



Administrative Report 2011-  
2012

# Princes Town Regional Corporation

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## **1.0 INTRODUCTION**

The delivery of goods and services by the government is important for the overall development of a country. The system of Local Government plays key role in achieving this as it allows citizens at the local level easier access to vital public goods and services. In Trinidad and Tobago, the system of local government is made up of fourteen (14) Municipal Corporations- two (2) City Corporations, three (3) Boroughs and nine (9) Regional Corporations.

The Princes Town Regional Corporation is one of the nine (9) Regional Corporations which is responsible for the delivery of services to its burghesses. The region encompasses a land area of approximately 621.35km<sup>2</sup> and is divided into nine (9) electoral districts.

These districts include-

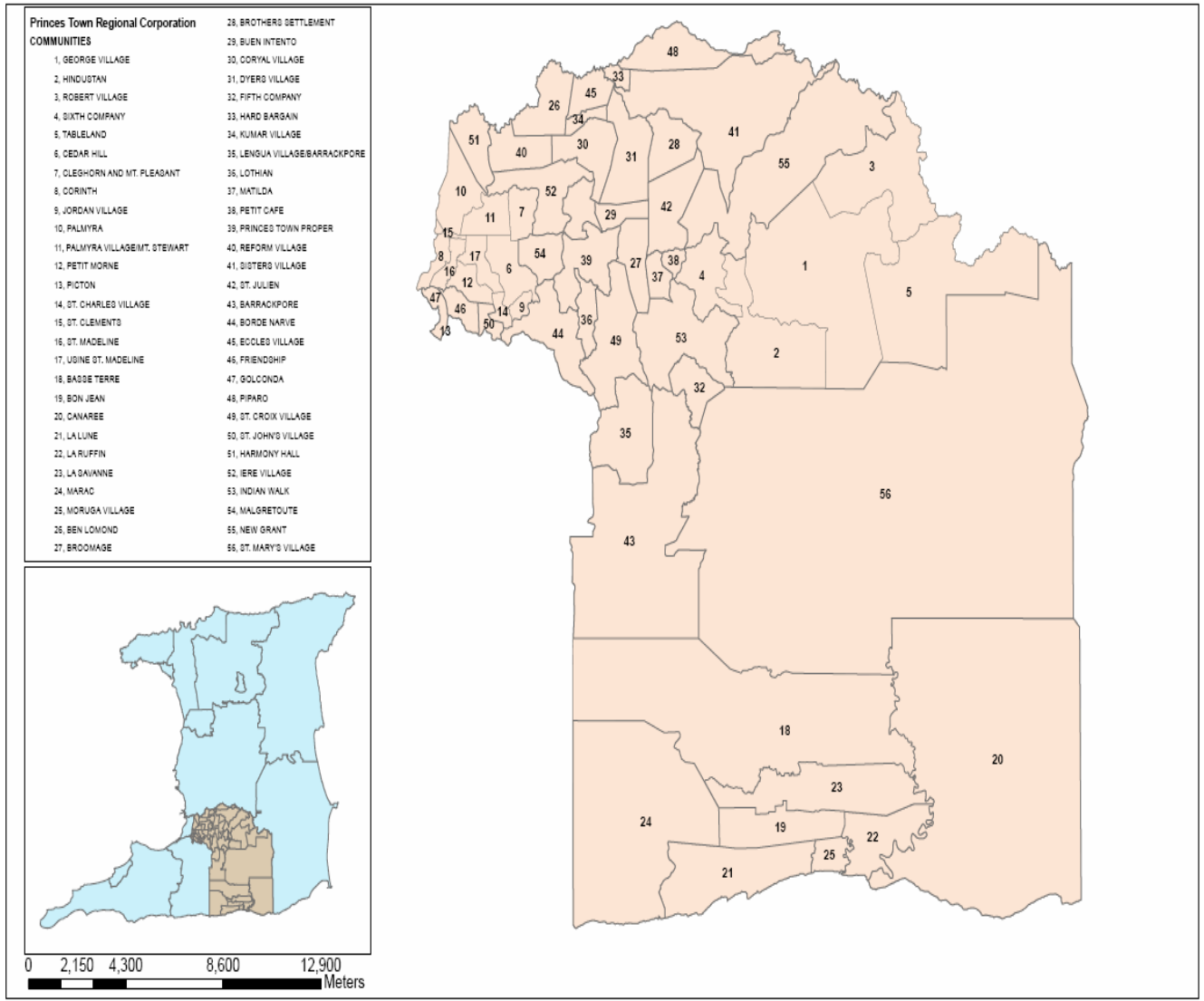
1. New Grant/ Tableland
2. Ben Lomond/Hardbargain/Williamsville
3. Hindustan /Indian Walk/St. Mary's
4. Corinth/Cedar Hill
5. Inverness/Princes Town
6. Moruga
7. Fifth Company
8. Reform/ Manahambre
9. Lengua/ St. Juilen

The region also consists of fifty six (56) communities (See Figure 1), serving a population of approximately 91,947\*. The region of Princes Town is located in Southern Trinidad and is bounded by the Columbus Channel to the South, Mayaro/Rio Claro to the east, Couva/Tabaquite /Talparo to the north, San Fernando City to the North West and Penal/Debe to the West.

This report seeks to give a review of the Corporations administrative management for the financial period October 2011-September 2012. It gives an insight into the role and functions of the Corporation, the role of each department and highlights the major achievements and challenges faced.

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\* Trinidad and Tobago Central Statistical Office, 2000



**Figure 1. Map showing the region of Princes Town and its communities.**  
 Source: Genivar Trinidad and Tobago, 2009

## **VISION STATEMENT**

*'To improve the quality of life of the citizens through the effective delivery of services'*

## **MISSION STATEMENT**

*The Princes Town Regional Corporation is a service -oriented organisation working in harmony with the Community to deliver a more efficient and quality service in a timely fashion with competence, commitment and compassion.*

## 2.0. ROLE AND FUNCTION

### 2.1. Legal Framework

The Princes Town Regional Corporation is responsible for delivering a wide range of services to the communities it serves. It is governed by the Municipal Corporation's Act #21 of 1990 and its amendments which provide the legislative framework and scope in which the Corporation operates. According to the Act, the major responsibilities of the Corporation include-

- Maintenance and Control of all secondary roads, traces and bridges
- Maintenance & Control of parks, cemeteries, recreation grounds, beaches, public spaces & Corporation assets.
- Technical work in the examination of building plans, building area layouts and makes recommendations for approval.
- Maintaining general public health in the region.
- Responders to any natural disaster that may occur in the region.

The Corporation must also adhere to other legal forces such as-

- The Civil Service Act
- The Public Service Commission Regulations
- The Standing Orders
- The Town & Country Planning Act
- The Equal Opportunity Act
- The Highways Act
- The Collective Agreement
- The Financial Regulations
- The Financial Instructions
- The Exchequer & Audit Act
- The Central Tenders Board Ordinance
- The Occupational Safety & Health Act 2004
- The Cremation Act

- The Burial Grounds Act
- The Recreation Grounds & Pastures Act
- The Industrial Relations Act
- The Public Health Ordinance
- The Litter Act
- The Dog Act
- The WASA Act

## **2.2. Organisational Structure**

The Princes Town Regional Corporation is made up of a Political Arm which is the Council and the Administrative Arm.

The Council is elected for a three year term and consists of eleven (11) members. It is headed by a Chairman, nine (9) councillors each representing an electoral district and also one (1) Alderman. It is the role of the Council to collectively make policy decisions with respect to the services offered on behalf of the communities they represent. These decisions are made at one of the four (4) monthly Standing Committees Meetings as required by the Municipal Corporation's Act. These meetings are aligned to the various functions of the Corporation which are-

1. Physical Infrastructure
2. Finance, Planning & Allocation of Resources
3. Personnel
4. Public Health

The Statutory Meeting is held at the end of each month in order to ratify all decisions made at the Standing Committee Meetings.

The Regional Coordinating Meeting, also required by the Municipal Corporations Act is also held monthly. This is where representatives from different agencies chaired by the Chairman of Council come together to ensure that work carried out is structured and done in a planned and coordinated manner so that there is no misunderstanding or duplication of work.

Sub- committees are also appointed to deal with other matters that the council may consider appropriate. These committees include-

1. Implementation/Public Relations/Publications Committee
2. Institution, Facilities/Security Management Committee
3. Building Committee
4. Market and Vending Management Committee
5. Rural Development Committee
6. Cultural, National Days and Festivals Committee
7. Agricultural Committee
8. Youth Outreach Committee
9. Sporting Committee
10. Occupational Health and Safety Committee
11. Social Services Committee
12. Woman Affairs Committee
13. Education Committee
14. Environment Committee
15. Tourism, Nature Trails, Open Spaces and Parks Committee
16. Transport Committee
17. Disaster Preparedness and Management Committee

The Administrative Arm of the Corporation is under the leadership of the Chief Executive Officer (CEO) who is responsible for the implementation of decisions made by Council. The CEO is responsible for the overall administration of the office and coordinates the work of various departments of the Corporation to ensure that work is executed in an efficient and transparent manner. These departments include-

- |                                     |                              |
|-------------------------------------|------------------------------|
| 1. Accounts                         | 7. Tenders                   |
| 2. Technical                        | 8. Registry                  |
| 3. Public Health                    | 9. Health & Safety           |
| 4. Personnel & Industrial Relations | 10. Personnel                |
| 5. Secretariat                      | 11. Disaster Management Unit |
| 6. Municipal Police                 |                              |

*See Figure 2 for Organisational Chart*



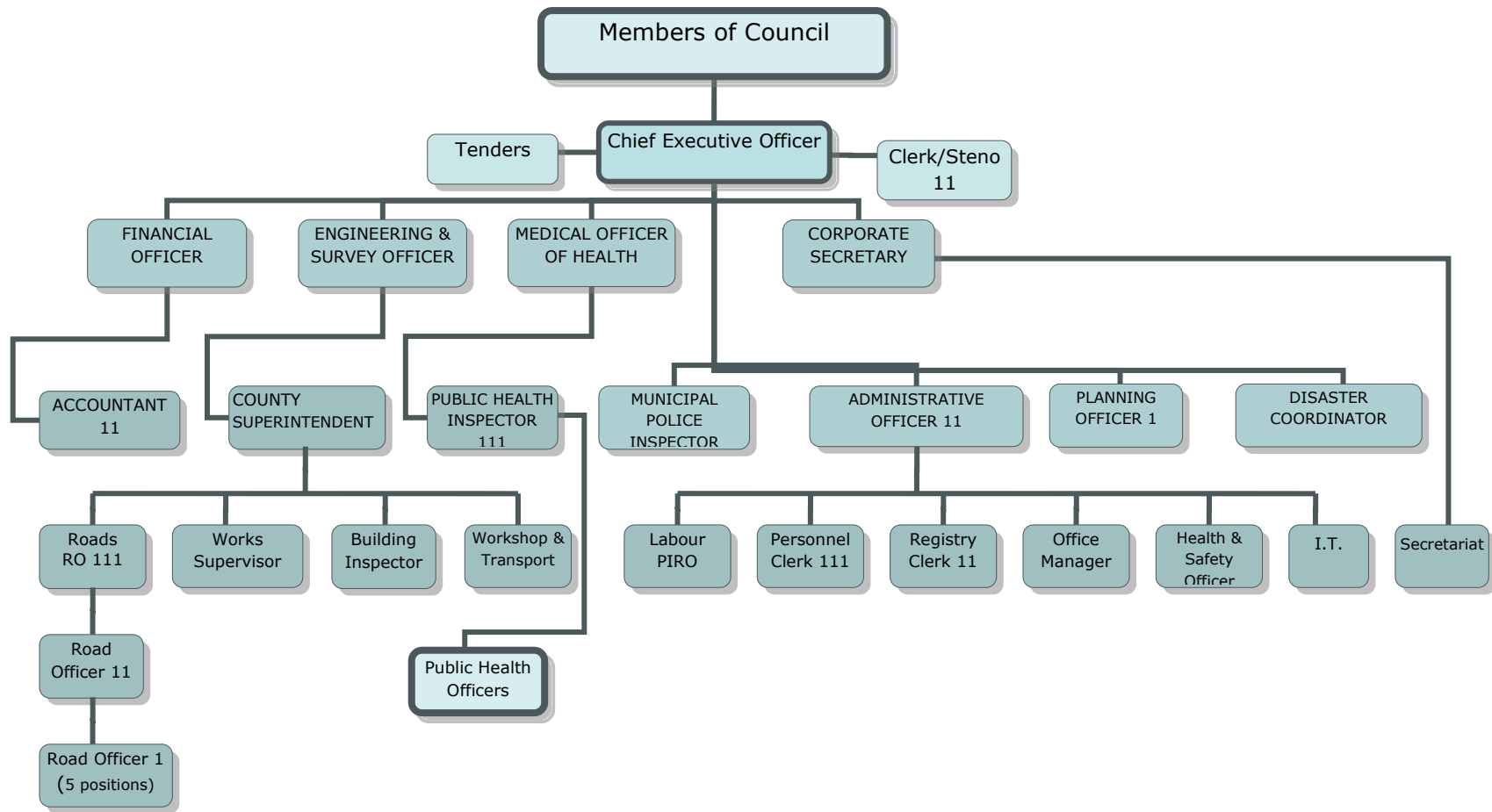


Figure 2- Organisational Chart of the Princes Town Regional Corporation 2011-2012

The staff of the Corporation provides a wide range of support to the administrative arm of the Corporation. According to the Civil Service Regulations, it can be categorised into-

- ✚ Professional & Scientific
- ✚ Technical
- ✚ Administrative
- ✚ Clerical Officers
- ✚ Secretarial
- ✚ Manipulative

There are sixty nine (69) monthly paid officers, six (6) contracted officers and five hundred and ninety six (596) daily rated employees.

The monthly paid officers of the Corporation are provided by the Public Service Commission to the Ministry of Local Government who then assign staff to the Corporation. They are represented by the Public Services Association (PSA) where their salaries and conditions of service are negotiated with the Chief Personnel Officer (CPO).

In the case of contracted officers, the Contracted officers are hired by the Ministry of Local Government. Their terms and conditions of work are negotiated by the Ministry of Local Government and the Chief Personnel Officer.

The daily rated workers are recruited by the Corporation and provide a means of direct labour. They make up skilled and unskilled workers. The administration is guided by the Collective Agreement which states the wages and conditions of service of the daily rated workers. This is negotiated by the National Union of Government and Federated Workers (NUGFW), who is the union representative of the daily rated workers and the Chief Personnel Officer.

Additionally, there are on-the-job-trainees who are provided by the Ministry of Science, Technology and Tertiary Education to acquire training and work experience.

### 2.3. Service Delivery

The Princes Town Regional Corporation receives funding annually through the Ministry of Finance to provide services to its burgesses. The Corporation also earns revenue through-

- Cleaning of cesspits and septic tanks
- Collection of Poultry Waste
- The use of the stalls/ booths at the market
- The collection of fees from the Building Inspectorate Department
- The purchase of cemetery plots
- Burial Fees
- Tender Deposits
- Bank Interest
- Rental of Parks and Recreation Grounds

The income received forms part of the consolidated fund of the Corporation and is used to supplement the shortfall in the allocation of the Corporation.

Services are provided to citizens based on the total revenue of the Corporation. The revenue is used to undertake the Recurrent and Development Work Programmes of the Corporation according to the functional areas of Roads, Health, Disaster Management, Works Supervisor's Section and Workshop and Transport. The delivery of services is executed by means of direct labour from the daily rated workers and through contracted services.

Contracted Services are obtained by awards of contracts through the open market and in accordance with the Central Tenders Board Ordinance. Depending on the cash value limit of the award, contracts are awarded through-

- Central Tenders Board
- The Special Ministerial Tenders Committee
- The Princes Town Regional Corporation Tenders Committee
- The Chief Executive Officer Award

Some examples of contracted services include-

- Scavenging Services
- Distribution of Truck Borne Water
- Supply of Road Building Materials
- Hire of Equipment
- Major and Minor Construction Works
- Repairs to vehicles and equipment
- Procurement of stationery and office equipment

#### **2.4. Establishment of the Spatial Development Plan**

In the financial year, 2011-2012, a new item- Establishment of Spatial Development Plan was introduced under the Development Programme of the Corporation. This item seeks to implement major projects of the Princes Town Regional Corporation Municipal Development Plan prepared by consultancy firm Genivar in 2010. With the guidance of the Local Area and Regional and Planning and Development Unit of the Ministry of Local Government, the Council of the Princes Town Regional Corporation approved a programme focusing on Domestic Tourism. It is view of Council that the region of Princes Town with its natural landscape and attractions has the potential to attract both domestic and international tourist. Four major (4) projects were chosen. These are-

1. Upgrade of the Columbus (Discovery) Bay, Moruga
2. Refurbishment of the Lanse Mitan Spring Bridge
3. Upgrade of the Devil's Woodyard
4. Establishment of a Pavilion at the St. Madeleine Recreation Ground

It is expected that instead of concentration on one site, by upgrading various visitor spots, it can be packaged to attract more visitors into one visit. The first phase of the Domestic Tourism Programme would focus on providing essential social infrastructure for use by residents and also facilitate economic activities thus increasing employment in the region.

## **2.5. Department Overview**

### ***I. Accounting Department***

- The Accounting Department is responsible for the financial management of all monies of the Corporation.
- The department is headed by one of the Corporation's Chief Officers- The Financial Officer.
- The legal framework for dealing with revenue and expenditure is governed by
  - The Financial Regulations
  - The Financial Instructions 1965
  - Exchequer & Audit Act, Chapter 69:01
  - The Constitution of the Republic of Trinidad and Tobago Chapter 1:01
  - Act 21 of 1990- Municipal Corporations Act, Part VI
- Funding is received at the beginning of each financial year; this is based on the submission of the Corporations Draft Estimates which show financial projections for work to be carried out in the new financial year.

### ***II. Technical Department***

- The Technical Department is responsible for the maintenance and development of the physical infrastructure that falls under the purview of the Corporation. The Department can be broken down into four sections-
  - Roads- responsible for the preparation of estimates, preparing programme of works, implementing and monitoring projects and investigating complaints for all secondary roads, traces and bridges within the region.
  - Works Supervisor- responsible for the preparation of estimates, preparing programme of works, implementing and monitoring projects and investigating complaints for all parks, cemeteries, recreation grounds, beaches and public spaces.
  - Building Inspectorate- Responsible for technical work in the examination of building plans, building area layouts and makes recommendations for approval.
  - Workshop and Transport- Responsible for the maintenance of the Corporation's vehicles and equipment.

- The department is headed by one of the Corporation's Chief Officers- The Engineering and Survey Officer.

### ***111. Public Health***

- The Public Health Department is responsible for the overall sanitation of the region of Princes Town. Their main responsibilities include-
  - The collection and disposal of household waste and bulk waste (bulk waste is collected based on requests)
  - The distribution of truck borne water supply
  - The cleaning and desilting of drains
  - The collection and removal of poultry waste
  - Control of rodents in the region through baiting and rebaiting
  - Capturing and removal of stray dogs
  - Maintenance of public conveniences
  - General maintenance of the public market
  - Cleaning of septic tanks
  - Litter Prevention through patrols by Litter Prevention Wardens
  - Clearing of illegal dump sites
  - Investigation of complaints
- This department is headed by one of the Corporation's Chief Officers- The Medical Officer of Health. However, this position remains vacant.

### ***IV. Personnel and Industrial Relations***

- The Personnel and Industrial Relations Department is responsible for managing the Human Resource function of the daily rated employees of the Corporation.
- The daily rated employees can be categorised into permanent, regular and casual workers.
- The main responsibilities of this department include-
  - Identifying shortfalls in labour
  - Coordinate the movement of workers among departments
  - Sourcing prospective persons when needed through advertisements

- Reviewing applicants and short listing appropriate candidates
  - Conducting interviews to determine whether skill set matches position description
  - Hiring of workers
  - Keeping records of employees service
  - Processing workers sick, casual, vacation leave and retirement benefits
  - Resolving disputes and grievance of workers in consultation with the union if necessary.
- This department is headed by the Personnel and Industrial Relations Officer.

#### ***V. Secretariat***

- The Secretariat provides support services to Council during meetings.
- Their main responsibilities include-
  - Documenting the minutes of all meetings held by Council.
  - Ensuring minutes are completed, vetted and sent to Members of Council at least two (2) days before any meeting of Council.
  - Managing correspondences to ensure that they are sent to the relevant meeting.
  - Filing of correspondences and reports and statements.
  - Ensuring that all decisions of Council are ratified at the Statutory Meeting and forwarded to the relevant section for attention. Follow up action is also taken.
  - Liaise with external agencies to attend the necessary meetings.
- This department is headed by one of the Corporation's Chief Officers- The Corporate Secretary.

#### ***VI. Municipal Police***

- The Municipal Police Department has the responsibility to provide security services with the duties, functions and objectives of the Princes Town Regional Corporation, in addition to the duties and responsibilities of a Police Officer of corresponding rank of the Trinidad and Tobago Police Service (TTPS); as outlines in Part 111 of the Municipal Corporations Act No. 21 of 1990.

- The department is headed by the Municipal Police Inspector.
- The main duties include-
  - Foot/Mobile Patrols identifying/ detecting breaches of the law and arresting suspected offenders and preserving the peace
  - Dispute Resolution & Problem Solving within the community
  - Enforcing the Bye Laws, Municipal Corporations Act and all other laws of T&T
  - Orderly Duty for Chairman of Council at official functions
  - Providing police escorts for Corporation Employees, namely-
    - Building Inspector
    - Accounts Department
    - Litter Wardens
    - Corporation Employees during demolition exercise
    - Corporation Employees working in high risk areas
    - Other departments as required
- Joint Exercise/Stakeouts with Litter Wardens
- Day/night visits to institutions, parks, recreation grounds and other Corporation facilities,

### ***VII. Disaster Management Unit***

- The Disaster Management Unit is responsible for responding to any natural disasters that may occur in the region of Princes Town.
- Their main responsibilities include-
  - Ensuring that financial records, monies spent during the emergency are kept;
  - Ensuring that Princes Town Region Agencies develop and continually update emergency Plans and Standard Operating Procedures and respond to emergencies;
  - Ensuring that Agencies designate officers to staff the Princes Town Emergency Plan activities;
  - Ensuring that exercises and tests of emergency systems are conducted on a periodic basis;
  - Ensuring that the Princes Town Region Emergency Plan is reviewed annually;
  - Maintaining administrative records as required;
  - Maintaining current list of available resources;



- Alert and activate as required, the Princes Town Region Management Organization when informed of an emergency within the Region;
- Plan and co-ordinate emergency operations within the jurisdiction in accordance with Government guidelines;
- Establishing communication links on a continuous basis with all agencies in the Princes Town Region's emergency Management Organization when informed of an emergency within the Region;
- Receiving request for assistance within the Region and directs aid to areas where needed;
- Ensuring and maintaining liaison with utility companies to arrange for backup water, power and telephone services during emergencies;
- Alert citizens in advance of disaster through elected representatives of districts.
- The Unit is headed by the Disaster Management Coordinator

#### ***VIII. Tenders***

- The tenders department is responsible for managing all the tendering procedures of the Corporation.
- This Department falls under the direct supervision of the Chief Executive Officer.
- The main responsibilities include-
  - Ensuring that all goods and services sourced by the Corporation is done in a transparent manner
  - To manage tenders/ award of contracts and provide the necessary information for the Chief Executive Officers award, Special Ministerial Tenders Committee award, Regional Tenders Committee award and Central Tenders Board awards.
  - Sourcing of items in the open market
  - To prepare the necessary information for the publication of Tender Notices
  - To prepare Contract of Awards to successful contractors

#### ***IX. Registry***

- The registry department is responsible for receiving and dispatching all correspondences and maintaining all files of the Corporation.
- The main responsibilities include-
  - Receipt and Dispatch of all mail of the Corporation
  - Tracking of documents/ correspondences
  - Classification of correspondences
  - Maintaining a proper filing system by monitoring file movements, examining files, maintaining and storing.

### ***X. Health & Safety***

- The Health and Safety Department is responsible for providing occupational safety and health services to ensure compliance with Occupational Safety and Health laws, codes and regulations.
- The main responsibilities include-
  - Preparation and evaluation of programmes, projects, plans and assessment, procedures and systems to compliance with Occupational Safety and Health Act 2004 as amended.
  - Undertake inspections of operating systems and procedures and reports accordingly
  - Oversee compliance with arrangements to ensure that best practices in occupational safety and health management are evidenced in the workplace
  - Gives basic direction on safety and health matters
  - Conduct investigations and prepares reports.
- The Department is managed by the Health & Safety Officer

### ***XI. Personnel***

- The personnel department is responsible for managing the human resources function of all monthly paid and contract workers of the Corporation. Their main responsibilities include-
  - Processing of leave applications of monthly paid staff, contracted workers and on-the- job trainees

- Maintain the punctuality and attendance registers of monthly paid staff, contracted workers and on- the- job trainees
- Maintain the personal records of monthly paid staff, contracted workers and on- the- job trainees
- Prepare the monthly return of Personnel for all monthly paid staff, contracted workers and on- the- job trainees
- Prepare Acting arrangements when necessary
- Prepare pension and leave when necessary

### **3.0 Major Issues/Challenges**

Department	Issues/Challenges affecting the Corporation	Recommended Solutions
<b>Accounts</b>	<ul style="list-style-type: none"> <li>❖ Process for release of funds to lengthy</li> <li>❖ Late payment to contractors</li> <li>❖ Process for Virements to lengthy</li> </ul>	<ul style="list-style-type: none"> <li>✓ Releases should be made directly to the Corporation and not the Ministry</li> <li>✓ Review of the Exchequer &amp; Audit Act and other Legislation to give the Corporation the autonomy to operate as a Corporate body as specified in the Municipal Corporations Act</li> <li>✓ Block releases should be made rather than monthly disbursements</li> <li>✓ Virements should be an internal arrangement of the Corporation and should not require Ministerial approval.</li> </ul>
<b>Public Health</b>	<ul style="list-style-type: none"> <li>❖ No representation by the Corporation in the evaluation process of scavenging contracts. The Corporation is paying for a service where they have no input.</li> <li>❖ High demand for truck borne water supply</li> </ul>	<ul style="list-style-type: none"> <li>✓ Input by the Corporation in the award of scavenging contracts</li> <li>✓ Areas devoid of pipe borne water be serviced by the relevant Ministry</li> </ul>
<b>Technical</b>	<ul style="list-style-type: none"> <li>❖ Project Implementation process too time consuming for timely delivery of</li> </ul>	<ul style="list-style-type: none"> <li>✓ The Technical Unit should be given the autonomy to</li> </ul>

Department	Issues/Challenges affecting the Corporation	Recommended Solutions
	<p>Development Programme projects</p> <ul style="list-style-type: none"> <li>❖ Inadequate technical staff to effectively service the region</li> </ul>	<p>wholly manage projects of the Corporation.</p> <ul style="list-style-type: none"> <li>✓ Establishment of a Project Unit in the Corporation to oversee the entire project</li> <li>✓ One (1) officer for each administrative district</li> </ul>
	<ul style="list-style-type: none"> <li>❖ Building Inspectorate-process to time consuming resulting in customer frustration</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review of the Town &amp; Country Planning Act and the Public Health Ordinance.</li> <li>✓ One (1) Building Inspector for each administrative district</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>❖ The Corporation has no input in the recruitment and selection of its monthly paid staff which sometimes leads to delays in filling vacancies.</li> </ul>	<ul style="list-style-type: none"> <li>✓ The establishment of a Human Resources Unit in the Corporation so that the Corporation's staffing can be sourced directly from the Public Services Commission.</li> </ul>
	<ul style="list-style-type: none"> <li>❖ Unfilled Vacant positions such as the Medical Officer of Health and the Chief Public Health Inspector resulting in critical health issues remaining unattended.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Filling of these posts by the Public Service Commissions.</li> </ul>

<b>Department</b>	<b>Issues/Challenges affecting the Corporation</b>	<b>Recommended Solutions</b>
<b>Municipal Police</b>	<ul style="list-style-type: none"> <li>❖ Inadequate Municipal Police resulting in bye laws not effectively enforced</li> <li>❖ The municipal police has an approved establishment of fourteen(14), however, it consists of a staff of only four (4)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Filling of these four (4) posts by the Public Service Commissions</li> </ul>

## 4.0 MEDIUM TERM STRATEGIC PLAN

The Princes Town Regional Corporation is a service oriented organisation aimed at delivering services to its burgesses of approximately 100,000. In order for efficient and effective delivery, the Corporation extensively assesses the environment in which it operates and then produces a three (3) year Strategic Plan outlining major objectives and strategies. The Corporation has been for the last three (3) years guided by its last report 2010-2012. It is currently up for review.

### 4.1. Review of 2010-2012 Strategic Plan

A Strategic Planning Workshop was held on May 14<sup>th</sup>, 2012 to review the Strategic Plan of the Princes Town Regional Corporation 2010-2012, with technical assistance being provided by Premier Quality Services Limited. At this workshop, key members of the Administrative staff and Members of Council through discussions and group activities engaged in a Strategic Review Exercise which aimed at evaluating the Corporation's strategic position and progress in implementing its Strategic Action Plan for 2010-2012. The Review Workshop has provided the foundation for the new Strategic Plan 2013-2015.

### 4.2. Guiding Policy for Strategic Plan 2013-2015

The findings of the Strategic Review Exercise identified four main issue areas faced by the Corporation which is collapsed into four categories as a guiding policy.

Main Issues	Current key areas of focus
1.Funding/Resource	• Managing operating costs
Management issues	• Increasing opportunities for revenue generation
	• Provision of a safe and healthy environment in the workplace

## **2. Communication**

- Database information system, which enables proper planning and retrieval of information.
- Provision and dissemination of relevant information to citizens to enable active participation in decision making in a timely manner

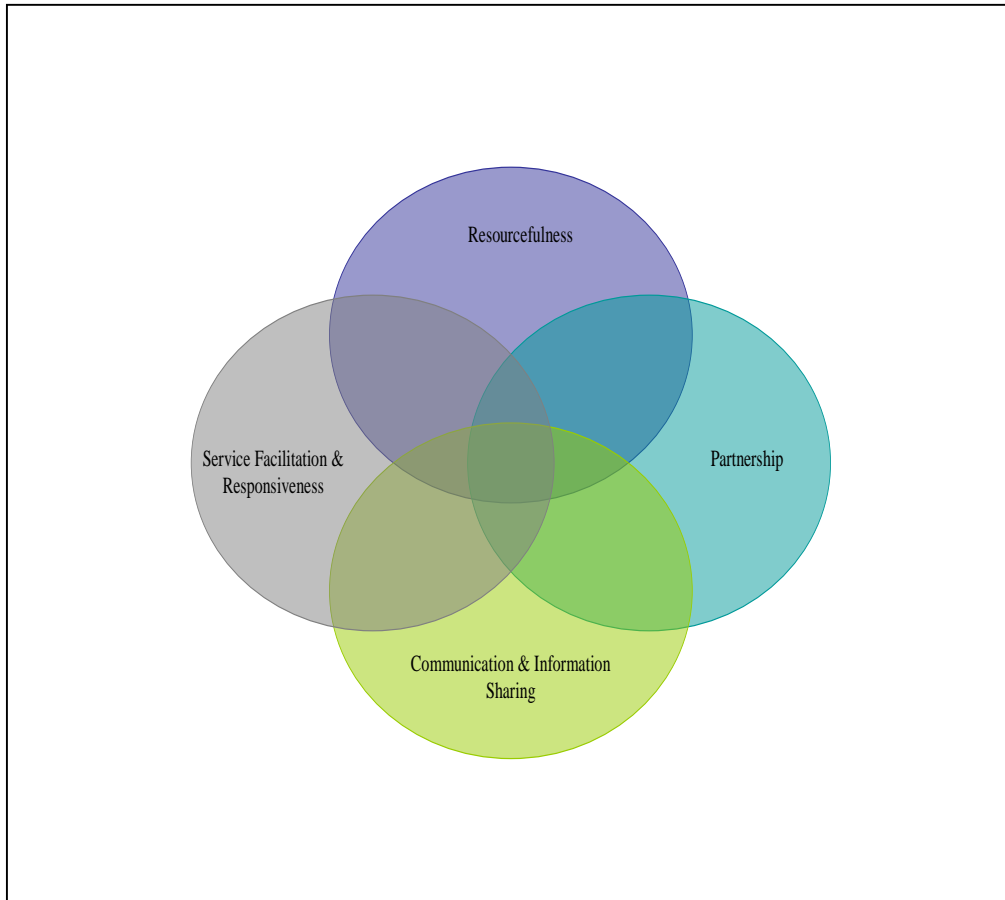
## **3. Service Delivery Issues & Enhancing Organizational Responsiveness**

- Technological improvements
- Improving Service Delivery through the development of our human resources
- Beautification of the entire region of Princes Town
- Improvement to plant and equipment
- Provision of improved physical infrastructure for all citizens
- Provision of recreational facilities and leisure facilities
- Promotion of wellness
- Provision of a clean, healthy & safe environment
- Compliance with bye- laws

## **4. Partnership Issues**

- Expansion of self- help and other partnership strategies (National Commission for Self-Help, TTPS, WASA, T&TEC, CEPEP, URP, Civilian Conservation Corps, Special Purpose Companies etc.)
- Developing a strong and capable management in the Administrative & Political Arms working in harmony to achieve a common objective.
- Disaster Preparedness & Management





***Figure 3: PTRC's Proposed Strategic Framework***

For each of these guiding policies, key performance measures that support these elements will be developed.

The new Strategic Plan will also re-examine-

- The Corporation's Strengths, Weaknesses, Opportunities and Threats (SWOT)
- PTRC's philosophy to reflect the proposed strategic framework
- The vision and mission statements to articulate key elements of the new guiding policy
- A coherent action plan of activities with associated key performance measures to support the execution of the new strategic framework

Additionally, the Corporation's new Strategic Plan will aim to ensure that the framework for all goals and objectives are embraced by the Government's five (5) pillars of meaningful Local Government development, as stated in the Local Government manifesto. These are

1. People Centered Development
2. Good Governance
3. Accountability
4. National & Personal Security
5. A More Diversified Economy

Furthermore, all policies and programmes will be aligned to the priorities and strategic imperatives set out by the Medium Term Framework for Local Government, these are-

1. Create a safe and secure environment for communities to thrive
2. Enable increased access and improved service delivery to citizens
3. Enhance the framework for Local Government to be more responsive and effective
4. Facilitate the economic prosperity of the citizenry and the development and enhancement of communities
5. Facilitate community participation and influence.

# ACHIEVEMENT REPORTS

**Princes Town Regional Corporation**  
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**Technical Section**

**(a) DEVELOPMENT PROGRAMME**

Activity/Sub Activity	Objectives	Achievement/Output	Cost	Remarks
<b>i. Local Roads &amp; Bridges Programme</b>	To improve physical infrastructure for the travelling public	<ul style="list-style-type: none"> <li>➤ 4,728 of roadway paved</li> <li>➤ 123m landslip stabilized</li> <li>➤ 125m kerb wall and slipper drain built</li> </ul>	\$5,609,480.36	-
<b>ii. Construction of Drains</b>	To positively impact upon flooding, soil erosion & environmental issues	<ul style="list-style-type: none"> <li>➤ 1,273m box drain</li> <li>➤ 35m kerb wall &amp; slipper drain</li> <li>➤ 5m box culvert</li> </ul>	\$1,627,304.83	-
<b>iii. Recreational Facilities</b>	To improve facilities for the sporting public	<ul style="list-style-type: none"> <li>➤ 7 recreation grounds upgraded</li> </ul>	\$955,997.56	-
<b>iv. Procurement of Major Vehicles &amp; Equipment</b>	To carry out the day to day operations of the Corporation with the use of vehicles & equipment	<ul style="list-style-type: none"> <li>➤ One (1) seven seater vehicle</li> <li>➤ Two (2) five tonne double wheel vibratory roller</li> <li>➤ Two (2) tipping trailer</li> <li>➤ One (1) three tonne canter</li> </ul>	\$1,495,190.00	-

Activity/Sub Activity	Objectives	Achievement/Output	Cost	Remarks
		<ul style="list-style-type: none"> <li>➤ One (1) five seater vehicle</li> </ul>		
<b>v. Local Government Building Programme</b>	To provide a safe, clean & comfortable facility for employees	<ul style="list-style-type: none"> <li>➤ Installation of Accordion Door at the Cultural Centre</li> <li>➤ 45m box drain constructed and erection of ramp and wash bay facilities at the Transport &amp; Workshop Building</li> </ul>	\$499,641.19	-
<b>vi. Development of Cemeteries &amp; Cremation Facilities</b>	To provide a safe, clean & comfortable facility for members of the public	<ul style="list-style-type: none"> <li>➤ Perimeter wall constructed at two (2) cemeteries</li> </ul>	\$262,879.48	-
<b>vii. Laying of Water Mains</b>	To provide a clean & reliable water supply for residents	<ul style="list-style-type: none"> <li>➤ Water projects done in two(2) areas</li> </ul>	\$124,310.54	-
<b>viii. Establishment Of Spatial Development Plan</b>	To develop the region with a focus on tourism development	<ul style="list-style-type: none"> <li>➤ Moruga Beach facility</li> <li>➤ Upgrade of the Spring Bridge</li> <li>➤ Development work on the Devils Woodyard</li> <li>➤ Pavilion at the St. Madeline Recreation Ground</li> </ul>	\$1,790,764.13	-

**Princes Town Regional Corporation**  
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**Technical Section**

**(b) RECURRENT PROGRAMME**

Activity/Sub Activity	Objectives	Achievement/Output	Cost	Remarks
<b>i. Maintenance of State Traces &amp; Local Roads</b>	To maintain proper roads for the travelling public	300km	\$10,586,000.00	-
<b>ii. Construction of box drain</b>	To treat with flooding, soil erosion and environmental sanitation	2,840m	\$3,220,000.00	-
<b>iii. Construction of kerb wall and slipper drain</b>	To treat with flooding, soil erosion and environmental sanitation	1,450m	\$2,870,000.00	-
<b>iv. Construction of box culverts</b>	To control drainage and to improve physical infrastructure on roads	70m	\$490,000.00	-
<b>vi. Maintenance of Pavilion</b>	To upkeep facilities within acceptable standards.	25 Pavilions	\$140,354.05	-
<b>vii. Maintenance of Recreation Grounds</b>	To upkeep facilities within acceptable standards.	32 Recreation Grounds	\$1,985,300.00	-
<b>viii. Improvement and maintenance of Markets</b>	To upkeep facilities within acceptable standards.	1 Market	\$2,634,265.00	-
<b>ix. Improvement and maintenance of Cemeteries</b>	To upkeep facilities within acceptable standards.	34 Cemeteries	\$18,235,400.00	-
<b>x. Maintenance of Buildings</b>	To upkeep facilities within acceptable standards.	5 Buildings	\$14,556,000.00	-

<b>xi. Upkeep and repairs of Vehicles and Equipment</b>	General repairs and maintenance	54 Vehicles	\$793,963.00	-
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**Princes Town Regional Corporation**  
*Administrative Report October 2011-September 2012*  
**Health Section**

Activity/Sub Activity	Objectives	Achievement/Output	Cost	Remarks
<b>i. Truck Borne Water Supply</b>	Provision of potable water to area devoid of pipe borne water supply.	<ul style="list-style-type: none"> <li>➤ 3 Wards were services as per approved schedule.</li> <li>➤ Approximately 18 household benefited per day.</li> </ul>	\$5,78.75	Contract System Used.
<b>ii. Disposal of Chicken Offal</b>	To prevent dumping and pollution of environment	<ul style="list-style-type: none"> <li>➤ 356 loads removed</li> </ul>	\$51,175.00	-
<b>iii. Maintenance of Existing Market &amp; Toilet</b>	To keep and maintain in a sanitary condition for use by the public.	<ul style="list-style-type: none"> <li>➤ Satisfactory.</li> </ul>	\$98,200.00	-
<b>iv. Cleaning of Drains</b>	Improvement of Environmental Sanitation.	<ul style="list-style-type: none"> <li>➤ Approximately 2,112,140 metres of drains were cleaned.</li> </ul>	\$7,120,000.00	Earthen, inverted, box, kerb wall and slipper drains cleaned monthly.
<b>v. Emptying of Septic Tanks and Cesspits</b>	Ensuring proper collection and disposal of Faecal Waste.	<ul style="list-style-type: none"> <li>➤ 440 - Septic Tanks</li> <li>➤ 293 – Cesspits</li> <li>➤ 361 - Emergency Tanks were cleaned and concrete Pits.</li> </ul>	\$81,355.00	Disposal at WASA Treatment Plant.

Activity/Sub Activity	Objectives	Achievement/Output	Cost	Remarks
vi. <b>Removal of derelict vehicles, parts, bulk &amp; white waste</b>	Enhancement of the Environment Reduction in mosquito and rodent population.	➤ 878 loads of Solid Waste were collected.	\$2,718,959.80	-
vii. <b><u>Other Services</u></b>				
<b>(a) Scavenging Services</b>	Effective scavenging of 28 areas in the removal and disposal of household refuse.	➤ All areas serviced as per approved schedule.	\$6,718,211.10	Contract System used.
<b>(b) Insect Control</b>	Nil	-	Nil	Done by Insect Vector Co Division
<b>(c) Rodent Control</b>	Reduction of Rodent population. Control of mice and rat diseases.	<ul style="list-style-type: none"> <li>➤ Number of premises baited - 13,108</li> <li>➤ Number of premises rebaited - 10,841</li> <li>➤ Number of rats (dead) - 7,882</li> <li>➤ Number of mice (dead) - 3,415</li> </ul>	\$894,350.00	Cost of material and labour
<b>(d) Canine Control</b>	Reduction in number of stray dogs.	➤ No. of dogs caught and euthanized (211)	\$22,977.00	Cost of disposal at the San Fernando City Corporation Pound.
<b>(e) Litter Prevention</b>	Enhancement of the Environment. Maintaining clean and healthy surroundings.	<ul style="list-style-type: none"> <li>➤ Number of Notices Issued-128</li> <li>➤ Total number of notices complied with- 110</li> <li>➤ Total number of matters taken to court-26</li> </ul>	\$46,800.00	Payment to contracted Litter Wardens assigned to patrol & take legal action against offenders of the Litter Act.



Activity/Sub Activity	Objectives	Achievement/Output	Cost	Remarks
		<ul style="list-style-type: none"> <li>➤ Number of convictions- 0</li> <li>➤ Number of matters pending- 12</li> <li>➤ Number of matters reprimanded &amp; discharged- 6</li> <li>➤ Number of warrants taken out - 4</li> </ul>		

**PRINCES TOWN REGIONAL CORPORATION**  
*Statement Of Changes In Reserve*  
*For The Year Ended 30<sup>th</sup> September, 2012*

	Reserve for Assets \$	Fund Balance \$	Recurrent Reserves \$	Development Reserves \$	Total \$
<b>Balance as at 1<sup>st</sup> October 2011</b>	54,060,721.00	3,043,218.00	1,785,237.00	2,367,569.00	61,256,745.00
<b>Adjustments</b>	9,770.00	-	-	-	9,770.00
<b><u>Restated Balance</u></b>	<u>54,070,491.00</u>	<u>3,043,218.00</u>	<u>1,785,237.00</u>	<u>2,367,569.00</u>	<u>61,266,515.00</u>
<b>Fund changes</b>	-	(115,374.00)	(861,756.00)	(1,740,262.00)	(2,717,392.00)
<b>Asset changes</b>	1,507,553.00	-	-	-	1,507,553.00
<b>Recurrent programme surplus revenue</b>	-	-	612,937.00	-	612,937.00
<b>Development programme surplus revenue</b>	-	-	-	6,170,326.00	6,170,326.00
	<b>55,578,044.00</b>	<b>2,927,844.00</b>	<b>1,536,418.00</b>	<b>6,797,632.00</b>	<b>66,839,939.00</b>

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**Balance as at 30<sup>th</sup>  
September 2012**

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