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*CO-OPERATIVE REPUBLIC*

*OF GUYANA*

*CENTRAL HOUSING AND PLANNING  
AUTHORITY*

*ANNUAL REPORT*

*1994*

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# **ANNUAL REPORT 1994**

## **EXECUTIVE SUMMARY**

1.0.

During 1994, the Housing Drive gained momentum. Several areas were identified for Housing Development and work commenced at several sites. Land preparation, the execution of cadastral surveys and actual house construction started at several locations namely North Ruimveldt, Amelia's Ward Linden, Section B Non Pariel, East Coast Demerara, Bath West Coast Berbice, Crane, West Coast Demerara and Uitvlugt, West Coast Demerara. Activities related to the regularisation of squatter settlements also moved into top gear. In total, approximately 8,000 persons were interviewed for land allocation 6,000 of whom received allocation letters.

The staffing situation did not improve significantly but the work load was adequately executed by the existing staff component. By the end of 1994, matters related to the reorganisation of the Authority were finalised, with the structure and improved remuneration gaining final approval. It is expected that this would serve to boost efforts to recruit qualified personnel, thereby enhancing the effectiveness and efficiency of the Authority's operations.

The Authority adopted in principle the proposals of the Comprehensive Community Development Plan for New Amsterdam which was prepared by Mr. Jag Dhillon, CESO Volunteer Consultant who pursued the strategy of community participation in the Urban Planning Process.

The Project Document for the Proposed Squatter Settlements and Depressed Areas Upgrading Project was finalised and the Project was expected to come on stream during the first quarter of 1995, implemented through the Central Housing and Planning Authority.

By way of Cabinet Decision, responsibility for the Urban Rehabilitation Project was transferred from the Central Housing and Planning Authority to the Ministry of Works during the last quarter of 1994, hence implementation of the project will now be executed through the said Ministry.

Phase I of the project which was the Diagnostic Study was completed during the 3rd quarter of the year and the recommendations forwarded to the IDB for acceptance and loan arrangements for the implementation phase.

*Matters in relation to the proposed Guyana Housing Project (Govt of Guyana/ Venezuelan Investment Fund) approached the stage of finalisation for implementation during the first quarter of 1995.*

*Generally, 1994 could be considered the year during which tremendous effort was put into laying the ground work and setting the pace for increased action towards the provision of affordable housing to persons in need.*

*M.A. Pitt*  
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M.A. Pitt  
Chief Executive Officer (ag)

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2.0 Mission Statement

Overall responsibility for planning promoting and managing the development of all human settlements and administering the national Housing Policies of Guyana.

3.0 Organisation and Management

In 1994 the Central Housing and Planning Authority came under the Ministerial responsibility of the Ministry of Labour, Human Services and Social Security.

The responsibility of the day-to-day administration of the Central Housing and Planning Authority was that of the Chief Executive Officer.

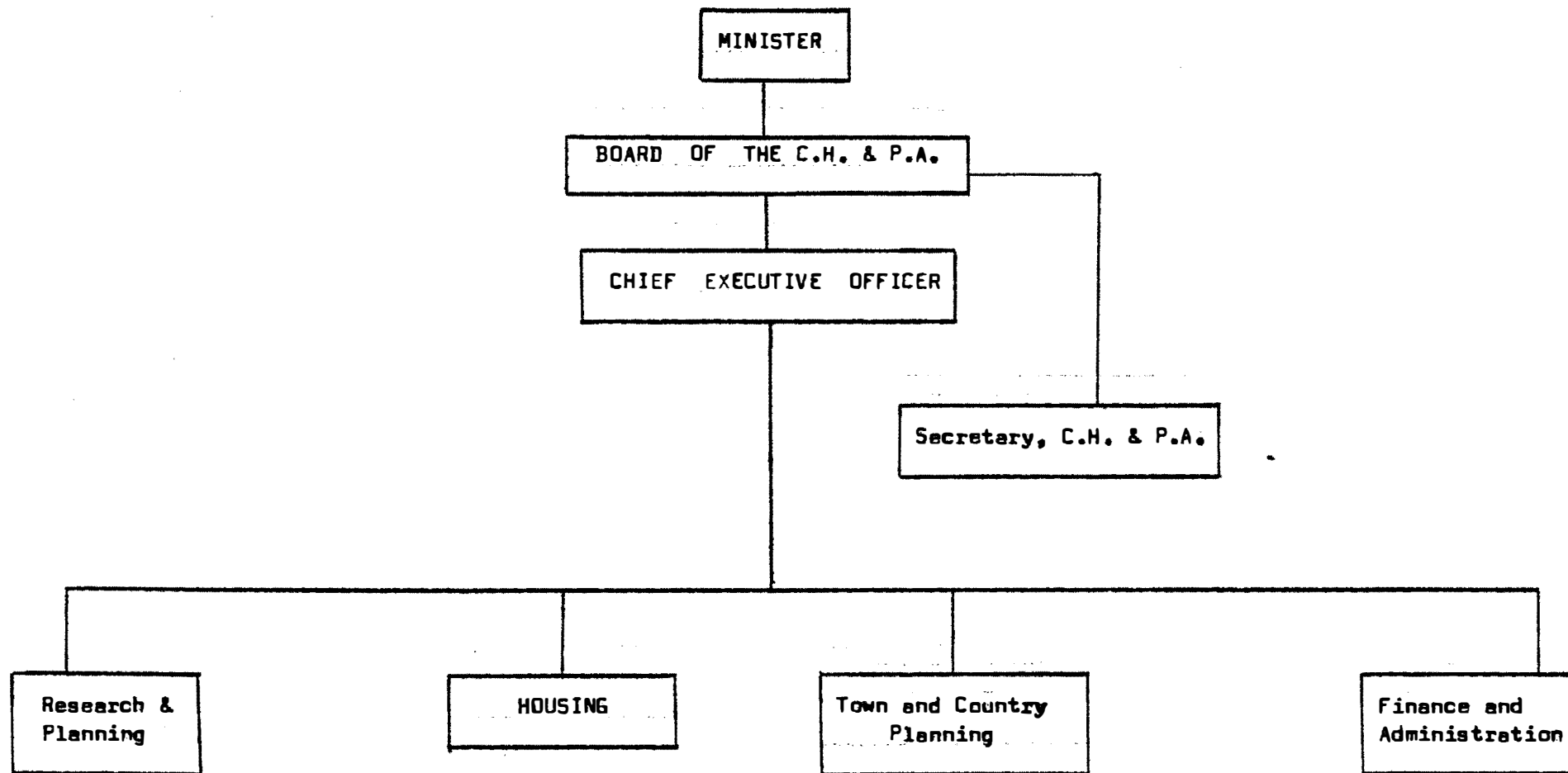
The following descriptions of the functions of the Departments indicate the actual activities which are necessary for the proper and efficient functioning of the Central Housing and Planning Authority.

The staff complement was insufficient to meet the required levels of pro-active work necessary for informed policy formulation and effective implementation of programmes and projects related to Housing and Urban Planning/Management issues.

The reorganisation of the Central Housing and Planning Authority would hopefully address these inadequacies in the coming year.

CENTRAL HOUSING AND PLANNING AUTHORITY

ORGANISATION CHART (MARCO)



### 3.2 Description of Divisions and Departments

#### 3:2:1 Town and Country Planning Department

The Town and Country Planning Department has overall responsibility "to make provision for the orderly and progressive development of land, cities, towns and other areas, whether Urban or Rural, to improve the amenities thereof and other matters connected therewith" in accordance with chapter 20:01, Town and Country Planning Act, Laws of Guyana. This Act is administered by the Central Housing and Planning Authority.

The Town and Country Planning Department discharged its functions through the following sections:-

- (a) Settlement Planning
- (b) Planning Design and Surveys
- (c) Development Control.

(a) Settlement Planning

## (Main Functions)

- To execute research and analysis into physical planning issues in Guyana in pursuance of formulating policies, programmes and strategies when required;
- To prepare planning schemes for urban, rural and regional areas;
- To advise central, local government and regional councils and individuals on physical planning matters;
- To co-ordinate work related to physical land development control.

(a) Planning Design and Surveys.

## (Main Functions)

- To undertake surveys and research required for the preparation of Town Planning designs, maps, diagrams and charts;
- To prepare design layouts for the development of new housing areas the regularisation of squatter areas, the establishment of industrial areas and other land development proposals when required;
- To liaise with the Department of Lands and Surveys and other relevant agencies with respect to matters pertaining to planning design.

(c) Development Control Section

## (Main Functions)

To monitor and manage the nature and intensity of development which takes place in, on, over or under any area of land;

To inspect and report to the Central Housing and Planning Authority on all land use applications to make recommendations in respect of such applications and proposals for development;



- To ensure that development complies with the provisions contained in planning schemes and zoning plans.

### 3:2:2 The Housing Department

The Housing Department's main function is to formulate, implement and monitor national housing policies. This includes the preparation and implementation of activities related to housing development undertaken by the Government, other agencies and individuals. It is also responsible for the management of existing Government Housing Estates.

The Housing Department discharged its functions through the following sections:-

- (a) Estate Management (done to a limited extent)
- (b) Lands and Conveyancing
- (c) Self Help and Community Administration.

#### (a) Estate Management Section

(Functions)

- Responsible for the supervision and planned maintenance of public sector housing;
- Responsible for completing and initiating housing development in designated areas;
- Responsible for contract administration.

#### (b) Lands and Conveyancing Section

(Functions)

- Effecting all legal transactions in relation to public sector housing property i.e. effecting mortgages, titles and insuring of property;
- Maintaining a land and property register.

(c) Self Help and Community Administration Section

- Interviewing the public for various types of housing and associated allocations;
- Promoting the development of self help and co-operative housing ventures;
- Assisting in the management of self help and co-operative housing ventures;
- Assisting in the management of self help and co-operative housing projects; and
- General welfare management of the public sector rental housing.

3:2:3 Administration (Personnel & Registry)

The Personnel Unit serves as a support division to the Housing and Town and Country Planning Departments and the Finance Section. The Registry section forms a component of the Personnel Unit.

The Personnel Unit is responsible for staffing as it relates to recruitment, appointment, promotion, classification, transfer, training, discipline, leave and separation.

The Registry Division on the other hand is involved with the despatching of correspondence, coding, indexing, and cross referencing. Letters, reports, scripts; statistical and technical reports are also typed within the Registry.

## 4.0 SUMMARY AND REVIEW OF 1994 WORK PROGRAMMES

### 4.1 TOWN AND COUNTRY PLANNING DEPARTMENT

ITEM	TARGET SET	TARGETS ACHIEVED	REMARKS
4.1.1 (a) Survey and Settlement Planning Section: "Planned Activities"	*Implementation and monitoring of Physical Development Plans:		
	-New Amsterdam Physical Development Plan	90%	Plan was adopted by CH&PA: implementation is in progress
	-Corriverton Physical Development Plan	40%	Plan to be reviewed by the Town Council
	-Linden Physical Development Plan	5%	-Preparatory work to review this plan commenced
	-Georgetown Physical Development Study	75%	-This study is to be reviewed
	*Monitoring and advising the CH&PA on Schemes submitted by Private Developers:	-	
	-Turkeyen Planning Scheme (Toolsie Persaud Limited)	-	-Scheme approved. Development commenced.
	-D'Aguiar Park Planning Scheme	-	-Scheme approved -Developmental works in progress.
-Planning Scheme for Areas L,M and N, Pln. Cummings Lodge, (Gafoor Limited)	-	-Scheme approved Development commenced	

ITEM	TARGET SET	TARGETS ACHIEVED	REMARKS
Survey and Settlement Planning Section: (b) Unplanned Activities"	-Planning Scheme for Area "H", Good Hope, E.C.D. (National Hardware Limited)	-	-Scheme approved. No work commenced
	-Planning Scheme for Le Ressouvenir E.C.D. (Pride)	-	-Scheme approved. Developmental works in progress.
	-Planning Scheme for portion of land, Pln. Petter's Hall (Continental Co.)	-	-Scheme adopted -no work commenced
	-Planning Scheme for Industrial Complex, Pln. Le Ressouvenir, (Toolsie Persaud limited)	-	-Scheme adopted, developmental works in progress.
	-Nadia Gardens Planning Scheme (Idris Deen)	-	-Scheme to be reviewed and resubmitted.
	*Enforcing the provisions of the Town and Country Planning Act.	-	-This is a continuous exercise
	*Discussion with Guysuco re: land for Housing	75%	-Negotiation in progress
	*Execution of Cadastral Survey for the following areas:		
	-Block 6, Pln. Enmore	100%	Completed
	-Portion of land, Pln.. North Vryheid's Lust	100%	Completed

ITEM	TARGETS SET	TARGETS ACHIEVED	REMARKS
	-Portion of land, Pln. North Montrose	75%	Work in progress
	-Portion of land, Pln. South Haslington	75%	Work in progress
	-Portion of land North Ruimveldt	100%	Completed
	-Section "C", Pln. Enterprise E.C.D.		
	*Execution of Site and Occupation Survey for the following areas:		
	-Portion of land, Pln. North Montrose	100%	Completed
	-Portion of land, Pln. Turkeyen Second Depth	100%	Completed
	-Portion of land, Pln. Liliendaal Second Depth	100%	Completed
	-Portion of land, Pln. Sophia North	100%	Completed
	-Portion of land, Pln. Sophia South	100%	Completed
	-Portion of land, Amelia's Ward	100%	Completed
	-Portion of land, Blue Berry Hill	100%	Completed
	-Portion of land, West Watooka	100%	Completed
	-Portion of land Kara Kara	100%	Completed

ITEM	TARGET SET	TARGETS ACHIEVED	REMARKS
	-Portion of land, Zorden-Hoop, W.B.B.	100%	Completed
	-Portion of land, Anna Regina	100%	Completed
	-Portion of land Bush Lot, Essequibo	100%	Completed
	*Administering of the following Contracts:	100%	-75 acs of land were levelled
	-Clearing, grubbing and levelling of land at Turkeyen Second Depth	100%	-75 acs of land were levelled
	-Lands at Mocha/ Arcadia	100%	-38 acs were levelled
	-To survey lands at *Section "C" Enterprise	100%	-contract ended favourably
	*Portion of land South Haslington	75%	-contract to be completed
	*Review of zoning plans and formulation of detailed guidelines governing development in extra nuclear areas.	30%	-a paper was prepared and submitted to SILWFC for comments
	*Advising potential developers/agencies/ Ministries with respect to land availability and appropriate uses	-	-This is a continuous exercise
	*Earmarking lands for future industrial development	-	-Lands were identified at -Coldingen -Eccles -Enmore -Sheet Anchor

ITEMS	TARGETS SET	TARGETS ACHIEVED	REMARKS
4.1.2. (A) Planning Design Section "Planned Activities"	.Preparation of Design layouts for the following areas:  - Portion of land, (60acs) Bush Lot, West Coast Berbice  - Portion of Area "A" (48acs) Pln. Non Pariel, East Coast Demerara  - Portion of land, (16acs) Pln. Blenheim, Leguan  -Execution of land use survey, George- town	100%  100%  Nil  40%	Completed  Completed  to commence in 1995.  unavailability of staff.
4.1.2. (b) Planning Design Section: "Unplanned Activities"	. Preparation of design layouts for the following areas  - Portion of land (250acs), Pln., Liliendaal Second Depth.  - Portion of land (250acs) Pln. Turkeyen Second Depth.  - Section "D" (118acs) Pln. Non Pariel, East Coast Demerara  - Portion of land (9acs) Pln., Eccles, East Bank Demerara	70%  70%  100%  70%	Preliminary layout completed  Preliminary layout completed  Completed  Preliminary layout completed

ITEMS	TARGETS SET	TARGETS ACHIEVED	REMARKS
	- Plan showing link between Festival City and Guyhoc Park	100%	Completed
	- Plan showing location and extent of K.S.I in Guyhoc Park	100%	Completed
	- Rendering samples of different tones of colour for the Courts Building.	100%	Completed
	- Redefining boundaries of plot "B", Plot "PP", East La Penitence	100%	Completed
	- Rendering six (6) copies of the Georgetown Zoning Plan	100%	Completed
	- Portion of land (671 acs) Amelia's Ward, Linden	100%	Completed
	- Portion of land (38acs) Kara Kara, Linden	100%	Completed
	- Retrace compiled plan of Plaisance/Industry Council District.	100%	Completed
	- Land use survey, Plaisance/Industry East Coast Demerara.	100%	Completed
	- Prepare Organisational chart of Central Housing and Planning Authority	100%	Completed
	- Portion of land, (60acs) Waterloo/Jib, West Coast Berbice.	100%	Completed
	- Portion of land (30acs) Montrose North, East Coast Demerara.	100%	Completed



ITEM	TARGETS SET	TARGETS ACHIEVED	REMARKS
4.1.3. Development Control Section "Planned Activities"	- Portion of land, (31 acs) Zorg-en-Hoop, West Bank Demerara.	100%	Completed
	- Portion of Land, (65 acs), South Sophia.	100%	Completed
	- Portion of Land, North Sophia	100%	Completed
	- Parcel 2363, Pln., Ruimveldt	100%	Completed
	. Portion of land (24acs) Botanical Gardens, Georgetown	100%	Completed
	. Portion of Land (485acs) Haags Bosch East Bank Demerara.	40%	to be com- pleted in January, '95
	. Portion of land (140acs) Pln. Foulis East Coast Demerara.	100%	
	. Block 6, Pln. Enmore East Coast Demerara.	100%	Completed
	. Layout for condo- minium buildings at Montrose/Le Ressouvenir, East Coast Demerara.	100%	Completed
	. Block 2, Pln. Uitvlugt, West Coast Demerara.	100%	Completed
	. Processing land sub-division applications (48)	112%	-54 applica- tions were pro- cessed.
	. Processing applica- tions for planning permission (3000)	78%	-2,352 applica- tions were processed

ITEM	TARGETS SET	TARGETS ACHIEVED	REMARKS
	<p data-bbox="418 379 748 585">. Meeting with Regional Administration, Local Authorities and relevant agencies:</p> <ul style="list-style-type: none"> <li data-bbox="456 612 646 647">- Region 1</li> <li data-bbox="456 674 646 709">- Region 2</li> <li data-bbox="456 736 646 771">- Region 3</li> <li data-bbox="456 798 646 833">- Region 4</li> <li data-bbox="456 860 646 895">- Region 5</li> <li data-bbox="456 921 646 956">- Region 6</li> <li data-bbox="456 983 646 1018">- Region 7</li> <li data-bbox="456 1045 667 1080">- Region 10</li> <li data-bbox="456 1107 646 1142">- Region 8</li> <li data-bbox="456 1169 646 1204">- Region 9</li> </ul>	<p data-bbox="938 612 997 647">Nil</p> <p data-bbox="938 674 948 709">-</p> <p data-bbox="938 736 948 771">-</p> <p data-bbox="938 798 948 833">-</p> <p data-bbox="938 860 948 895">-</p> <p data-bbox="938 921 948 956">-</p> <p data-bbox="938 983 948 1018">-</p> <p data-bbox="938 1045 948 1080">-</p> <p data-bbox="906 1107 964 1142">Nil</p> <p data-bbox="906 1169 964 1204">Nil</p>	<p data-bbox="1117 612 1328 674">-not easily accessible</p> <p data-bbox="1117 674 1403 736">3 meetings were held</p> <p data-bbox="1117 736 1425 798">10 meetings were held</p> <p data-bbox="1117 798 1403 860">6 meetings were held</p> <p data-bbox="1117 860 1403 921">9 meetings were held</p> <p data-bbox="1117 921 1403 983">8 meetings were held</p> <p data-bbox="1117 983 1386 1045">5 meeting were held</p> <p data-bbox="1117 1045 1425 1107">10 meetings were held</p> <p data-bbox="1117 1107 1328 1169">-not easily accessible</p> <p data-bbox="1117 1169 1328 1231">-not easily accessible</p>

**DEVELOPMENT CONTROL SECTION: TOTAL NO. OF APPLICATIONS PROCESSED BY TYPE AND REGION**

REGION	EXTENSION										NEW ERECTION				TYPE OF MATERIAL				
	RES	COM	RES/COM	AGRI	IND	I/C	I/R	RES	COM	RES/COM	AGRI	IND	I/C	I/R	CHANGE OF USE	NO. OF APP.	WOOD	CONCRETE	WOOD/CONC.
1																			
2	15	2	22	-	1	-	-	37	1	24	1	1	-	-	3	107	35	36	33
3	51	18	58	2	2	-	-	89	17	25	2	-	-	-	7	271	95	85	84
4	293	53	155	-	1	2	3	307	62	66	3	9	-	1	186	1141	337	298	320
5	16	12	34	-	-	-	1	22	6	8	-	1	-	-	7	107	42	30	28
6	87	36	221	-	7	-	5	95	32	22	3	1	-	-	20	529	184	146	179
7	6	2	4	-	1	-	-	41	2	2	-	2	-	-	-	58	19	19	20
8																			
9																			
10	42	3	21	-	-	-	-	64	4	4	-	1	-	-		139	57	42	40
<b>TOTAL</b>	<b>510</b>	<b>126</b>	<b>515</b>	<b>2</b>	<b>12</b>	<b>2</b>	<b>9</b>	<b>655</b>	<b>122</b>	<b>151</b>	<b>9</b>	<b>15</b>	<b>-</b>	<b>1</b>	<b>223</b>	<b>2352</b>	<b>769</b>	<b>656</b>	<b>704</b>

NOTE: I/C - Industrial/Commercial  
I/R - Industrial/Residential  
RES - Residential  
COM - Commercial  
AGRI- Agricultural  
CONC.- Concrete  
IND - Industrial

HOUSING DEPARTMENTReport of Activities for the Period January - December 1994

4.2.

<i>ITEMS</i>	<i>TARGET SET</i>	<i>% ACHIEVED</i>	<i>REMARKS</i>
<i>(1)Wortmanville Project Phase II</i>	<i>Rehabilitation of remaining 12 of 24 Apartments (block 4)</i>	<i>Nil</i>	<i>Decision taken for private Developer to complete same.</i>
<i>(2)Development of house lots.</i>	<i>Provision of Approximately 2,000 house lots.</i>	<i>30%</i>	<i>Infrastructural development in progress.</i>
<i>(3)Conveyancing</i>	<i>All conveyancing in relation to Aided Self Help and Hire Purchase Schemes.</i>	<i>100%</i>	<i>Work proceeded as required.</i>
<i>(4)Sale of Government Rental Apartments.</i>	<i>Sale of 372 Apartments in 5 of 17 Scheme.</i>	<i>30%</i>	<i>Technical works associated with the registration of Schemes commenced.</i>
<i>(5)General welfare management</i>	<i>All welfare matters pertaining to rental and rental purchase Schemes.</i>	<i>100%</i>	<i>Matters dealt with as situations occurred.</i>

HOUSING DEPARTMENT

During the period, January 1994 - December 1994, there was a change in personnel at the Senior level in the Department. Mr. Robert Callender was appointed to act as Head of the Housing Department with effect from 18th April, 1994. The Department was still not fully staffed but the following was achieved.

(1) Regularisation of Tenancies	-	33 (approved)
	-	5 (deferred)
	-	4 (rejected)
(2) Re-allocation of House lots	-	20
(3) Transfers of Aided Self Help and Hire Purchase Properties	-	13 (approved)
(4) Request for permission to Mortgage Aided Self Help and Hire Purchase Properties.	-	7 (approved)

Staff from the Department were actively involved in the processing of applications for residential lots. For the period under review an additional 3,560 applications were received and processed and a record number of 8,285 persons were interviewed, viz:-

Eccles	-	400
Sophia	-	5000
Grove	-	420
Mon Repos	-	400
Herstelling	-	300
Little Diamond	-	350
Lusignan	-	415
Sec. "B", Non Pariel	-	500
Annandale	-	500

There was a total of 5,900 allocations of land, the breakdown being as follows:-

Eccles	-	400 allocations
Sec. "B" Non Pariel	-	500 allocations
Sophia	-	5000 allocations

(ii) Sale of Government Rental Apartments.

During the last quarter of 1994, a contract was signed with a private surveyor to execute the technical work associated with the preparation of certified true copies of cadastral plans of the areas within which each Condominium Scheme falls, preparation and checking of site plans and preparation of compiled Index Plans - all the requisite documentation for the Registration of each Government Rental and Rental Purchase Scheme as a Condominium Scheme. Work also continued with the drafting of the floor plans of each building type within each Scheme in accordance with the requirements of the Condominium (Regulations and Miscellaneous Provisions) Act No. 4 of 1989.

4.2.1 LAND AND CONVEYANCING SECTION.

For the period under review, the following was achieved:-

(a) No. of transport matters filed	-	198
(b) No. of transports passed and uplifted	-	126
(c) No. of Mortgages cancelled	-	21
(d) No. of Land application forms received and processed	-	18,140
(e) No. of housing accommodation application form received and processed	-	57

Several matters of a legal nature were referred to the Authority's Attorneys (Hughes, Fields and Stoby) for advice.

Matters ranged from repossession of Government Rental Apartments to more complex and involved issues, for example, the Felicia Baird matter which is still unresolved. However some progress was made since preliminary discussions were held with Ms. Baird's Attorney with a view to finally resolving the issue.

There was marked improvement in terms of timely responses from the Lands and Surveys Department in respect of the signing of Transports and Certificates of Title to Land. It is hoped that this trend will continue during 1995.

4.2.2. SELF HELP AND COMMUNITY ADMINISTRATION SECTION.

Routine investigations were carried out in the Government Rental and Rental Purchase Apartment Schemes. Field work commenced during the last quarter of the year for the compilation of the list of bona fide tenants which will constitute Schedule II of the Instruments which form part of the documentation necessary for the Registration of the Schemes as Condominium Schemes.

4.2.3 OTHER AREAS OF ACTIVITIES.

Infrastructural Development - Section "B" Non Pariel.

(A) The Contract for the construction of the main access road, a bridge and two culverts was awarded to H. Persaud and Co. Limited at a contract sum of \$37,916,127.00 (revised). Work commenced on August 5th, 1994 and as at December 31st 1994 the following stage was achieved:-

Road	-	65%
Bridge	-	100%
Culverts	-	100%
Drains	-	80%

There were some problems during the initial stage of the project which started off slowly. However, by the end of the reporting period, there was marked improvement in the execution of the project.

(b) Supply of 400 Prefabricated Houses - Guyana Housing Project.

The contract for the supply of 400 Prefabricated Houses to Guyana under a line of Credit with the Venezuela Investment Fund was awarded to CONCORICO PRIVEN METALORIENTE, a Venezuelan Co. whose tender for the supply of the houses, was found to be competitive

Central Housing and Planning Authority was responsible for the provision of services to the locations identified for the siting of the houses and in this regard, a total of \$21,182,000.00 M dollars were allocated to Regions 3,5, and 10 for the commencement development work in this regard. The houses will be distributed in the four (4) regions as follows:-

Region No. 3	Uitvlugt, West Coast	
	Demerara	- 100 houses

Region No. 4 Section "B", Non Pariel East Coast Demerara	-	150 houses
Region No. 5 Bath, West Coast Berbice	-	100 houses
Region No. 10 Amelia's Ward, Linden	-	50 houses

(c) HABITAT FOR HUMANITY - PROVISION OF LOW COST HOUSING.

Following a visit to Guyana in 1993 by Mr. Dick Perry, the Habitat for Humanity Area Director for Latin America and the Caribbean, Mr. and Mrs. Magill arrived in Guyana during the first quarter of 1994 to explore the possibilities of working along with community groups here to build low cost houses. This preliminary visit was concretised by their return to Guyana during the 3rd quarter to commence work in this regard.

By the end of the period under review, one regional and two local committees were established at the following locations:-

- (1) Enterprise,  
East Coast Demerara - Regional Committee
- (2) Meadow Bank - Bagotstown,  
E.B.D. - Local Committee
- (3) Linden - Local Committee.

Community groups were mobilised into these committees to, inter alia, formulate criteria for selection (most needy with ability to repay no-interest loans) establish the legal framework for their operations and disseminate relevant information to groups about the workings of HABITAT. There was very high optimism that these groups will achieve their objectives thereby assisting the cause of the provision of housing to those most in need.

(d) PRIVATE INITIATIVES IN THE HOUSING SECTOR.

Private individuals and companies continued to show active interest in housing development. Indeed, the Mekdeci Company, through an arrangement with the Guyana Bank for Trade and Industry was able to provide in excess of forty houses at costs beginning from approximately \$800,000.00. Several other private companies pursued the acquisition of land for housing development during the period under review.



STAFFING

The staff complement, which was still below the required level, was slightly increased with the employment of a University of Guyana Graduate who assisted greatly with the preparatory work associated with the new housing developments.

Generally, in light of prevailing constraints, the staff performed creditably and contributed to completing 85% of the targets set in the work program.

4.3. ADMINISTRATION (PERSONNEL AND REGISTRY)

4.3.1. PERSONNEL

The year 1994 commenced with the Central Housing and Planning Authority having sixty-seven (67) employees on its establishment and concluded with a total of sixty-two (62).

Even though the Authority recruited nine (9) employees during the year, there was a vast turn over of staff due mainly to resignations and dismissals.

By and large the division was able to complete most of its work even though coming onto the year-end the regularisation of the status of the Authority gained momentum thereby causing additional work in the division.

The Division therefore, for the new year would need additional staff if it is to effectively and efficiently carry out its mission.

Please see overleaf, the attrition rate for the year under review; those leaving the service as against those appointed.

SUMMARY OF THOSE LEAVING DURING 1994

<i>POSITIONS</i>	<i>RESIGNATION</i>	<i>RELEASE/ TERMINATION</i>	<i>RELEASE/ TRANSFER SECONDED</i>	<i>RETIRED</i>	<i>TOTAL</i>
<i>Electrician</i>	1	-	-	-	1
<i>Office Assistant</i>	1	-	-	-	1
<i>Planning Technician</i>	1	-	-	-	1
<i>Mechanic Supervisor</i>	-	1	-	-	1
<i>Security Guards</i>	-	2	-	-	2
<i>Office Assistant</i>	-	1	-	-	1
<i>Welfare Officer</i>	-	1	-	-	1
<i>Researcher</i>	-	1	-	-	1
<i>Office Assistant</i>	-	1	-	-	1
<i>Cleaner</i>	-	1	-	-	1
<i>Survey Foreman</i>	-	-	-	1	1
<i>Technical Asststant</i>	-	1	-	-	1
<i>TOTAL</i>	3	9	-	1	13

SUMMARY OF APPOINTMENTS - 1994

<i>NO. OF OFFICERS</i>	<i>DESIGNATION</i>	<i>DATE OF EMPLOYMENT</i>
<i>1</i>	<i>Technical Assistant</i>	<i>04-02-94</i>
<i>1</i>	<i>Office Assistant</i>	<i>04-02-94</i>
<i>1</i>	<i>Office Assistant</i>	<i>14-02-94</i>
<i>1</i>	<i>Office Assistant</i>	<i>15-06-94</i>
<i>1</i>	<i>Community Development Officer</i>	<i>15-08-94</i>
<i>1</i>	<i>Regional Housing Officer</i>	<i>01-09-94</i>
<i>1</i>	<i>Regional Housing Officer</i>	<i>15-09-94</i>
<i>1</i>	<i>Researcher</i>	<i>05-10-94</i>
<i>1</i>	<i>Cleaner</i>	<i>25-10-94</i>
<i>9</i>	<i>TOTAL</i>	

STAFFING AND MANPOWER DEVELOPMENTFOURTEEN (14) EMPLOYEES ATTENDED/PURSUED TRAINING COURSES/SEMINARS.PLEASE SEE BREAKDOWN BELOW

<i>NO. OF OFFICERS</i>	<i>TYPE OF COURSE/SEMINAR</i>	<i>DURATION</i>	<i>INSTITUTION</i>
1	<i>Geographic Information Systems</i>	<i>5 days</i>	<i>Urban Rehabilitation Programme</i>
1	<i>Secretaries and Stenographers</i>	<i>2 days</i>	<i>Georgetown Women's Junior Chamber/IACE/UG</i>
1	<i>English Language and Communication</i>	<i>4 Days</i>	<i>Public Service Management</i>
1	<i>Registry Management in Public Service</i>	<i>2 Days</i>	<i>Public Service Management</i>
1	<i>Women's Seminar</i>	<i>5 Days</i>	<i>Guyana Public Service Union</i>
3	<i>Personnel and Industrial Relations</i>	<i>3 Days</i>	<i>Ministry of Labour/CAGI</i>
1	<i>Seminar for Office Assistants</i>	<i>2 Days</i>	<i>Public Service Management</i>
2	<i>Sea Defence Seminar</i>	<i>2 Days</i>	<i>Swedplan - SPPA Project Team</i>
1	<i>Professional Secretarial Practice</i>	<i>5 Days</i>	<i>Public Service Management</i>
2	<i>Introduction to Geographic Information Systems</i>	<i>3 Days</i>	<i>UWI/UG</i>
1	<i>Planning and Development of Coastal Urban Areas</i>	<i>5 Days</i>	<i>Barbados Town and Country Planning Society/UWI.</i>
<i>14</i>	<i>TOTAL</i>		

**DISCIPLINE**

ATTENTION IS AGAIN FOCUSED ON ACTION TAKEN AGAINST EMPLOYEES FOR VARIOUS OFFENSES. COMPARING 1993 TO THIS YEAR'S FIGURE, ONE SEES AN INCREASE. THE AREA OF CONCERN SEEMS TO CENTRE AROUND FAILURE TO GIVE ADEQUATE NOTICE OF RESIGNATION.

PLEASE SEE BREAKDOWN OF OFFENSES BELOW:-

NO. OF OFFICERS	TYPE OF OFFENSES	PENALTY
5	Expiration of employment contract	Services Terminated
2	Failure to give adequate notice of resignation	Dismissal
1	Misconduct	Dismissal
1	End of Employment contract	Services Terminated
9	TOTAL	

	TARGETS SET	TARGET ACHIEVED	ANALYSIS OF SUCCESS OR FAILURE
1.	Regularisation of Benefits for employees retiring	80%	Pursuance of this matter is continuing
2.	Ensuring employees proceed on leave	55%	Heavy work load and staff reduction
3.	Keeping proper statistical leave, appointment, discipline and training registers etc.	98%	Ongoing exercise
4.	Preparation and Updating of staff list	98%	Ongoing exercise
5.	Preparation of Record of Service of employees	60%	On going exercise
6.	Preparation of structure for the Central Housing and Planning Authority	100%	-
7.	Training of employees	50%	On going exercise
8.	Filling of existing vacancies	45%	Salary not attractive enough

SICK LEAVE

FOR 1994 THERE WERE 420 MAN-DAYS LOST BY THE ORGANISATION. THE BREAKDOWN SHOWS CLEARLY THE AREAS OF GREATEST LOST DAYS. IT IS OBSERVED THAT MEMBERS OF STAFF PERCEIVE THAT THEY ARE ENTITLED TO SICK LEAVE, AND SIMPLY ABUSE SAME. SUPERVISORS SHOULD EFFECTIVELY MONITOR THE PERFORMANCE AND ATTENDANCE OF THEIR SUBORDINATES.

BREAKDOWN OF SICK LEAVE  
JANUARY, 1994 TO DECEMBER, 1994

	ADMINISTRATIVE	SENIOR TECHNICAL	OTHER TECHNICAL AND CRAFT SKILLED	CLERICAL AND OFFICE SUPPORT	SEMI SKILLED OPERATIVES UNSKILLED LABOURERS	TOTAL
<i>Housing Department</i>	-	4	48	18	-	70
<i>Town and Country Planning</i>	-	8	109.5	-	-	117.5
<i>Administration</i>	17.5	-	8	161	46	232.5
<i>TOTAL</i>	17.5	12	165.5	179	46	420



ANNUAL REPORT 1994FINANCE DEPARTMENT:

Appropriation by the National Assembly for 1994 was 23M for Current Expenditure which was received in the form of a monthly subsidy from the Ministry of Labour, Human services and Social Security. The purpose of this subsidy was to assist the Central Housing and Planning Authority in meeting the payment of salaries/wages and other operational expenses. The subsidy was inadequate and as such additional expenditure incurred, had to be met from revenue generated by the Housing Fund as shown in Table I below.

TABLE IEXPENDITURE JANUARY - DECEMBER 1994

Employment cost	\$12,557,472
Travelling & Subsistence	592,643
Services	8,943,631
Office Material & Supplies	2,694,373
Maintenance of Vehicles	312,305
Maintenance of Buildings	423,936
Fuel and Lubricant	473,259
Other	629,029
Refund	795,050
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TOTAL EXPENDITURE	\$27,421,698
TOTAL RELEASES	\$22,961,000
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Deficit	\$ 4,460,698
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HOUSING FUND

The total Income generated by the Housing Fund for 1994 was 55,024,745 as shown in table II below:-

TABLE IIINCOME OF THE HOUSING FUND JANUARY - DECEMBER 1994

Aided Self Help	725,622
Rentals	998,355
Hire Purchase	174,278
Land-sale of House lots	7,274,015
Housing Melanie	135,443
Cancellation Fees	3,400
Building	1,074,576
Deposit-Survey Fees] Land Sub-division ]	156,953
Other Income - N.I.S.	61,500
Rent Cards	798
Stalls - Melanie	16,236
Special Projects	39,668,393
Recovery of Advances	4,974
Application Forms	276,072
Natram's Project	4,077,500
Unserviceable Machinery	168,000
Tender V.I.F. - Melanie	64,830
Rental-Tractor/Trailer	125,000
Post Office Corporation	10,080
Landlord Registration Forms	8,720
TOTAL	<u>\$55,024,745</u>

TABLE III

A sum of 100M was budgeted for Capital Expenditure for 1994 for the purpose of infrastructural development and building for the following areas as shown below:

1. Condominium Exercise - Sale of Government Rental and Rental Purchase Apartments.
2. Development of New Housing areas, infrastructural development.
3. Regularising of squatter areas, conducting socio-economic surveys.
4. Execution of Topographic, site and occupation surveys.

CENTRAL HOUSING AND PLANNING AUTHORITY  
CAPITAL RELEASES/EXPENDITURE FOR JANUARY - DECEMBER, 1994

<i>SUB HEAD</i>	<i>DESCRIPTION</i>	<i>BUDGET 1994</i>	<i>TOTAL RELEASE JAN - DEC 94</i>	<i>TOTAL EXPENDITURE JAN - DEC 94</i>	<i>REMARKS</i>
19001	Infrastructure Development and Buildings	100M	68,343,710	67,021,037	<u>Incomplete Project</u> 1. Section B Non-Parial  (Construction of Roads and Bridges