

OCTOBER 1ST 2015 - SEPTEMBER 30TH 2016

# ADMINISTRATIVE REPORT

POINT FORTIN  
BOROUGH CORPORATION



**Point Fortin Borough Corporation  
Administrative Report  
2015/2016**

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## 1.0 Executive Summary

### 1.1 Context

The Administrative Report on the operations of the Point Fortin Borough Corporation for the period October 1<sup>st</sup>, 2015 – September 30<sup>th</sup>, 2016, is a statutory requirement of the Corporation, for which the Accounting Officer is responsible.

Essentially, the Report gives an account of the actual performance and achievements recorded for the period and outlines the challenges faced by the Corporation in the performance of its duties.

The actual compilation of the Administrative Report is a collaborative effort of the entire organization, and reflects the very spirit of local government. Each Department takes responsibility for its own reporting, thus ensuring that all bases are covered, and that the end product is a proper representation of the operations of the Corporation during the period under review.

Admittedly, the overall environment continues to present severe challenges to all segments of the Corporation. In this context, the Corporation's staff is challenged to perform at consistently high levels, in order to satisfy the needs of the burgesses. In spite of all our challenges however, I am pleased to report that the Point Fortin Borough Corporation has performed creditably during the period October 1<sup>st</sup>, 2015 – September 30<sup>th</sup>, 2016.

### 1.2 Structure & Content

For ease of reference, the Report is structured on the basis of Sections and contains appropriate graphs, tables and illustrations to support the narrative as appropriate.

The Report begins with Section 2.0 Defining the Borough of Point Fortin. This appears on pages 9-10. It consists of and gives a brief description of the Borough of Point Fortin and speaks to aspects of the character of the municipality, as reflected in our Mission and Corporate Values.

Section 1.0, Engineering Department (pages 39-45) presents a breakdown of the road works, drainage projects and other infrastructural development undertaken during the 2014-2015 accounting period.

Occupational Health & Safety Department appears at Section 12.0 on pages 46-48. This Section begins by giving some context to the HSE function at PFBC. It then outlines the Department's Mission, Vision, Policies & Procedures and, wraps up with actual achievements during the period under review.

Section 13.0, Disaster Management Unit appears on pages 49-52. It begins with a Statement of Purpose, followed by the roles, functions, structure and Staff Training. The Section concludes with initiatives taken by the Department during the period under review.

Section 14.0, Municipal Police (pages 53-55) gives an introduction to the Department, outlines the operational challenges facing it, and highlights its major achievements during the period under review.

Issues Impacting Good Governance are outlined in Section 15.0 on pages 56-59. These matters are articulated under the sub-headings of Autonomy, Allocations to Municipal Corporations, Organizational Structure, Inter-Agency Cooperation, Access to Land and Tourism.

Section 16.0 on pages 60-61, Conclusion & Recommendations gives a general wrap-up of the Report and presents a listing of recommendations for increased efficiency in municipal administration.

## 2.0 Defining the Borough of Point Fortin

### 2.1 Brief Description of Point Fortin

The Point Fortin Borough Corporation is one of 14 municipal corporations in Trinidad, comprised of two City Councils, nine regional corporations and three borough councils, (Arima, Chaguanas) and Point Fortin.

Point Fortin is the southernmost borough, and is the virtual epicentre around which the southwestern peninsula of the island gravitates. As a town centre, Point Fortin is the administrative base for the Borough, as well as the locus of economic, industrial, entertainment and sporting activities for the peninsula.

The Borough occupies a land space of 18 square miles, has a population of some 22,000 persons and, is reputed for its very strong community life and its unique brand of southern hospitality.

### 2.2 Mission

*The mission of the Council of the Point Fortin Borough Corporation is the provision of good governance for the Borough of Point Fortin aimed at the improvement of the quality of life of its burgesses by providing efficient and effective service within its statutory functions, to enable their social, cultural, physical, political and economic well-being through a participatory process.*

### 2.3 Corporate Values

The corporate values of the Point Fortin Borough Corporation are:

#### Leadership

- We are open, fair, self-motivating, dynamic and inspiring to members of the organization
- Encourage trust and accountability, decisiveness and dedicated commitment in pursuing goals
- We effect change and encourage growth through our human resources

### 3.0 Operating Environment

#### 3.1 Economic Environment

The period under review was fraught with depressed oil and gas prices, sliding oil and gas production, mounting government debt and a generally depressed economy.

Naturally, this situation negatively impacted Central Government's budgetary allocations to local government. The effect of this continuing sluggishness in the national economy was that for yet another year, the Point Fortin Borough Corporation found itself under serious strain, in terms of providing goods and services to the burghesses.

#### 3.2 Political & Governance Environment

The Point Fortin Borough Corporation is responsible for the political administration of the Point Fortin Borough Corporation, while central government retains responsibility for major physical and infrastructural development.

Under this particular structure, the Municipal Corporation reports to the Ministry of Rural Development and Local Government, and has working relationships with all other relevant government Ministries that impact on the delivery of services to the burghesses, as well as the quality of life that they enjoy.

From a local government perspective therefore, the Point Fortin Borough Corporation is primarily driven by the needs and aspirations of the people of Point Fortin, but is also an active partner in national development, particularly as that pertains to the Borough of Point Fortin.

#### 4.0 Regulatory Agencies

Hereunder are the major regulatory agencies with which the Point Fortin Borough Corporation interacted during the period under review:

1. Water and Sewerage Authority
2. Trinidad and Tobago Fire Service
3. Town & Country Planning Division
4. Trinidad & Tobago Electricity Commission
5. Regulated Industries Commission
6. Ministry of Planning, Housing & the Environment
7. The Valuation Division, Ministry of Finance
8. Ministry of Finance and Economic Restructuring
9. Lands & Surveys Division
10. Ministry of Agriculture, Lands and Food Production
11. Ministry of Works and Transport
12. Housing Development Corporation
13. Office of the Ombudsman

## 5.2 How the Council Functions

The Council is the policy making arm of the Point Fortin Borough Corporation. As such, it formulates policies for the good and welfare of the burghesses through Standing and Ad Hoc committees, consistent with the provisions of the Municipal Corporations Act 21 of 1990.

### 5.2.1. The Standing Committees:

- Finance, Planning & Allocations
- Personnel
- Public Health
- Physical Infrastructure

### 5.2.2 Other Committees:

- Community Development, Culture & Celebrations
- Sport, Education & Youth Affairs
- Social Welfare
- Buildings, Institutions & Public Utilities
- Site Visiting

## 6.0 The Point Fortin Borough Administration

### 6.1 Overview

The administrative arm of the Point Fortin Borough Corporation - the Administration, is the executing agency of the Borough, in that it is charged with implementing the policy decisions of the Council. At the same time, the Administration must be guided by the appropriate public service rules and regulations, while ensuring that it delivers goods and services to the burgeses in a timely and satisfactory manner.

The Administration is headed by the Chief Executive Officer (CEO), who is the Accounting Officer. The CEO is supported by Chief Officers namely the Corporate Secretary and Financial Officer. The other members of the Leadership Team are the Town Superintendent, Personnel & Industrial Relations Officer, Inspector of Municipal Police and Public Health Inspector III, Health, Safety & Environment Officer and Information Technology Administrator.

### 6.2 Roles & Functions

A summary of the key roles and functions of the Administration follows:

- Implementing and operationalizing all policy decisions and directives of the Council
- Liaising with government ministries and agencies in the provision of infrastructure, goods and services to the burgeses
- Liaising with private sector companies and organizations and other third parties in an effort to improve the quality of life of the burgeses
- Operationalizing and monitoring the corporation's Strategic Plan
- Developing and overseeing the roll out of a spatial plan for the Borough
- Developing and overseeing the roll out of a disaster management plan for the Borough
- Developing and overseeing the roll out of an environmental management and preservation plan for the Borough

Hereunder is a brief synopsis of the performance of the Administration Department during the period under review.

#### **6.4.1 Town Hall Facelift**

The major infrastructural achievement of the Borough of Point Fortin during the period 2014-2015 has been the upgrade of the Town Hall building.

Externally, the Town Hall now stands majestically, while its futuristic design makes a bold statement about what a Borough's administrative centre should represent.

Internally, the lobby design and layout are most pleasing to the eye, and our Customer Service Attendant complements the reception experience with the requisite courtesy and professionalism.

#### **6.4.2 Upgrade of Public Facilities**

Despite funding challenges, the Corporation continued its programme of upgrading public facilities. Under this programme, we constructed new public washroom/bathroom facilities at the Guapo Clifton Hill Beach, and upgraded the washrooms at Sunset Beach and the Point Fortin Borough Corporation's public car park next to the Roman Catholic Church.

#### **6.4.3 Employee Development & Welfare**

The Administration of the Point Fortin Borough Corporation is of the firm view that our people are our most important resource, and that the organization owes its success mainly to the efforts, dedication and overall performance of the entire workforce.

It is against this background, that we report on several people-centered activities that we rolled out during the year under review.

i. On Friday 9<sup>th</sup> January, we hosted our Annual General Assembly, comprised of a spirit-filled praise and worship session as well as intensive reflections on the year 2014 and projections

Figure 6A. Public Liability Claims brought against Point Fortin Borough Corporation for the period October 01, 2015 to September 30, 2016

Facts	Date Occurred	Status
Motor vehicle TDE 1217 suffered damaged door glass due to brush cutter	26 <sup>th</sup> October 2015	Settled
Claimant slipped and fell on pavement along Guapo/Cap-de-Ville Main Road	21 <sup>st</sup> April 2016	Settled
Damage to Motor Vehicle PCR 3904 as a result of works done by Corporation	7 <sup>th</sup> July 2016	Settled
Motor Vehicle PDA 549 damaged due to a broken concrete slab	20 <sup>th</sup> July 2016	Denied Liability
Motor Vehicle TCL 6880 damaged windscreen	12 <sup>th</sup> November 2015	Settled

## 7.0 Community Swimming Pool

### 7.1 Overview

The mandate of the management of the Point Fortin Community Swimming Pool is to teach the community to swim and promote swimming as a critical element in healthy living.

On both counts, this valuable community asset is delivering on its mandate. Registration for swimming classes is at its maximum, schools virtually have to juggle for spaces, and there is hardly a free period at the pool.

The Management of the Point Fortin Community Swimming Pool is very pleased to be a part of the swimming revolution that has overtaken Point Fortin and environs, and will strive to maintain this facility in good order, so that it can continue to play its vital role in the community.

### 7.2 Programmes

The Point Fortin Community Swimming Pool caters for all ages, and covers all categories ranging from professional to recreational/occasional swimming. Here's a sampling of the ongoing activities at the pool.

a. School Learn to Swim Programme  
This programme is sponsored by Atlantic, and caters for both primary and secondary schools and the actual coaching is coordinated by YMCA.

b. Pre School Learn to Swim  
This programme caters for the pre-schools in the community, and in addition to the regular session conducted during school hours, we have introduced two additional evening classes to accommodate some children in this age group.

c. Aqua-Aerobics  
These sessions continue as a staple activity, as it is a vital, safe and powerful form of exercise for all ages. A new session started this year with the teachers from the Point Fortin West Secondary school.

## 8.0 Human Resources Department

### 8.1 Human Resource Development

The two major Human Resource Development objectives for the year under review were:

1. To increase organizational capabilities and efficiency in service delivery.
2. To re-align organization culture and behavior.

In pursuit of these two objectives, the Personnel Department set out to do the following:

- a) Ensure that all staff are aware of the performance standards aligned to their job task.
- b) Set performance standards and targets.
- c) Set deadlines for achieving those targets.
- d) Communicate to Heads of Department and Supervisors on the importance of maintaining the Performance Management System.

The successful execution of these measures allowed the Personnel Department to complete 95% of performance appraisals and submit them to the Statutory Authorities' Service Commission in a timely manner. Other achievements during the year under review included improved levels of performance in all of the Departments and higher levels of employee satisfaction across the organization. Another major plank in our Human Resource Development strategy is the provision of ample opportunities for employees to engage in social activities. Toward this end, the Corporation hosted our annual Carnival Old Mas and Calypso Competitions and our Annual Christmas Party and Retirement Function.

### 8.2 Good Governance

The Point Fortin Borough Corporation places a very high premium on how the organization profiles itself, not only by the things that we do, but also the way in which we go about our business.

## 9.0 Finance & Accounting

### 9.1 Introduction

This section summarizes the financial and accounting performance of the Point Fortin Borough Corporation for the period October 1<sup>st</sup>, 2015 to September 30<sup>th</sup>, 2016 and its supporting role in the operation of the organization. It highlights the financial and Accounting roles and functions, and gives an overview of the systems and procedures being employed in the Department.

### 9.2 Vision of the Accounts Department

*"The force in financial management that drives the Corporation to achieve self-sufficiency"*

### 9.3 Mission of the Accounts Department

*"We ensure the prudent management of the Corporation's financial resources as well as seek out areas to maximize revenue collection"*

### 9.4 Strategy of the Accounts Department

*"To generate revenue for the Corporation in a balanced and gradual way without severely affecting the affordability of essential services to the public"*

### 9.5 Roles & Functions of the Accounts Department

- Proper accountability and control of the organization's receipts of funds and expenditure, management of resources and assets in accordance with the Trinidad and Tobago Audit and Exchequer Act and Financial Regulations and, the Accounting Procedures of the Municipal Corporations Act.

9.7 Statement of Income & Expenditure

POINT FORTIN BOROUGH CORPORATION REVENUE AND EXPENDITURE STATEMENT - RECURRENT SERVICES FOR FINANCIAL YEAR ENDING SEPTEMBER 30TH, 2016				
Accounting Head / Sub Head / Item and Sub Item	Revised	Provision	Releases	Expenditure and Commitments
Surplus (Deficit)	Total	Total	Total	Total
<b>01 PERSONNEL EXPENDITURE</b>				
001 General Administration	10,000,000	9,635,000	9,549,687	85,313
01 Salaries and Cost of Living Allowance	200,000	50,000	27,200	22,800
03 Overtime - Monthly Paid Officers	800,000	466,000	528,465	(62,465)
04 Allowances - Monthly Paid Officers	3,500,000	3,500,000	3,499,410	590
05 Government's Contribution to NIS	400,000	-	-	-
08 Vacant Posts - Sal. & C.O.L.A (without bodies)	-	-	-	-
12 Sett. Of Arrests to Pub. Officers	1,470,000	1,269,200	1,246,221	22,979
13 Remuneration to Council Members	300,000	300,000	294,254	5,746
20 Gov. Cont. to Group Health Ins. - Daily Rat. Workers	150,000	120,000	120,000	(294)
27 Govt Cont. to Grp Hlth Ins-Mthly Paid Officers.	16,820,000	15,340,200	15,265,531	74,669
<b>002 Local Health Authority</b>				
02 Wages and Cost of Living Allowance	3,800,000	2,527,000	2,528,338	(1,338)
29 Overtime - Daily Rated Workers	50,000	50,000	48,596	1,404
30 Allowances - Daily Rated Workers	120,000	99,300	82,102	17,198
Total Personnel Expenditure Local Health Authority	3,970,000	2,676,300	2,659,036	17,264
<b>003 Public Places</b>				
02 Wages and Cost of Living Allowance	4,800,000	4,800,000	4,767,088	32,912
29 Overtime - Daily Rated Workers	80,000	70,000	44,867	25,133
30 Allowances - Daily Rated Workers	50,000	50,000	57,002	(7,002)
Total Personnel Expenditure Public Places	4,930,000	4,920,000	4,868,958	51,042
<b>004 Transport and Roads</b>				
02 Wages and Cost of Living Allowance	25,000,000	21,551,000	21,670,949	(119,949)
29 Overtime - Daily Rated Workers	300,000	300,000	299,909	91
30 Allowances - Daily Rated Workers	150,000	150,000	176,790	(26,790)
Total Personnel Expenditure Transport and Roads	25,450,000	22,001,000	22,147,649	(146,649)
<b>TOTAL Personnel Expenditure</b>	<b>51,170,000</b>	<b>44,937,500</b>	<b>44,941,174</b>	<b>(3,674)</b>

POINT FORTIN BOROUGH CORPORATION				
REVENUE AND EXPENDITURE STATEMENT - RECURRENT SERVICES				
FOR FINANCIAL YEAR ENDING SEPTEMBER 30TH, 2016				
Accounting Head / Sub Head / Item and Sub Item	Revised	Total	Releases	Expenditure
		Total		Total
				Surplus (Deficit)
<b>02 GOODS AND SERVICES (Continued)</b>				
<b>Goods and Services Brought Forward</b>				
002 Local Health Authority	200,000	105,000	160,221	(55,221)
03 Uniforms	50,000	30,000	21,080	8,920
06 Water and Sewerage Rates	50,000	30,000	21,080	8,920
09 Rent/Lease - Vehicles and Equipment	1,000,000	950,000	937,323	12,677
10 Office Stationery and Supplies	30,000	21,000	27,212	(6,212)
12 Materials and Supplies	500,000	435,000	467,149	(32,149)
24 Rebates and Refund	200	-	-	-
28 Other Contracted Services	4,500,000	4,500,000	4,455,471	44,529
62 Promotions, Publicity and Printing	10,000	10,000	9,824	176
68 Water Trucking	30,000	10,000	-	10,000
<b>Total Goods and Services Local Health Authority</b>				
	6,320,200	6,061,000	6,078,279	(17,279)
<b>003 Public Places</b>				
03 Uniforms	50,000	40,000	45,458	(5,458)
04 Electricity	350,000	189,000	162,115	26,885
06 Water and Sewerage Rates	84,000	55,200	35,645	19,555
10 Office Stationery and Supplies	15,000	7,000	4,823	2,177
12 Materials and Supplies	350,000	268,300	274,747	(6,447)
15 Repairs and Maintenance - Equipment	100,000	100,000	99,304	696
21 Repairs and Maintenance - Buildings	100,000	78,000	55,515	22,485
28 Other Contracted Services	350,000	350,000	325,167	24,833
37 Janitorial Services	10,000	6,000	7,875	(1,875)
42 Sheet Lighting	-	-	-	-
43 Security Services	374,000	503,000	377,870	125,130
<b>Total Goods and Services Public Places</b>				
	1,783,000	1,596,500	1,388,519	207,981

POINT FORTIN BOROUGH CORPORATION				
REVENUE AND EXPENDITURE STATEMENT- RECURRENT SERVICES				
FOR FINANCIAL YEAR ENDING SEPTEMBER 30TH, 2016				
	Revised	Total	Total	Surplus ( Deficit)
Accounting Head / Sub Head / Item and Sub Item	Provision	Releases	Expenditure	
<b>03 MINOR EQUIPMENT PURCHASES</b>				
001 General Administration				
01 Vehicles	-	-	-	-
02 Office Equipment	75,000	-	73,868	(73,868)
03 Furniture and Furnishings	50,000	29,784	33,624	(3,840)
04 Other Minor Equipment	40,000	1,399	38,887	(37,488)
<b>002 Local Health Authority</b>				
01 Vehicles	400,000	-	-	-
02 Office Equipment	25,000	-	8,419	(8,419)
03 Furniture and Furnishings	50,000	4,500	41,183	(36,683)
04 Other Minor Equipment	150,000	125,002	124,895	107
<b>003 Upkeep of Public Places</b>				
02 Office Equipment	10,000	-	850	(850)
03 Furniture and Furnishings	75,000	-	4,445	(4,445)
04 Other Minor Equipment	40,000	-	79,300	(79,300)
<b>004 Upkeep of Public Places</b>				
02 Office Equipment	125,000	-	84,595	(84,595)
<b>004 Transport and Roads</b>				
02 Office Equipment	-	-	-	-
03 Furniture and Furnishings	-	-	-	-
04 Other Minor Equipment	100,000	18,506	94,762	(76,256)
<b>005 Corporation Properties</b>				
02 Office Equipment	15,000	-	-	-
03 Furniture and Furnishings	15,000	-	-	-
04 Other Minor Equipment	50,000	40,787	40,786	1
<b>Minor Equipment Corporation Properties</b>				
	80,000	40,787	40,786	1
<b>Total Minor Equipment Purchases</b>	<b>1,095,000</b>	<b>219,978</b>	<b>541,019</b>	<b>(321,041)</b>

## 10.0 Public Health Department 2015-2016

### 10.1 Core Services

In terms of improving Core Services, the Public Health Department has been pursuing a number of initiatives, and has achieved between 85% and 90% success in the following areas:

1. The utilization of legal proceeding to support environmental upgrade.
2. Continuous surveillance of food establishments and itinerant vendors.
3. Registration of all Food handlers and Food Establishments by March 31<sup>st</sup>
4. Schedule for continuous monitoring of all Food Establishments.

In its bid to achieve measurable improvements in client satisfaction, the Department has been conducting evaluations on its service delivery through personal interactions with burgesses. Additionally, the Department engages in continued environmental surveillance, while work continues on the implementation of an evaluation form and the adoption of an evaluation and monitoring system.

### 10.2 Information for Enriching Quality of Life

A key strategic objective of the Department is to develop and support services, programmes and initiatives that enrich our residents' quality of life, with information being a major feature.

Toward this end, Public Health has expanded collaboration with Health Centres, schools, village councils and community groups, and the policy of presenting lectures at various locations throughout the community is well established. These lectures cover a wide range of public health topics such as:

Dengue Control, Rodent Control, Littering and its effects, how to identify a registered Food Handler, notification of scavenging days in the Borough, our Complaints line and, how to access the department's services.

The Ministry of Education is also a full partner with the Public Health Department in implementing this public health community education programme.

## 10.6 Collaboration & Cooperation

The Public Health Department continues to partner with external agencies in the pursuit of its objectives in maintaining proper public health standards in the Borough. In this regard, the following collaborations are instructive:

- Working in alignment with the Ministry of Local Government Policies on Canine Control, Dengue, Chikungunya & Zika Control, OSHA Compliance environmental works.
- Coordination of the Department's activities with the Public Health Laboratory (water and food sampling), Food & Drugs, Ministry of Education and Health Education Programmes in Schools.
- Interdepartmental arrangements involving District Services, Food Inspection, Vector Control, Public Cleansing and Health Education
- Continued expansion of communication/collaboration with all agencies to address burgesses' issues and needs. Such agencies include HDC, PSAEL, Petrotrin, Ministry of Works, Ministry of Agriculture, Ministry of Local Government, Ministry of Health, Insect Vector Control Division and C.E.P.E.P.

## 10.7 Conclusion

The Point Fortin Corporation considers the management and preservation of public health practices and standards as a very serious matter. Consequently, the Public Health Department will continue to pursue its mandate with diligence, in the interest of all the burgesses of Point Fortin.

## 11.0 ENGINEERING DEPARTMENT

### 11.1 Introduction:

The Engineering Department is responsible for the core activities of the Corporation. The role and function is to maintain and upkeep the Corporation's Infrastructure so that it would be beneficial, functional and fit for use for the burghesses of the Corporation.

This Report covers the period October 1<sup>st</sup>, 2015 to September 30<sup>th</sup>, during which time the Engineering Department focused on the following institutions/areas of operations:

- Recreation Facilities
- Public Conveniences
- Point Fortin Market
- Corporation Projects
- Transport/Vehicles

### 11.2 Recreational Facilities

The ultimate objective is to adequately upkeep and maintain the recreation facilities to an acceptable standard. In order to achieve this there are two work crews equipped with the required tools and machinery which effectively maintain fifteen (15) play parks and eleven (11) playing fields once per month. Specific accomplishments in this regard were as follows:

- Supply and spread earth sand fill on playing fields
- Brush cut, rake and remove grass from playing fields
- Cleaning fencing on perimeter of playing fields
- Clean toilets in and around pavilions
- Clean drains on perimeter of playing fields

### 11.3 Public Conveniences

Over the years all four (4) Public Convenience were upgraded and today are in a fairly good condition.

### 11.5 Corporation Buildings

- (I) Town Hall
- (II) Engineering Department
- (III) Municipal Police/CCTV
- (IV) Community Pool

These buildings are regularly maintained using our facility maintenance crew which comprises of five Electricians, five Painters, one Plumber, one Trades Man Assistant (T.M.A), one Carpenter and one Labourer.

These workers are required to check on the Corporation's buildings together with the other facilities on a regular basis, as a means of ensuring that they are fit for use.

The servicing of the Air Condition Units is done by contracted services. Quarterly service contracts were awarded to two contractors, one servicing Town Hall, Municipal Police Headquarters and the Community pool. The other was awarded a quarterly service contract for Engineering Department, C.C.TV / Sub Station and the Market.

### 11.6 Construction Crews

The composition of the construction crews utilized for carrying out construction work for period October 1<sup>st</sup>, 2015 to September 30<sup>th</sup> 2016 were as follows:

- Total number of construction crews – Ten (10)
- Composition of Crews – 1 Foreman, 1 checker, 4 Labourers 1 Carpenter and 1 Mason.
- Six (6) Crews assigned to the six Electoral Districts
- One (1) Footpath / manhole covers
- One (1) Upkeep Corporation Facilities
- Two (2) Mobile Patching Works

For Fiscal 2015/2016 these construction crews were able to achieve some of the requests forwarded through the Council. Approximately 90% of these requests were for box drains while the other 10% comprised of kerb walls, slipper, short walls, box culverts, footpaths and manhole covers.

**11.8 Transport**

The Transport Section provides a transport and maintenance service to the Engineering, Public Health, Administration, Accounts, Personnel and Municipal Police for the Corporation.

Vehicles assigned to the various sections:

Engineering Department	-	1 Backhoe
	-	3 Twin Cab three ton trucks
	-	1 Hiab Truck
	-	1 Dump truck
	-	1 Moto Roller
	-	1 Water tender
	-	1 Pajero SUV
	-	1 H-100 1 Ton truck
	-	1 Hudson Trailer
Public Health Department	-	1 Backhoe
	-	2 Dump trucks
	-	1 Twin Cab three ton truck
	-	1 Mini bus
	-	2 Cesspool Empilers
Administration	-	2 Sportero Vans
	-	1 Toyota Prado
	-	1 Camry (Mayor's Office)
	-	1 Cherokee jeep
Police (Municipal)	-	1 Sportero Van
	-	2 Hi-Lux Vans

Summary of Development Programme 2015/2016

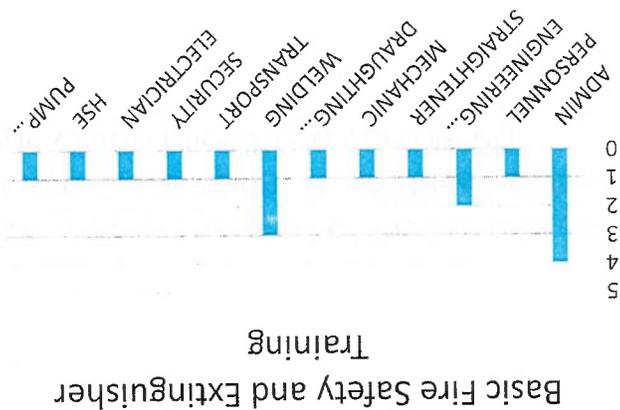
NO.	HEAD AND SUBHEAD	ALLOCATION	ACHIEVEMENT	ACTUAL EXPENDITURE	REMARKS
4.	124 Improvement to Market and Abattoir	2,000,000.00	Tendering procedure was completed for refurbishment work to Market Mall	Nil	Contract Awarded in 2016/2017
5.	132 Local Government Buildings	500,000.00	Town Hall Refurbishment - Open Court Area and installed Security Fencing on Eastern side of Police Station Coronation Park Community Pool - Constructed office for Pool Manager Engineering - Provided storage space for stores and Department, Garage and Lunch Room for Workers.	499,378.00	
6.	135 Procurement of Major Vehicles and Equipment	500,00.00	Additional Dump truck to Corporation Fleet	468,493.00	
7.	148 Disaster Preparedness Programme	500,000.00	Purchased an Emergency Operation Centre	499,994.00	
8.	151 Environmental Protection and Rehabilitation Programme	500,000.00	Paved 300m of Roadway at Guapo Landfill Site - Phase I	499,378.00	

### 12.22 Training

During the period October 1<sup>st</sup> 2015 to September 30<sup>th</sup> 2016, the HSE Department trained a total of 64 persons. This reflects an increase of seven, when compared to the 57 persons trained the previous year. This year, training programs were developed and conducted in the following areas. :-

- Basic Fire Safety and Extinguisher Training
- Scaffolding Training
- Basic Fire Safety
- First Aid Training

**Figure 12A. Number of Persons Trained in Basic Fire Safety**



### 13.0 Disaster Management Unit 2015/2016

#### 13.1 Statement of Purpose

The Point Fortin Borough Corporation's Disaster Management Unit seeks to:-

- Provide an effective, efficient, proactive and comprehensive approach to disaster mitigation and preparedness for natural, human induced or technological disasters.
- Coordinate the efforts of a network of agencies and individuals in the Borough of Point Fortin aimed at preservation of life and the protection of property in times of disaster.
- The inclusion of the Special Population in the disaster management process.

#### 13.2 Roles and Functions

As first responder, the Disaster Management Unit must identify and manage disasters at the local level which includes man-made, natural or technological.

The Unit is also charged with collaborating with the Office of Disaster Preparedness and Management and other emergency support agencies in conducting the following tasks:-

- Coordinating all activities related to disaster/emergency preparedness, response and recovery;
- Monitoring hazard mitigation programmes;
- Reviewing internal agency plans (hazard response plans);
- Preparing inventories of personnel, equipment and supplies;
- Undertaking training and simulation exercises;
- Supporting plans for oil and hazardous material spills, industrial, aircraft and maritime disasters;
- Conducting public information, education and training programmes for emergency management;
- Establishing an Emergency Operation Centre (EOC) for centralized coordination and control of emergency/disaster operations;
- Producing data, maps and other technical material to establish the nature of risks and vulnerability, on an area basis.

### **13.6 Meetings Hosted During the Period Under Review**

- On 15/09/2016 DMU Staff alongside TFS hosted a meeting with the Cap-de-Ville Government School's Crisis Management Team regarding Emergency Management Plan
- DMU conducted quarterly stakeholder meetings in an effort to build and maintain relationships with stakeholders.
- DMU staff conducted a CERTs & Shelter Managers' Meeting Re: Disaster Preparedness-Tropical Storm (in the Caribbean). The meeting encouraged CERTs and Shelter Managers to be vigilant and prepared during the hurricane season.

### **13.7 Simulations**

- DMU alongside HSE Department conducted a drill to test fire alarms, fire wardens' responses and evacuation of staff at the PFBC Engineering Department.
- DMU conducted an evacuation drill at the Egypt Government Primary.
- On 29/07/2016 DMU participated in Atlantic's Simulation Exercise as part of their disaster preparedness initiative.

### **13.8 Shelter Inspections**

Shelter inspections were completed at the following institutions: Point Fortin West Secondary, Point Fortin East Secondary School, Point Fortin Anglican School, Guapo Government Primary School, South West Regional Sports Complex, St Mark's Parish Hall, Mount Beulah Evangelical Church, New Village Community Centre, Point Fortin Church of Christ and Point Fortin Open Bible Church.

### **13.9 Inventory Count**

During the period 07/07/2016 to 13/07/2016 DMU staff conducted an inventory of items at the office, stock room and containers to establish all the resources available for use in case a disaster occurs.

## 14.0 Municipal Police

### 14.1 Introduction

The Point Fortin Municipal Police Station has a Proposed Sanctioned Strength of 31, while the present Active Strength is 16. The ranks of Inspector and Sergeant are up to full strength, but there is a deficiency of four corporals and 11 constables, when comparing active strength against sanction strength. This situation has caused the Department to utilize strategies such as acting appointments and other administrative arrangements. External resources including Special Reserve Police officers have been employed to augment the strength available to the Department.

### 14.2 Highlights

- Municipal Police Officers issued a total of twenty-two (22) Fixed Penalty Notices during the period under review. Topping the list of offences was failure to wear a seatbelt, for which six tickets were issued. (See Figure 14A)
- A total of 69 reports were received at station during the period under review. The matters reported spanned a wide range, from child abuse to Disturbance in Public Place to bribery. (See Figure 14B)
- All matters reported were investigated and appropriate follow up action taken where necessary.
- The Department participated in the Point Fortin Military Parade which was held on April 29, 2016.
- The Department collaborated with the Public Health Department in conducting exercises within the Borough during the Borough Anniversary Celebrations and at other times during the year.
- Officers performed orderly duty at the monthly Statutory Meeting for the month of June 2015, which was held at the New Village Community Centre on June 28<sup>th</sup>, 2016

Figure 14A. Fixed Penalty Notices Issued

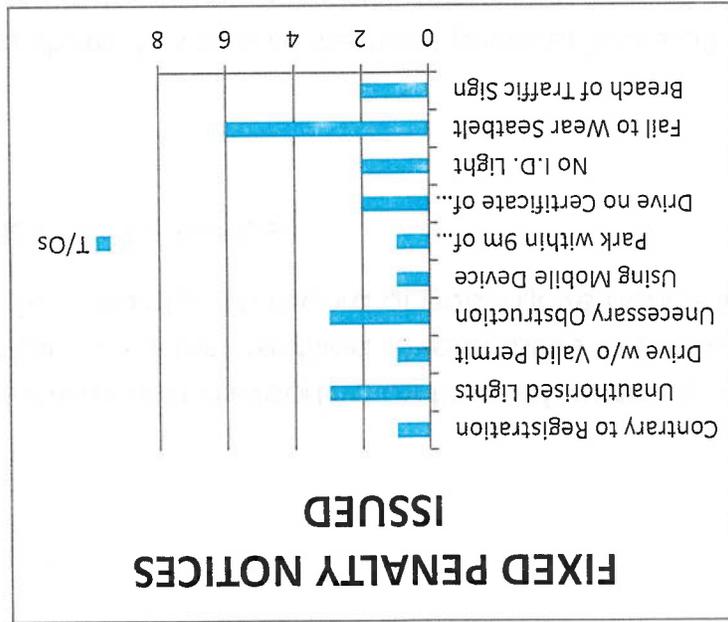
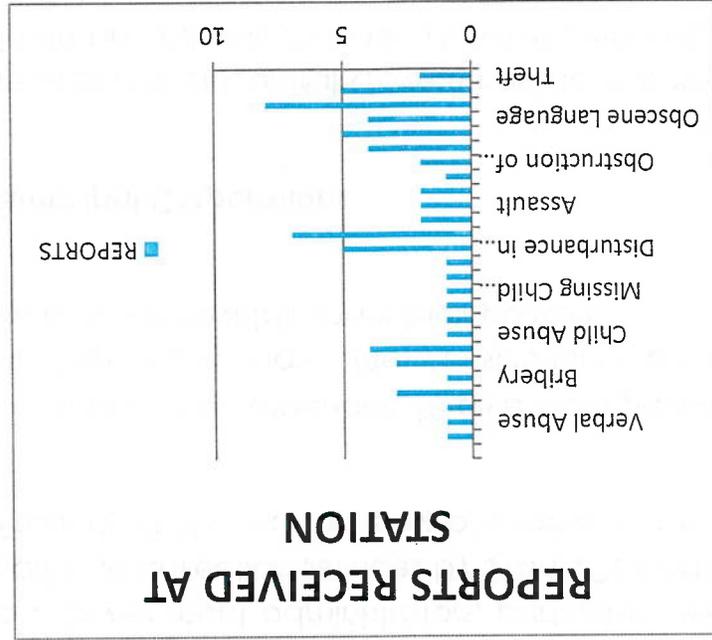


Figure 14B. Reports Received at Station



Either way, the end result is delays in delivery of goods and services, and an inability to satisfactorily address the needs of the burgesses.

This situation of late and inadequate allocation and disbursement of funds is further compounded by the fact that the Corporation has little or no lobbying strength in terms of trying to ensure that it receives funding to facilitate the achievement of its declared objectives for any given period of time.

Our Suggestion:  
Local government bodies should be allowed to resume collection of property rates and taxes. This would significantly improve cash flow and allow the municipalities to better manage their project workflows

### **15.4 Organizational Structure**

The Issue:

Since its inception in 1980, the organizational structure of the Point Fortin Borough Corporation has not been adjusted, while the organization itself has grown and evolved. This means that there is a gap between the structure as it exists and what it needs to be as an efficient and effective body.

Our Suggestion:

The organizational structure must be adjusted to match the ongoing evolution of the organization, reflect current trends in municipal administration and, accommodate the changing needs of the burgesses.  
Secondly, Central Government should make every effort to provide Municipal Corporations with the full complement of staff at all times, including the appointment of Chief Officers.

### **15.5 Inter-Agency Cooperation**

In many instances, the effectiveness of the Municipal Corporation is hinged on the extent to which other agencies cooperate and collaborate with us in a timely and satisfactory manner.

### 16.0 Conclusion

In the final analysis, the Point Fortin Borough Corporation has weathered the financial and other storms and discharged its responsibilities to the burghesses. This Report represents our official account to Central Government and as the Accounting Officer of the Point Fortin Borough Corporation, I am indeed pleased to present same.



Mrs. Donnamay Taylor  
Chief Executive Officer  
Point Fortin Borough Corporation