ Arima Health Facility – One (01) person.
- ❖ Socially Displaced Unit, Riverside Plaza, Port of Spain – Eight (08) persons.

✚ ***From Thursday 11<sup>th</sup> April 2019 to Friday 26<sup>th</sup> April 2019:*** P.C. Meade, W.P.C. Boswell and P.C. London attended a Drill and Firearms Instructor course held at the Trinidad and Tobago Municipal Police Training Academy, Togore Street, Gopaul Lands, Marabella.

✚ ***On Monday 15<sup>th</sup> April 2019:*** P.C. Chadband attended a seminar entitled Basic Crime Scene Sketching held at Maloney Police Station.

✚ ***On Tuesday 23<sup>rd</sup> April 2019:*** No. 3157 Sergeant of Police, Everest Joseph assumed duty at the Arima Municipal Police Station upon promotion from Port of Spain City Police Station.

✚ ***On Tuesday 23<sup>rd</sup> April 2019 & Wednesday 24<sup>th</sup> April 2019:*** W.P.C. Perez attended a course in DNA (*Deoxyribonucleic Acid*) collection and storage held at the Trinidad and Tobago Police Service Training Academy, St James Barracks, St James.

✚ ***On Wednesday 24<sup>th</sup> April 2019:*** Ms. Heather Brathwaite-Remy who served in the capacity of Assistant Superintendent of Police at the Arima Municipal Police Department has proceed on pre-retirement leave.

✚ ***On Wednesday 24<sup>th</sup> April 2019:*** Inspector Flatts and Officers of the Arima Municipal Police Department accompanied Her Worship the Mayor, Councillor Lisa Morris-Julian,

Members of council, Chief Executive Officer, Mrs. Cheryl Sirju-Chong, Carib Chief, Mr. Ricardo Bharath and members of the United States of America Embassy in Trinidad and Tobago during their second (02<sup>nd</sup>) day tour of the Borough of Arima which included a visit to:

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- ❖ The Santa Rosa First Peoples Headquarters, Paul Mitchell Street, Arima.
- ❖ The allocated (twenty-five) 25 acres of land located at Blanchisseuse Road for the proposed establishment of the First Peoples Heritage Village and Living Museum where a symbolic tree planting ceremony was performed.
- ❖ Arima Town Hall for a luncheon with Her Worship the Mayor, members of Council and specially invited guests.

✚ ***On Tuesday 30<sup>th</sup> April 2019:*** Superintendent of Police (Ag.), Mr. Dustan Renn, attended the Induction Training Ceremony held for the 02<sup>nd</sup> batch of Municipal Police Officers (Recruits) at the Trinidad and Tobago Municipal Police Training Academy, Togore Street, Gopaul Lands, Marabella.

✚ ***During the month of May 2019:*** Officers made visits to Arima Hindu Primary School on a request from the Worship the Mayor after shooting incident took place close to the School compound.

✚ ***On Wednesday 01<sup>st</sup> May 2019:*** W.P.C. Britto formed part of a contingent of Officers attached to the Trinidad and Tobago Municipal Police Service who engaged in a one (1) day practical shooting session held at A & E Tactical Company Limited. Mrs. Clandell Maxwell assumed duties from Point Fortin Municipal Police Station and Mr. David Singh assumed duties at Point Fortin Municipal Police Station

✚ ***On Friday 03<sup>rd</sup> May 2019:*** The following under mentioned Officers of the Arima Municipal Police Department are currently acting in the following rank:-

- ❖ Ms. Patricia Flatts – Assistant Superintendent of Police (Ag.) effective 24<sup>th</sup> April, 2019.
- ❖ Mr. Balram Beharrysingh – Inspector of Police (Ag.) effective 24<sup>th</sup> April, 2019.
- ❖ Mrs. Clandell Maxwell – Inspector of Police (Ag.) effective 03<sup>rd</sup> May, 2019.

- ✚ ***On Friday 03<sup>rd</sup> May 2019:*** W.P.C. Britto formed part of a contingent of Officers attached to the Trinidad and Tobago Municipal Police Service who engaged in the Shooters finals competition held with other members of the protective services at Tucker Valley and placed 3rd.
  
- ✚ ***On Friday 10<sup>th</sup> & Saturday 11<sup>th</sup> May 2019:*** Officers of the Arima Municipal Police Department accompanied members of the Trinidad and Tobago Bureau of Standards (T&TBS) Legal Metrology Inspectorate (LMI) whilst they conducted a verification (“stamping”) of scales for the accurate measurement of weight at the market.
  
- ✚ ***On Monday 13<sup>th</sup> May 2019:*** The following transfers/assumption of duties was effective via Statutory Authorities Service Commission (SASC) at the Arima Municipal Police Department:-
  - ❖ Corporal Greene transferred to Point Fortin Municipal Police Department in the rank of Police Sergeant (Ag.).
  
  - ❖ Corporal Louis and Corporal Henderson have assume duties in the rank of Police Sergeant (Ag.) in lieu of Inspector (Ag.) Beharrysingh and Inspector (Ag.) Maxwell.
  
- ✚ ***On Monday 20<sup>th</sup> May 2019:*** Cpl. Greene has been re-assigned to Port of Spain City Police in the capacity of Sergeant (Ag.).
  
- ✚ ***On Wednesday 22<sup>nd</sup> May 2019:*** Cpl. Lewis-Allen and P.C. Brown attended a stakeholders meeting presided by Director Ministry of Community and Social Development, Ms. Susan Corbett where matters were discussed as it pertains to Carifest Celebrations 2019.
  
- ✚ Officers Assisted the Safety Officer from Arima Centenary School with students left back after school in finding their parents.
  
- ✚ Officers participated in TTPS Sports day placing 5<sup>th</sup> out of 24 teams in March past. WPC Boswell placed 1<sup>st</sup> in aerobics and several officers participated in football.

✚ On a daily basis Officers of the Arima Municipal Police Department continue to serve and excel above and beyond their call of duty. It is noteworthy that in an effort to foster excellence, the Department did commend the following Officers in the sphere of Sports after the concluded Trinidad and Tobago Police Service 96<sup>th</sup> Annual Sports Day:

- No. 10058 P.C. Sandy
- No. 12189 W.P.C. Britto
- No. 12198 P.C. Meade
- No. 12235 P.C. Boswell
- No. 12320 P.C. Chadband
- No. 12324 P.C. London

✚ ***On 02th June 2019:*** PC Lopez performed V.I.P. escort duty at Hyatt Regency Hotel in collaboration with Special Branch Department of the Trinidad and Tobago Police Service. *(note\* 02<sup>nd</sup>- 08<sup>th</sup> meeting continues)*

✚ ***On Tuesday 06<sup>th</sup> June 2019:*** W.P.C. Belcon attended a Buccal Swab Course at Maloney Police Station. This course was geared towards sensitizing officers in the protective services of Trinidad and Tobago of the appropriate way to collect non-intimate DNA samples from persons detained for offences, victims and volunteers; to populate the National Forensic DNA database of Trinidad and Tobago for unique identification of persons.

✚ ***On Sunday 09<sup>th</sup> June 2019:*** Officers assisted the Organization of Disaster Preparedness Management (ODPM) Department in a demolition exercise.

✚ ***On Monday 10<sup>th</sup> June 2019:*** W.P.C. Nelson attended a Confronting Suicide Course at Maloney Police Station with other officers from both Trinidad and Tobago Police Service and Trinidad and Tobago Municipal Police Service.

✚ ***Officers attended a meeting*** at the Siparia Municipal Police Station with regards to the formation of a Trinidad and Tobago Municipal Police Association (TTMPA).

- ✚ ***On Wednesday 12<sup>th</sup> June 2019:*** W.P.C. Britto attended a Tourism Orientation Policing Course at Maloney Police Station with officers from both Trinidad and Tobago Police Service and Trinidad and Tobago Municipal Police Service
  
- ✚ ***On Thursday 13<sup>th</sup> June 2019:*** PC London attended a national consultation on Father Hood hosted by the Children Authority and Social Welfare and the Office of the Deputy Commissioner of Prison Service.
  
- ✚ ***On Thursday 13<sup>th</sup> June 2019:***No.3234 W/Cpl. Wiltshire assumed duties at the Arima Municipal Police Station in the capacity of Sergeant (Ag.) and was assigned to the Marabella Municipal Police Training Academy for the training of Municipal Police Recruits.
  
- ✚ ***On Thursday 13<sup>th</sup> and 14<sup>th</sup> June 2019:*** Inspector Beharry attended an Identifying Trouble Employee course at St Joseph Police Station.
  
- ✚ ***On Friday 21<sup>st</sup> June 2019:*** Officers of the Arima Municipal Police Department along with colleagues of other Municipal Police Departments partake in the Port of Spain City Day Parade.
  
- ✚ ***On Tuesday 25<sup>th</sup> June 2019:*** Superintendent Prieto resume duties at the Arima Municipal Police Station and Assistant Superintendent Dustan Renn resume duties at Point Fortin Municipal Police Station.
  
- ✚ ***On Friday 28 June 2019:*** Officers of the Arima Municipal Police Department vacated the Station due to unsafe and uncomfortable working conditions and occupied a vacant spot on the station compound under a white tent. Some of the station's furniture was removed and placed under the said tent.
  
- ✚ ***On 01st July 2019:*** ASP Flatts attended a Symposium for Accreditation at Camp Cumuto.  
*(note\* 1<sup>st</sup> - 05<sup>th</sup> Course continues)*

- ✚ On Tuesday 02<sup>th</sup> July 2019:** No.10032 Cpl. Green, Mr.Touissant and Shadia Griffith health and Safety Officers from the Arima Borough Corporation accompanied Nicole Carr from Occupational Health and Safety Act (OSHA) on a walk about of Arima Municipal Police Station both Male and Female Dormitories, Store Room and Office Area.
- ✚ On Wednesday 03<sup>rd</sup> July 2019:** Mr. Sahai – Works Supervisor, Mr. Boodram- Work Supervisor I, Mr. Touissant – Health and Safety, Mr. McKnight- Staff Sergeant and Ms. Lystra Parks – Ag. CEO of the Arima Borough Corporation did a walk about at the Arima Municipal Police Station both Male and Female Dormitories, Store Room and Office Area.
- ✚ On Monday 08<sup>th</sup> July 2019:** No. 10051 PC Danpat and No. 12302 W.P.C. Murray attended an Anti-terrorism Course at the Maloney Police Station.
- ✚ On 15<sup>th</sup> and 16<sup>th</sup> July 2019:** No. 12267 WPC. O’ Connell attended a Human Trafficking course at St Joseph Police Station.
- ✚ On Monday 15<sup>th</sup> July 2019:** No. 10045 PC. Kwesi Caby was assigned to the Office of Law Enforcement Policy (OLEP) to perform IT duties and assist in the recruitment of potential candidates of the Trinidad and Tobago Municipal Police Service.
- ✚ On 24<sup>th</sup> and 25<sup>th</sup> July 2019:** WPC. Phillip attended a DNA Buccal Swab course at the St Joseph Police Station. This course was geared towards sensitizing officers in the protective services of Trinidad and Tobago of the appropriate way to collect non-intimate DNA samples from persons detained for offences, victims and volunteers; to populate the National Forensic DNA database of Trinidad and Tobago for unique identification of persons.
- ✚ On Friday 26<sup>th</sup> July 2019:** Officers were on their way to attend parade rehearsal for Arima Borough Day Parade at the Police Training Academy in the Arima Borough Corporation twenty-four (24) seater bus TCW 618. Whilst in transit at the vicinity of the Hilton hotel, the bus collided with another vehicle PBP 1313 causing injuries to some. The contingents had to miss the parade rehearsal at the Police Training Academy St. James due to damages to the bus.

- ✚ ***On Friday 02<sup>nd</sup> August 2019:*** Superintendent Erica Prieto, Officers and Representatives of the various Military and Para-Military organizations attended the dress rehearsal for the 131st annual Arima Borough Day - Military Parade held at the Arima Velodrome.
- ✚ ***On Sunday 04<sup>th</sup> August 2019:*** Officers from Port of Spain, San Fernando, Point Fortin, Arima and the various Military and Para-Military participated in the Arima Borough Day Parade 2019 inclusive of Assistant Commissioner of Municipal Police, Mr. Brian Headley who was also present for this event.
- ✚ ***On Wednesday 07<sup>th</sup> August 2019:*** Superintendent Erica Prieto, A.S.P. (Ag.) Flatts and Inspector Beharry with other officers attended the annual Civic Reception held at the Arima New Government Primary School, Cocorite Road, and Arima. At this, function A.S.P. (Ag.) Flatts received an award from Her Worship the Mayor, Councillor Lisa Morris Julien for her exemplary leadership, years of dedication and commitment to the Arima Municipal Police Department.
- ✚ ***On Saturday 10<sup>th</sup> August 2019:*** Officers were detailed for the J'ouvert and Evening Parade of Bands, re: 131st Arima Borough Day Celebrations 2019, augmented by Officers of Trinidad and Tobago Police Service.
- ✚ ***On Wednesday 14<sup>th</sup> August 2019:*** Inspector Maxwell attended a meeting held to discuss safety measures to be implemented for Arima - Carifesta 2019 celebrations.
- ✚ ***On Saturday 17<sup>th</sup> August 2019:*** Officers of the Arima Municipal Police Station, Tunapuna/Piarco Municipal and Sangre Grande Regional Police Station respectively was heavily present throughout the streets of Arima providing the necessary support and ensuring the burgesses and visitors experienced an enjoyable and safe Carifesta 2019.
- ✚ ***On Sunday 18<sup>th</sup> August 2019:*** Officers performed rostered duties at the Bird Fest held at the Arima Velodrome in commemoration of the Arima Borough celebrations.



- ✚ ***On Sunday 18<sup>th</sup> August 2019:*** Officers of the Arima Municipal Police Department took part in the Seven (07) a side football competition held by the Trinidad and Tobago Police Service - Northern Division. Arima Municipal Police won the match against Central Division Task Force 1-0.
- ✚ ***On Monday 19<sup>th</sup> August 2019:*** Corporal Wilson attended a training course entitled “Response to an active shooting incident” held by the Guard and Emergency Branch at I.A.T.F. Conference Room, Aranguez.
- ✚ ***On Tuesday 20<sup>th</sup> August 2019:*** P.C. Fabres and P.C. Pierre attended a one (01) day course entitled Terrorist within the Community.
- ✚ ***On Saturday 24<sup>th</sup> August 2019:*** Officers were detailed at the cycling event held by Arima Borough Corporation in conjunction with PSL Cycling Club. In addition, the Arima Municipal Police department took part in a seven (07) a side football competition against St. Joseph Police Station and won the match by default.
- ✚ ***On Monday 26<sup>th</sup> August 2019:*** Officers participated in the dress rehearsal for the Trinidad and Tobago 57<sup>th</sup> Independence Parade held at the Queens Park Savannah.
- ✚ ***On Monday 26<sup>th</sup> – Wednesday 28<sup>th</sup> August 2019:*** Cpl. Perez attended a three (03) day course entitled “How to complete an appraisal effectively.” This course will enhance this officer ability to efficiently and effectively fill complete appraisal forms.
- ✚ ***On Tuesday 27<sup>th</sup> August:*** Superintendent Prieto attended a meeting at Kent House, Maraval those in attendance included Minister of Local Government Kazim Hosein, the Permanent Secretary and Deputy Permanent Secretary of the Ministry of Local Government, A.C.P. Brian Headley and The C.E.O Cheryl Ann Sirju-Chong, Mayor Lisa Morris-Julien and Deputy Mayor Mr. Casimire of the Arima Borough Corporation.
- ✚ ***On Wednesday 28<sup>th</sup> August 2019:*** Superintendent of Police, Ms. Erica Prieto and Mr, Ricardo Charles, Senior Engineer viewed the floor plan for the proposed reconstruction of the Arima Municipal Police Station that is currently under repairs.

- ✚ On Saturday 31<sup>st</sup> August 2019:*** Officers participated in the 57<sup>th</sup> Independence Day Parade held at the Queens Park Savannah. Officers also performed duties at the Fire One Fireworks Display held at the Arima Velodrome courtesy her Worship Mrs. Lisa Morris Julien in collaboration with the Arima Borough Corporation.
- ✚ On Tuesday 03<sup>rd</sup> September 2019:*** Superintendent Prieto attended Joint Select Committee (JSC) Meeting.
- ✚ On Friday 13<sup>th</sup> September 2019:*** The Arima Municipal Police Department now has within its ambit a Task Force Division comprising of ten (10) officers: No 10052 Cpl Roberts, No. 10056 Cpl Wilson, No. 10058 Cpl (Ag) Sandy, No. 12138 Pc Persad, No. 12223 Pc Pierre, No. 12249 Wpc Belcon, No. 12253 Pc Serapio, No 12267 Wpc O’Connell, No.12270 Pc Cumberbatch and No.12320 Pc Chadband.
- ✚ On Friday 13<sup>th</sup> September 2019:*** Assistant Superintendent of Police, Ms. Heather Brathwaite-Remy who was previously on pre-retirement is officially retired.
- ✚ On Friday 13<sup>th</sup> September 2019:*** Inspector (Ag.) Maxwell attended a meeting held by Mr. Brandon John, Superintendent of Police at the Arima Police Station to discuss joint exercises with members of the protective services.
- ✚ On Tuesday 17<sup>th</sup> September 2019:*** A tour of the market was conducted for the proposed site of the Arima Municipal Police Post by Inspector Beharrysingh, members of the engineering department, Mr. Toussaint, Health and Safety Officer and Staff Sergeant - Mr. Mc Knight.
- ✚ On Wednesday 18<sup>th</sup> September 2019:*** Superintendent of Police, Ms. Erica Prieto, Inspector Brijmohan and members of the Trinidad and Tobago Municipal Police Association attended a talk show hosted by I95.1 FM.
- ✚ On Thursday 19<sup>th</sup> September 2019:*** Ms. Patricia Flatts who served in the capacity of Assistant Superintendent of Police (Ag.) at the Arima Municipal Police Department has proceed on pre-retirement leave.

✚ ***On Friday 20<sup>th</sup> September 2019:*** Inspector Ramanan Beharry will now hold the position of Assistant Superintendent of Police (Ag.) in lieu of Ms. Patricia Flatts who has proceeded on pre-retirement leave.

✚ ***On Monday 23<sup>rd</sup> September 2019:*** Superintendent Erica Prieto and Assistant Superintendent (Ag.) Ramanan Beharry held a meeting with representatives from Copyright Organization of Trinidad and Tobago (COTT) where arrangements were made to render assistance in liaising with other organizations.

✚ ***On Thursday 26<sup>th</sup> September 2019:*** Cpl. Perez attended a two (02) day course entitled “How to complete an appraisal effectively.” This course will enhance this officer ability to efficiently and effectively complete appraisal forms.

✚ ***On Monday 30<sup>th</sup> September 2019:*** No 10045 Ag. Cpl Caby returned and assumed duties at the station after having spent two (2) months in the IT department at the Office of Law Enforcement Policy (O.L.E.P.).

## **6.4 ENQUIRIES/INVESTIGATIONS**

✚ Enquiries were conducted into reports made at the Municipal Police Headquarters during this period such as road traffic accidents involving Corporation vehicles, whackers incidents resulting in injuries to persons as well as damage to property etc.

✚ Completed reports were submitted to the Superintendent in charge and where necessary, action was taken by the police or referred to the relevant department for further action.

✚ Police Officers continue to investigate report of liability claims made against the Arima Corporation.

## **6.5 PROCESS**

✚ Police Officers attended the Arima Magistrate Court as complainants in various matters during the year.

- ✚ Summons and notices were served on Defendants and Witnesses for their appearance at the Arima Magistrate Court.

## **6.6 TICKETS ISSUED**

There were **five hundred and twenty-eight (528)** Fixed Penalty Notice issued during the period under review for various offences in the borough of Arima.

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## **6.7 PATROLS**

<b>PERIOD</b>	<b>T/HALL &amp; COMPOUND FOOT PATROLS BY NIGHT</b>	<b>MOBILE INSTITUTION CHECKS BY NIGHT</b>	<b>STREET DAY UNIFORM MOBILE/ FOOT PATROL</b>	<b>MARKET PATROLS</b>
OCTOBER 2018	13	22	22	22
NOVEMBER 2018	11	8	8	20
DECEMBER 2018	10	15	20	16
JANUARY 2019	24	18	41	10
FEBRUARY 2019	08	21	34	28
MARCH 2019	14	17	29	16
APRIL 2019	13	14	18	13
MAY 2019	36	17	38	38
JUNE 2019	34	21	43	42
JULY 2019	43	31	57	39
AUGUST 2019	16	24	22	30
SEPTEMBER 2019	34	42	42	38
<b>TOTAL</b>	<b>256</b>	<b>250</b>	<b>354</b>	<b>312</b>

## **6.8 COURT MATTERS**

There were one **hundred and ninety-seven (197)** cases brought before the Arima Magistrate Court during the period under review.

## **7.0 DISASTER MANAGEMENT UNIT**

### **7.1 Executive Summary**

The Disaster Management Unit, which was established from a Cabinet Note in 2008, is founded on the strategic objectives of the Ministry of Rural Development and Local Government. Some of the main objectives were to build community resilience, capacity and a disaster risk reduction culture. While there is a focus on risk management from a ministerial and borough corporation level there is need for more emphasis on personal responsibility in response to emergency preparedness. In this vein the Disaster Management Unit continues to conduct numerous community sensitization programs to build awareness on personal responsibility. Family emergency response planning was the foundation of our lectures which included the items required for a ready-to-go kit, emergency supplies, the importance of monitoring weather updates and ensuring and securing the safety of family members through communication and consultation.

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

### **7.2 Introduction**

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

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

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

**7.3 Achievements of 2019**

1. Coordinator attended a four (4) day training session by the World Food Programme on “End to End Supply Chain Management” at ODPM Operations Centre, Mausica
2. Stakeholder meetings were held to maintain cooperation and collaboration with all response agencies.
3. Coordinator attended a three (3) day training session by the United Nations Economic Commission for Latin America and the Caribbean (UNECLAC) on “Damage and Loss Assessment” Methodology.
4. Shelter inspection done at the seven (7) listed shelters of the Borough in conjunction with Works Department, Engineering Department and Municipal Police.
5. Outreach Activities at the following Primary Schools:
  - Malabar Government Primary School (post SEA students) on the 8<sup>th</sup> May 2019
  - Malabar Presbyterian Primary School (Std 4 and Std 5 students) on the 17<sup>th</sup> May 2019
  - Malabar R.C. Primary School (Std. 3 and 4) on the 6<sup>th</sup> June 2019
6. The Unit also assisted the Ministry of Social Development and Family Services on the 13<sup>th</sup> and 14<sup>th</sup> May at the Sangre Grande Regional Corporation and at the Tunapuna / Piarco Regional Corporation respectively for verification exercises.
7. The DMU had the CERT training done with 22 members of staff of the Arima Borough Corporation; who covered topics such as CERT Organization, Psychological First Aid, etc.
8. A weather station was procured for the Unit, this allowed us to measure atmospheric conditions to provide information for weather forecasts and to study the weather and climate. As climate change continues to affect us, it is imperative that the unit is able to monitor the situation.
9. The Coordinator and the Field Officers attended a sensitization session with the Diagnostic Research Education Therapeutic Centre (Dretchi) and the Blind Association on the 29<sup>th</sup> May at the Chaguanas Borough Corporation with the objective being how to treat with the special population in times of severe hazard impact.
10. The Unit acquired a water filtration system, thereby eliminating the need for purchasing of bottled water.
11. Coordinator of the Unit participated in a three (3) day UN Humanitarian Programme Cycle from the 11<sup>th</sup> -13<sup>th</sup> June 2019, where participants were engaged in various exercises to better

- understand the role of the various UN agencies that operate within T&T, as well as to understand the role many key industries play when an incident occurs.
12. The Unit obtained an Unmanned Aerial Vehicle to help with the mapping of our region.
  13. The Unit provided Preparedness Kits to the members of Council on the 18<sup>th</sup> June 2019, which included rubber boots, hard hats, raincoats, and flashlights.
  14. The Unit provided awareness banners to the Councillors for the electoral districts of: Arima Central, Arima West / O'Meara, Tumpuna, Calvary, Arima North East, Malabar North, Malabar South on the different hazards that may affect Trinidad such as earthquakes, hurricanes, and flooding on the 18<sup>th</sup> June 2019.
  15. The Disaster Management Unit participated in the Disaster Committee's Community Outreach themed "Building Disaster Resilient Communities" which was held at the Arima Car Park on 6<sup>th</sup> July 2019 from 9am-12pm.
  16. Coordinator of the Unit participated in a Three (3) day Incident Command System Training (ICS), held at the Ministry of Local Government and Rural Development, Kent House, Maraval.
  17. August 2019 saw the Unit participating in the Arima Borough Day Military Parade held on 4<sup>th</sup> August 2019; the unit provided axillary support, Mobile Radio Communication and the use of our Medical Emergency Shelter and Military Cots.
  18. The Unit conducted Community Outreach Activities at the CARIFESTA XIV Arima Borough celebrations held at the Arima Velodrome on 17<sup>th</sup> August 2019 from 12-4pm.
  19. The Unit continues to update many of the special population listing for the Borough such as: day cares, pre-schools, primary schools, secondary schools, and critical facilities.
  20. On the 21<sup>st</sup> September 2019, the Unit was activated to distribute sandbags to the burgesses and environs for the upcoming weather system that was expected to pass; five hundred sandbags were distributed.
  21. The Emergency Operations Centre (EOC) of the ABC DMU was activated on the 22<sup>nd</sup> September 2019 at 9am, to monitor the weather conditions of the region and to respond to reports as needed as Tropical Storm Karen passed. The Unit also continued to give out sandbags in the morning period; over 350 sandbags were distributed.
  22. The ABC DMU assisted San Juan / Laventille Regional Corporation in doing assessments at the Beetham Estate on the 23<sup>rd</sup> September and at Champ Fleurs and Mt. Lambert on the 24<sup>th</sup> September.

23. The ABC DMU assisted Tunapuna / Piarco Regional Corporation in doing assessments on the 25<sup>th</sup> and 26<sup>th</sup> September at Bamboo #3.
24. The installation of solar panels at the ABC DMU EOC began on the 29<sup>th</sup> September; this would allow for the EOC to be functional should electricity go during any incident; completion was on the 14<sup>th</sup> October 2019. **The ABC DMU is the first DMU to have such equipment installed.**
25. The Disaster Management Unit welcomed a Communication Technician in October 2019 to the staff. He will assist the Unit with the monitoring of Internet based systems such as satellite imagery systems, earthquakes, tropical storm development and advisories
26. The DMU assisted the Arima Girls' RC Primary School on the 16<sup>th</sup> October in conducting an evacuation drill with the assistance of Municipal Police and the Arima Fire Station
27. In recognition of World Food Day 2019, the DMU distributed seeds to the workers of the ABC on the 16<sup>th</sup> October
28. The DMU conducted an outreach with the Neighbourhood watch group at Lawrence Park, Arima on the 21<sup>st</sup> October
29. Staff of the DMU were interviewed by the Caribbean Public Health Agency (CARPHA) on the 22<sup>nd</sup> October in relation to the flooding from October 2018
30. Staff of the DMU participated in an Evacuation Drill at the Arima Borough Corporation Main Administrative Building on the 12<sup>th</sup> November where all members of staff were engaged.



**7.4 Table 1. Incidents of 2019 – Arima Borough Corporation**

	<b>Fire</b>	<b>Flood</b>	<b>Land Erosion</b>	<b>Roof Damage</b>	<b>Earthquake</b>	<b>Other</b>	<b>No. of Reports</b>
January							0
February						1	1
March							0
April							0
May	1					2	3
June	1					1	2
July		3				1	4
August				1			1
September	1	1		2		1	5
October							0
November							N/A
December							N/A
						<b>Total No. of Reports 2019</b>	16

**7.5 Projections for 2020**

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

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The Unit will also seeks to obtain GIS System which will allow us to better map our region. This would permit us to better see and understand patterns and relationships between streets, buildings and vegetation. This capability will assist the Unit in developing our emergency plans and response actions accordingly.

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

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

## **8.0 HEALTH AND SAFETY**

### **8.1 INTRODUCTION**

In an effort to comply with the Occupational Safety and Health Act Chapter 88:08, The Arima Borough Corporation through its Management has continually struggled to do much with very little by way of available funding as it pertains to achieving the objective of a safe and productive working environment. Page / 66

### **8.2 Challenges**

1. There was no significant improvement in the fiscal challenges of FY 2018/2019 as compared to the previous year and as a result workers were at a disadvantage of not being properly outfitted with the necessary Personal Protective Equipment (PPE) and by extension, the Corporation was somewhat exposed as far as the management of risk was concerned.
2. A point worthy of note is that nowhere in the Estimates of any Corporation is there any Vote / Allocation for Health & Safety. There is a general feeling that Health & Safety is only concerned with safety boots and uniform but unfortunately, that view is misguided. A crucial objective is a general change in Organisational Culture and the implementation of Safe Systems of Work where Standard Operation Procedures are strictly observed.
3. Continuous training is requisite for Supervisors so that they may fully understand the Hierarchy of Controls which would enable them to assess varying situations in the workplace and thereby apply the necessary measures.
4. Improvement Notices have been issued by the OSH Agency for improvement works to be done at the Municipal Police Station and the Garage / Stockpile Compound, but these works are yet to be completed due to funding and approval issues.
5. Some minor configuration adjustments to the Administration Office remain outstanding.

### **8.3 Achievements**

1. As a joint initiative of the Disaster Management Unit and the Health & Safety Unit a batch of employees were trained as CERT personnel. It should be noted that persons from within this group will also function as Emergency Wardens at their various workplaces.
2. Immediately following the CERT Training, an Evacuation Drill in conjunction with the Trinidad & Tobago Fire Service (TTFS). There were a few hiccups but generally,

everything went well with the evacuation taking under three (3) minutes (actual time two minutes fifteen seconds (2:15)). A post-mortem of the exercise was carried out and the short comings are being ironed out.

3. An Evacuation Action Plan for the Administration Office has been completed.
4. The Evacuation Maps depicting evacuation routes should be completed by November 30, 2019 and would be placed at conspicuous locations through-out the Administration Office.

#### **8.4 Recommendations**

I crave your indulgence to reiterate the following recommendations:

1. There is need for the creation of an outfall for the perimeter drain on the compound of the Garage/Stockpile. There is the potential for the creation of a health hazard.
2. Recommendations continue to be made for appropriate accommodation for the Municipal Police.
3. There is a need for the implementation of a robust maintenance programme within the various workplaces of the Corporation. This will save from embarrassing situations and aid in the provision of safe and healthy workplaces.
4. Critical recommendations made by the Trinidad & Tobago Fire Service (TTFS) as regards the Arima Market, are outstanding and therefore present a challenge for the safe operation and administration of the Market.
5. Some facilities at the Garage/Stockpile Compound need to be upgraded such as the storage of chemicals and protocols in the use of those chemicals by the Vector Control Teams.

#### **8.5 Conclusion**

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

08, places a duty of care upon all employers *so far as is reasonably practicable*, to ensure the safety, health and welfare of employees while at work.

## **9.0 INTERNAL AUDIT DEPARTMENT**

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

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

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

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

For the fiscal year 2018/2019 the Section performed investigations as instructed by the Chief Executive Officer, routine audits on revenue collection and petty cash disbursements etc. In addition, monthly and daily rated payroll computations and records submitted by various departments within the organization were checked and certified as required.

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

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

**9.1 AUDIT ACTIVITIES FOR 2018/2019**

Stated below are the activities for the period 1<sup>st</sup> October 2018 to 30 September 2019

**9.2 ROUTINE AUDITS**

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

- Cash surveys on cashier.
- Disposal of used tyres and batteries.
- Cheque book in stock for Recurrent Account, Central Bank Account and Mayoral Fund.
- Petty Cash Disbursement Records.

**9.3 INVESTIGATIVE AUDITS**

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

- Requisition for overtime at Corporation’s garage on 16<sup>th</sup> and 17<sup>th</sup> February 2019.
- Verification exercise Re: Location and use of twenty-five 20’x20’ tents purchased by the Corporation.
- Use of the Corporation’s vehicles after working hours without permission.
- Request for the payment of Administrative Fees by the Public Health Department.
- Audit verification of dues collected from Vendors at the Arima Market for August 2019.
- Reconciliation of Unspent Balances as at 30<sup>th</sup> September 2018

**9.4 VERIFICATION OF COMPUTATIONS AND RECORDS**

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

<b>No.</b>	<b>PARTICULARS</b>	<b>FREQUENCY</b>	<b>AMOUNT</b>
01.	Pay sheets for monthly paid employees	Monthly	
02.	Pay sheets for contract employees	Monthly	
03.	Pay sheets for pensions	Monthly	
04.	Pay sheets for daily rated employees	Fortnightly	
05.	Overtime work sheets for monthly-paid employees	As Presented	32
06.	Work sheets for Acting Allowances- monthly paid employees	As Presented	392

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07.	Work sheets for Arrears of Increments – monthly paid employees	As Presented	33
08.	Increment Certificates – monthly paid employees	As Presented	67
09.	Vacation Leave Eligibility –monthly paid and daily rated employees	As Presented	36
10.	Work sheets for Workmen’s Compensation	As Presented	9
11.	Work sheets for overpayment of salaries, COLA and Acting Allowances	As Presented	8
12.	Work sheets for overpayment of wages and COLA	As Presented	7
13.	Work sheets for arrears of salary and COLA	As Presented	12
14.	Work sheets for Arrears of Pensions	As Presented	4
15.	Pensions and Leave Records for past employees	As Presented	10
16.	Pensions and leave records and computations of Pensions and Gratuity - monthly paid	As Presented	3
17.	Pension and Leave Records and computation of Severance Benefit - daily rated	As Presented	19
18.	Central Bank Account statements and Cheque	As presented for the period August 2017 to July 20, 2019	
19.	Arrears of Commissions to Chairmen of Committees.		5
20.	Verification of Sick Leave Bonus Certificates		6

### **9.5 OTHER RELATED ACTIVITIES**

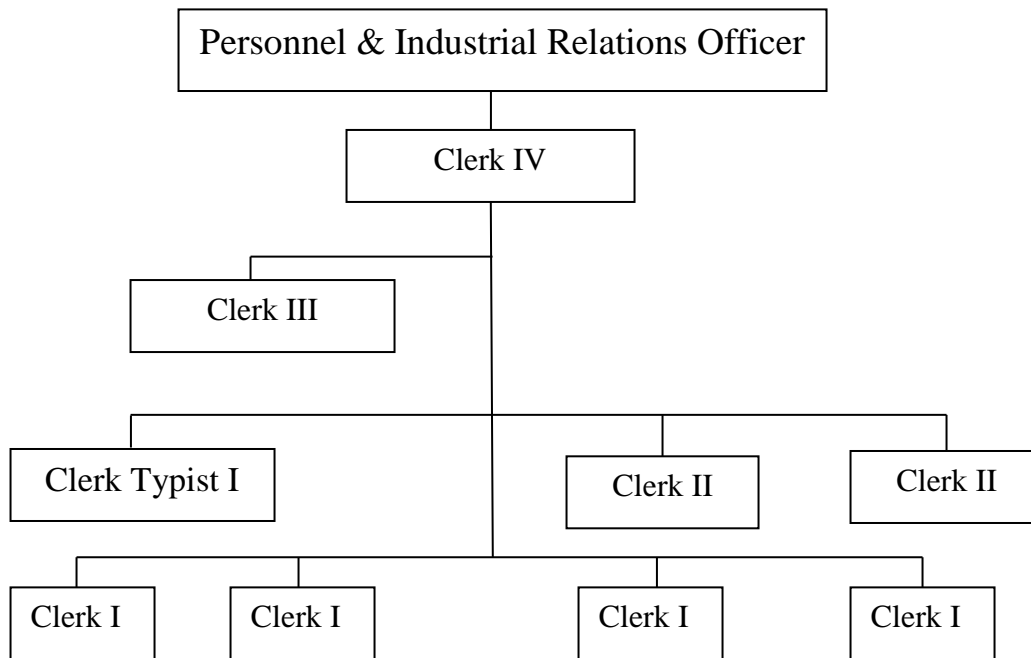
The Auditor I attended monthly, The Finance and Allocation of Resources Committee Meetings and Statutory Meetings of the Council and other meetings attended were special sittings of the Finance and Allocation of Committee, Heads of Department Meetings and other meetings as directed by the Chief Executive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

**10.0 THE PERSONNEL DEPARTMENT**  
**10.1 STRUCTURE**

The Personnel Department is mainly responsible for the fulfillment of the Human Resource Management needs and services of all the Corporation’s employees. In order to discharge its responsibilities, the department is staffed by the following officers:

- One (1) Personnel & Industrial Relations Officer II
- One (1) Clerk IV
- One (1) Clerk III
- Two (2) Clerk II
- Four (4) Clerks I
- One (1) Clerk/Typist I

The structure of the department is as follows:



The department continued to recognize that the human resource is most important and valuable. The Department provided services to a total of seven hundred and thirty-seven (737) employees which comprised 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 with respect to 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 MADATE OF THE PERSONNEL DEPARTMENT WAS ADMINISTERED**

## **10.3 GENERAL ADMINISTRATION**

1. Attended monthly council meetings.
2. Prepared and submitted monthly reports to the Personnel Committee of Council on the activities relating to employees of the Corporation.
3. Prepared quarterly reports on the execution of functions devolved for submission to the Chief Personnel Officer.
4. Prepared periodic reports requested by external agencies such as the Ministry of Local Government, Statutory Authorities Service Commission and Personnel Department (Chief Personnel Officer) on matters relating to the monthly-rated and daily-rated workforce.
5. Received and dispatched correspondence as required to and from internal departments.
6. Responded to correspondence from external agencies requesting information on monthly-paid and daily-rated matters.
7. Maintained a record of attendance and punctuality and notified employees on a monthly basis of same.
8. Prepared job letters and other correspondence for all employees.
9. Attended meetings of Heads of Departments.
10. Monitored and maintained updated performance reports for employees.
11. Monitored, maintained and updated personal files, confidential personal files, and other files as were deemed necessary.
12. Arranged staff meetings of the Department.

13. Attended to the public, (internal and external) with respect to claims, queries, and general information.
14. Prepared recommendations for the approval of the Statutory Authorities Service Commission.
15. Managed the assignment of staff and daily rated employees to various Departments.
16. Assignment and recommendations for leave replacement as necessary for both daily rated and monthly paid employees.
17. Communicated with internal Heads of Department with regard to their human resource needs, promotion etc.
18. The Daily Paid Establishment for the years 2015 and 2016 was updated agreed to and signed by the relevant representatives of the National Union of Government and Federated Workers (NUGFW) and the Management of the Arima Borough Corporation.

**10.4 TEMPORARY APPOINTMENTS**

- One (1) Deputy Chief Executive Officer
- Seven (7) Clerk 1
- One (1) Works Foreman 1
- One (1) Engineer
- One (1) Building Inspector 1
- One (1) Draughtsman

**10.5 APPOINTMENT**

- One (1) Town Superintendent
- One (1) Sanitation Foreman III
- One (1) Clerk I
- One (1) Clerk III
- Two (2) Clerk IV
- One (1) Auditor I
- One (1) Storekeeper II
- One (1) Administrative Assistant
- One (1) Accountant I
- One (1) Public Health Inspector II
- One (1) Valuation Assistant
- Seven (7) Police Corporal
- Twenty-five (25) Police Constables
- One (1) Auditing Assistant

**10.6 CONTRACT EMPLOYMENT – SHORT TERM**

- One (1) Corporate Secretary
- One (1) I.T. Specialist
- One (1) Health & Safety Officer
- One (1) Financial Officer
- One (1) Engineer
- One (1) Engineering Aide
- One (1) Caretaker
- One (1) Communication Attendant
- Two (2) Civil Engineer Supervisor
- One (1) Corporate Communication Assistant

**10.7 CONTRACT EMPLOYMENT**

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

**10.8 RECRUITMENT AND SELECTION AND OTHER RELATED SERVICES**

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

**10.9 ON THE JOB TRAINEES (OJT)**

Nine (9) On-The-Job Trainees were assigned to the Corporation.

**10.10 BENEFITS ADMINISTRATION**

1. Prepared Pension and Leave Records for eight (8) former employees.
2. Processed all types of leave e.g. sick (normal and extended), casual, vacation, maternity, paternity, injury, compensatory, bereavement, study, leave of absences without pay etc.
3. Prepared Incremental Certificates for all eligible workers.
4. Prepared sick leave bonuses for daily rated workers.
5. Prepared retirement benefits for two (2) monthly-paid employees and twenty-five (25) daily rated workers who retired compulsorily.
6. Prepared twelve (12) application for Senior Citizen Pension for former employees.
7. Prepared three (3) application for Public Assistance.
8. Prepared Death Benefit due for one (1) former employee.
9. Ensured the payments of allowances and premiums to monthly and daily rated employees.

**10.11 EMPLOYEE RELATIONS**

1. As the need became necessary, Counselling Sessions were arranged for members of staff as was necessary.
2. Eligible employees continued to be registered with the Health Plan.
3. Two (2) employees were referred to the Medical Board.
4. Workmen's Compensation was administered to employees injured on the job.

**10.12 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. Engaged 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.

**10.13 TRAINING AND DEVELOPMENT**

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

Training to enhance job performance, was limited due to constraints in funding. The Department was however able to offer the following to employees.

- Technical Diploma in Operational Management – one (1) staff member
- Customer Service Training for Staff
- CERT Training for Staff

**10.14 CONCLUSION/RECOMMENDATIONS**

1. The demands for Human Resource Services have increased considerably, this must somehow be complemented with adequate staffing. To this end there is need for the establishment of a Human Resource Management Unit.
2. It is to be noted that since the boundaries of the Borough extended in the 1980s there has been no notable increase in the daily rated workforce.

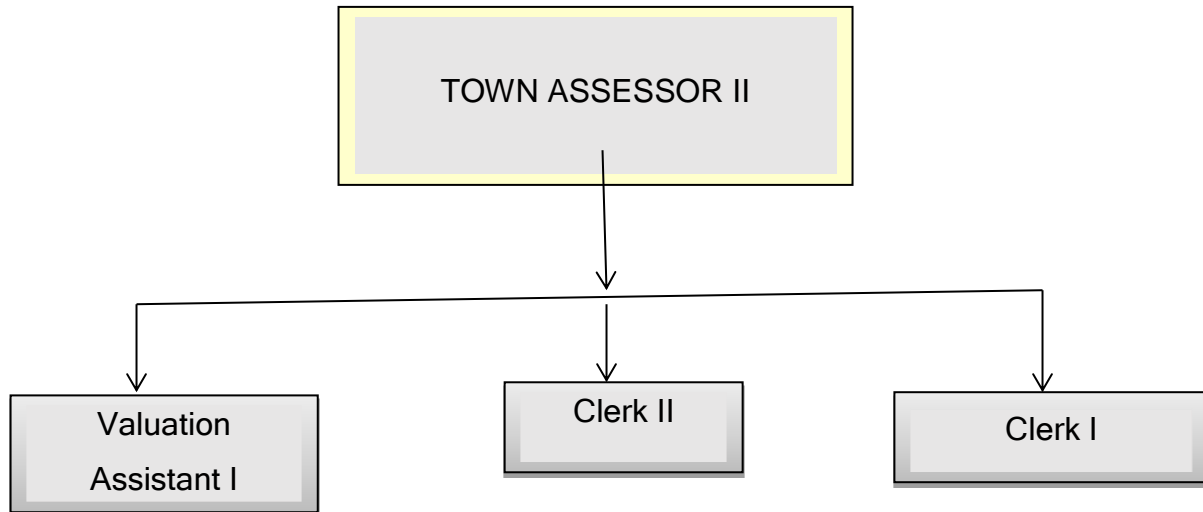
3. The development of several new housing areas within the Borough has put an additional strain on the human resource that is currently available to meet the demands for services.
4. It is important that the workforce be increased in order to adequately service the increasing needs of the burgesses.

**11.0 ASSESSMENT**

**11.1 STRUCTURE**

The General Structure of the Assessment Department

Is illustrated as follows:



**11.1 LIST OF FUNCTIONS AND RELATED TASKS**

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

4. Public viewing of Rolls

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

5. Objections

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

6. Other Services

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

**11.2 LEVYING OF PROPERTY RATES ACT 21:1990 SECTION 77**

Hereditaments 2017/2018	-	11,429
New Units Registered 2018/2019	-	15
Total Hereditaments 2018/2019	-	11,444
Percentage Increase	-	.01%

**11.3 REVENUE COLLECTION**

**Total Revenues Collected 2017 - 2018:**

Rates	-	\$ 59,267.00
Rents	-	239,983.00
*Other Services	-	<u>58,603.00</u>
Total	-	<u>\$357,853.00</u>

**Total Revenues Collected 2018 – 2019:**

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

Total - \$357,401.00

**Difference in Revenues Collected:**

2018-2019 - \$357,401.00

2017-2018 - 357,853.00

Difference - < \$452.00 >

Percentage Decrease - .01%

**11.4 MAINTENANCE OF HOUSE RATE BOOK**

Number of Returns processed - 33

Number of New Properties assessed - 13

Number of Removal of House processed - 03

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

**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 31<sup>st</sup> December 2009.

**11.5 OTHER SERVICES**

A total of six hundred and twenty (620) Assessment Certificates were prepared for this period.

➤ Leases processed - nil

➤ Consents processed - 02



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

**11.6 REMARKS**

The Assessment Department is currently operating with a Town Assessor, one (1) Valuation Assistant, one (1) Ag. Clerk II and one (1) Temporary Clerk I. With effect from December 31<sup>st</sup> 2018, all transfers and registration of properties were ceased and are now being referred to the Valuation Division to be processed as instructed by the Ministry of Finance's Memorandum dated December 5<sup>th</sup> 2018. The department, however, continues to collect arrears of House Rates and Taxes prior to 2010 as well as Land Rents for Brooklyn Estate Properties in this financial period.

Currently the House Rates Rolls and Ledgers as well as all data entry are up to date and are maintained on a daily basis.

# ARIMA BOROUGH CORPORATION – ORGANIZATIONAL CHART

