



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

VOL. 45

Port-of-Spain, Trinidad, Tuesday 3rd January, 2006—Price \$1.00

No. 01

1

### PUBLIC STATEMENT OF THE SAN FERNANDO CITY CORPORATION

#### IN COMPLIANCE WITH SECTIONS 7, 8 AND 9

OF

#### THE FREEDOM OF INFORMATION (FOIA) ACT 1999

##### Part A, Section 7 (i) (a) (i)

Role, Function and Structure of the San Fernando City Corporation

- (i) Organization  
San Fernando City Corporation

##### **Description of the City of San Fernando**

##### Boundaries

**NORTH -** Commencing at a point on the sea coast at the mouth of the Guaracara River proceeding in a generally easterly direction along the South bank of the Guaracara River to the point where it is crossed by Solomon Hochoy Highway

**EAST -** From the last mentioned point proceeding southwards along Solomon Hochoy Highway to Tarouba Extension Road, thence eastwards along Tarouba Extension Road to Allamby Street Extension; thence in a generally south-westerly direction along Allamby Street Extension to Allamby Street; thence in a generally southerly direction along Allamby Street to Naparima-Mayaro Road; thence westwards along Naparima-Mayaro Road to Corinth Road; thence in a generally southerly direction along Corinth Road in its intersection with Cipero Road; thence proceeding southwards along an imaginary straight line to the point on the North bank of the Cipero River.

**SOUTH -** From the last mentioned point proceeding generally in a westerly direction along the North bank of the Cipero River to the point where it is crossed by the San Fernando Bye-Pass; thence southwards along the San Fernando Bye-Pass to the South Trunk Road; thence in a generally south-westerly direction along the South Trunk Road to the point where it crosses Oropouche River; thence northwards along Oropouche River to the point at its mouth on the sea coast.

**WEST -** From the last mentioned point proceeding in a generally northerly direction along the said sea coast to the point at the mouth of the Guaracara River at the point of commencement.

1—Continued

### **Mission Statement**

The San Fernando City Corporation is committed to being an outstanding provider of Local Government services to its customers, the citizens and users of San Fernando.

Our operations will be characterized by the commitment, cohesiveness, motivation and adaptability of our people.

Our creativity and innovativeness will ensure that we create opportunities for ourselves in order to provide effective and efficient service to all citizens.

### **Role of the Corporation**

The San Fernando City Corporation is a corporate body operating under the Municipal Corporations' Act 21 of 1990. Its line Minister is the Minister of Local Government.

The role and functions of the Corporation are contained in the Municipal Corporations' Act 21 of 1990.

### **Structure of the Corporation**

The San Fernando City Corporation consists of two basic arms:-

- The Political Arm - The San Fernando City Council
- The Administrative Arm - The Administration, staff and employees

### **The San Fernando City Council – Composition and Structure**

The City is divided into nine electoral districts, each represented by a Councillor elected through Local Government Elections legally due every three years. In addition to the elected members, the Local Government System makes provision for the appointment of three Aldermen by the elected Councillors, creating a twelve (12) member Council.

The Council is headed by a Mayor, who is elected by the Council from among its members. A Deputy Mayor is similarly elected.

The Council is mandated by the Municipal Corporations' Act to perform its functions through a Committee system which allows the members to consider specific matters in detail to facilitate the social, psychological and economic well being and development of its citizens.

The Municipal Corporations' Act also mandates the Council to act through its Chief Officers and staff. The Chief Officers are:-

- the Chief Executive Officer (as the Head)
- the Corporation Secretary
- the Treasurer
- the Engineer
- the Medical Officer of Health

1—Continued

The functions and duties of the Chief Officers are outlined at Sections 38-42, of the Municipal Corporations' Act 21 of 1990.

Section 69 mandates that the Council to operate through four Standing Committees while Section 68 enables the Council to appoint other Committees as it thinks fit for better management of its functions.

The Four Standing Committees are:-

- Finance Planning and Allocation of Resources
- Personnel, Training and Development
- Public Health and the Environment
- Physical Infrastructure and Transport

The other Committees are:-

- General Purposes
- Institutions, Cemeteries, Parks and Playfields
- Buildings, Urban Planning and Development
- Education, Youth Affairs and Sports
- National Days, Festivals and Arts
- Claims and Assessment
- Security
- Gender Relations & Social Development

#### **Present Composition of the Council** **2004-2006 Term**

His Worship the Mayor	-	Alderman Ian Atherly
The Deputy Mayor	-	Councillor Malika Blair
and Representative, Marabella East		
Alderman	-	Andy Bhajan
Alderman	-	Junia Regrello
Representative, Cocoyea/Tarouba	-	Councillor Leslie Lynch
Representative, Les Efforts East/Cipero	-	Councillor Kazim Hosein
Representative, Les Efforts West/La Romaine	-	Councillor Carol Cuffy Dowlat
Representative, Marabella South/Vistabella	-	Councillor Tina Grönlund-Nuñez
Representative, Marabella West	-	Councillor Jennifer Marryshow
Representative, Mon Repos/Navet	-	Councillor Wendy Gibbs
Representative, Pleasantville	-	Councillor Marion Norton
Representative, Springvale/Paradise	-	Councillor Sharon Thomas-Loney

#### **Functions**

The San Fernando City Corporation is required to perform the following functions:-

- (a) the provision, maintenance and control of all Corporation buildings;
- (b) the construction and maintenance of all roads, bridges, drains and water-courses except main roads and highways, bridges and main drains and water-courses;

1—Continued

- (c) the provision, maintenance and control of such parks, recreation grounds, beaches and other public spaces as the President may from time to time by order prescribe;
- (d) the promotion of development within the Municipality in accordance with plans approved by the Minister with responsibility for physical planning;
- (e) the maintenance, control and enhancement of the physical environment including-monitoring water-courses and water-front areas, swamps, forests, game sanctuaries, savannahs, parks and other open spaces;
- (f) the disposal of garbage from public and private property, the development and maintenance of sanitary landfills, chemical treatment for insect and vector control, abatement of public nuisances and dissemination of information for primary health care;
- (g) the co-ordination of local and regional trade fairs, athletic events and cultural displays and entertainment;
- (h) the maintenance and control of burial grounds and crematoria, subject to the provisions of the Public Burial Grounds' Act and the Cremation Act;
- (i) the provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds' and Pastures' Act;
- (j) such other functions as the President may from time to time by Order prescribe.

The Council is also responsible for establishing a Committee known as the Regional Co-ordinating Committee, with responsibility for ensuring efficiency in the management of operations and co-ordinating the delivery of services. The Co-ordinating Committee comprises:-

- (a) the Mayor
- (b) the head of the district or regional operations of the Water and Sewerage Authority;
- (c) the head of the district or regional operations of the Trinidad and Tobago Electricity Commission;
- (d) the District or Regional Officer responsible for main roads in the area;
- (e) the District or Regional Officer responsible for drainage and irrigation in the area;
- (f) the Medical Officer of Health;
- (g) the Chief Executive Officer;
- (h) a secretary to the Co-ordinating Committee appointed by the Council;
- (i) such other officers of Central or Local government and other persons as the Minister may upon the request of a Council Appoint;

#### **Decision Making Powers**

The Council of the Corporation is the decision making body in accordance with the functions enshrined in the Municipal Corporations' Act 21 of 1990 and its Amendments.

The Council functions with a total of twelve (12) Committees as follows:

#### **COMMITTEES**

Finance, Planning and Allocation of Resources

**CHAIRMAN AND DEPUTY**  
Mayor – Alderman Ian Atherly  
Alderman Andy Bhajan

1—Continued

Personnel, Training & Development

Councillor Marion Norton  
Alderman Junia Regrello

Public Health & the Environment

Alderman Andy Bhajan  
Councillor Tina Grönlund Nuñez

Physical Infrastructure and Transport

Councillor Leslie Lynch  
Councillor Kazim Hosein

General Purposes

Deputy Mayor – Councillor Malika Blair  
Councillor Jennifer Marryshow

Buildings/Urban Planning and Development

Councillor Tina Grönlund Nuñez  
Councillor Leslie Lynch

Institutions, Cemeteries Parks and Playfields

Councillor Kazim Hosein  
Councillor Wendy Gibbs

Education, Youth Affairs and Sports

Councillor Jennifer Marryshow  
Deputy Mayor – Councillor Malika Blair

National Days, Festivals and Arts

Alderman Junia Regrello  
Alderman Andy Bhajan

Gender Relations & Social Development

Councillor Wendy Gibbs  
Councillor Marion Norton

Security

Councillor Sharon Thomas-Loney  
Alderman Andy Bhajan

Claims and Assessment Committee

Councillor Carol Cuffy Dowlat  
Deputy Mayor Councillor Malika Blair

**Administration**

The Corporation's work is conducted through two (2) Operational Departments and the C.E.O.'s Department

**The two (2) operational Departments comprise of:-**

1. The City Engineer's Department and
2. The Public Health Department

**1. City Engineer's Department operates with five (5) sections:-**

- General Administration
- Building Inspectorate
- Design Studio
- City Maintenance Department
- Transport – Mechanical Workshop, Machine / Welding Shop

1—Continued

**2. The Public Health Department is sub-divided as follows:**

- City Medical Officer of Health's (CMOH) Dept. – General Administration
- Health Education Unit
- Public Health Inspectorate
- Sanitation/Environmental Control Division
- Insect Vector Control Division

**The C.E.O.'s Department**

- The Chief Executive Officer's Department operates with eight (8) sub-units:-
  - Council Secretariat
  - General Administration
  - Registry and Office Management
  - Management of Institutions (Markets, Cemeteries, Malls)
  - Personnel / Human Resources Department
  - Assessment
  - City Police
  - Audit

- The Accounts Department which comprises the following:

- General Accounting Unit
- Payroll Unit
- Stores Department
- Rates Department

***Section 7 (i) (a) (ii)***

-

**Categories of Documents held by the San Fernando City Corporation**

- Legal Documents
- Financial and Accounting Documents
- Strategic Review and Strategic Plans
- Financial and Accounting Documents
- Strategic Review and Strategic Plans
- Contract Documents
- Maps
- Policy Documents
- Records
- Manuals

1—Continued

*Section 7 (i) (a) (iii)*

**Material Prepared for Inspection by the Public**

***Legal Documents:-***

- Municipal Corporations Act 21 of 1990 and its Amendments
- Standing Orders of the San Fernando City Council
- Bye Laws
- Public Health Ordinance Chapter 12 No. 4

***Financial and Accounting Documents:-***

- Draft Estimates of Revenue and Expenditure Recurrent
- Draft Estimates re: Development Programme
- Approved Estimates of Revenue and Expenditure and; Development Programme
- Detailed Estimates of approved projects
- Audited and un-audited Annual Financial Statements
- Monthly Financial Statements

***Strategic Review and Strategic Plans***

***Registers:-***

- Assets owned by the Corporation
- Fees
- Food Badges
- Business Plans
- Petty Contractors and Bonded Contractors
- Approved Building Plans
- Market and Cemetery Allotments
- Complaints
- Applications to disturb roadways

***Contract Documents***

- Conditions of Contracts
- Tender Documents
- Summary of Tenders invited
- Schedule of Awards
- Return of Awards

***Reports:-***

- Administrative
- Infrastructure
- Public Health

1—Continued

- Human Resource/Personnel
- Finance
- Technical
- Audit
- Miscellaneous

**Minutes:-**

- Statutory Meetings
- Committee Meetings

**Maps:-**

- Electoral
- Districts
- Drainage
- National Emergency Management Agency (NEMA)

**Policy:-**

- Collective JNC Agreement
- General Policy Matters
- Ministry of Local Government Policy Circulars
- Public Health Matters
- Legal Matters
- Infrastructure Matters
- Chief Personnel Officer (CPO) Circulars
- Ministry of Finance Circulars
- Ministry of Planning Circulars
- Controller of Accounts Circular

**Records:-**

- Personnel
- Industrial Relations
- Finance / Accounting
- General Administration

**Manuals:-**

- Manuals of Operating Procedures

**Section 7 (i) (a) (iv)**

Literature available by subscription

- The San Fernando City Corporation does not currently publish any documents that are available by subscription.



1—Continued

**Section 7 (i) (a) (v)**

Procedures to be followed to Access Documents from the San Fernando City Corporation

Arrangements can be made to obtain copies of documents or to inspect documents by contacting the following designated officer:-

<i>Designation</i>	-	Deputy City Clerk
<i>Address</i>	-	San Fernando City Corporation Harris Promenade, San Fernando
<i>Section</i>	-	C.E.O.'s Department
<i>Telephone</i>	-	652-2543/7 or 652-3205 or 652-2186
<i>Fax</i>	-	653-9376
<i>E-mail</i>	-	<a href="mailto:sfcc@carib-link.net">sfcc@carib-link.net</a>

A person aggrieved by the refusal of the Designated Officer to grant access to an official document may appeal to the following in that order:-

**Chief Executive Officer** - **San Fernando City Corporation**

**Council** - **San Fernando City Corporation**

- A person aggrieved by the refusal of the Corporation to grant access to an official document may in twenty-one (21) days, complete in writing a complaint of such to the Ombudsman.
- A person aggrieved by the decision of the public authority may apply to the High Court for Judicial Review of the decision.
- All notices or requests for access to a document or queries for amendment of information concerning an individual in the possession of the San Fernando City Corporation should be addressed to the following designated officer:-

<b>Designation</b>	-	Deputy City clerk
<b>Address</b>	-	Harris Promenade, San Fernando
<b>Telephone</b>	-	652-2543/7 or 652-3205 or 652-2186
<b>Fax</b>	-	653-9376
<b>E-Mail</b>	-	<a href="mailto:sfcc@carib-link.net">sfcc@carib-link.net</a>

**Section 8 (1) (a) (i)**

Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law.

- At this time, we have no reports or statements to be published under this section.

1—Continued

**Section 8 (1) (a) (ii)**

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents.

- At this time, we have no reports or statements to be published under this section.

**Section 8 (1) (b)**

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

- At this time, we have no reports or statements to be published under this section.

**Section 9 (1) (a)**

A report or a statement containing the advice or recommendations of a body or entity established within the public authority.

- At this time, we have no reports or statements to be published under this section.

**Section 9 (1) (b)**

A report or a statement containing the advice or recommendations (1) of a body or entity established outside the public authority by or under a written law (2) or by a Minister of Government or other public authority for the purposes submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that Public Authority.

- Not applicable at this time.

**Section 9 (1) (c)**

A report or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the public authority. “Tendering Evaluation Report” – Provision of Services for an Independent Systems Audit.

- Not applicable at this time.

1—Continued

**Section 9 (1) (d)**

A report or a statement containing the advice or recommendations of a committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of the public authority who is not a member of the committee.

- Not applicable at this time.

**Section 9 (1) (e)**

A report (including a report concerning the results of studies, surveys or tests) prepared for the public authority by a scientific or technical expert, whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- Not applicable at this time.

**Section 9 (1) (f)**

A report prepared for the public authority by a consultant who was paid for preparing the report.

- Not applicable at this time.

**Section 9 (1) (g)**

A report prepared within the public authority and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on the feasibility of establishing a new or proposed Government policy, programme or project.

- Not applicable at this time.

**Section 9 (1) (h)**

A report on the performance or efficiency of the public authority, or of an office, division or branch of the public authority, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority.

- Not applicable at this time.

**Section 9 (1) (i)**

A report containing (1) final plans or proposals for the re-organization of the functions of the public authority, (2) the establishment of a new policy, programme or project to be administered by the public authority or (3) the alteration of an existing policy programme or project administered by the public authority, whether or not he plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the public authority or Cabinet.

- Not applicable at this time.

1—Continued

**Section 9 (1) (j)**

A statement prepared within the public authority and containing policy directions for the drafting of legislation.

- Not applicable at this time.

**Section 9 (1) (k)**

A report of a test carried out within the public authority on a product for the purpose of purchasing equipment.

- Not applicable at this time.

**Section 9 (1) (l)**

An environment impact statement prepared within the public authority.

- Not applicable at this time.

**Section 9 (1) (m)**

A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

- Not applicable at this time.