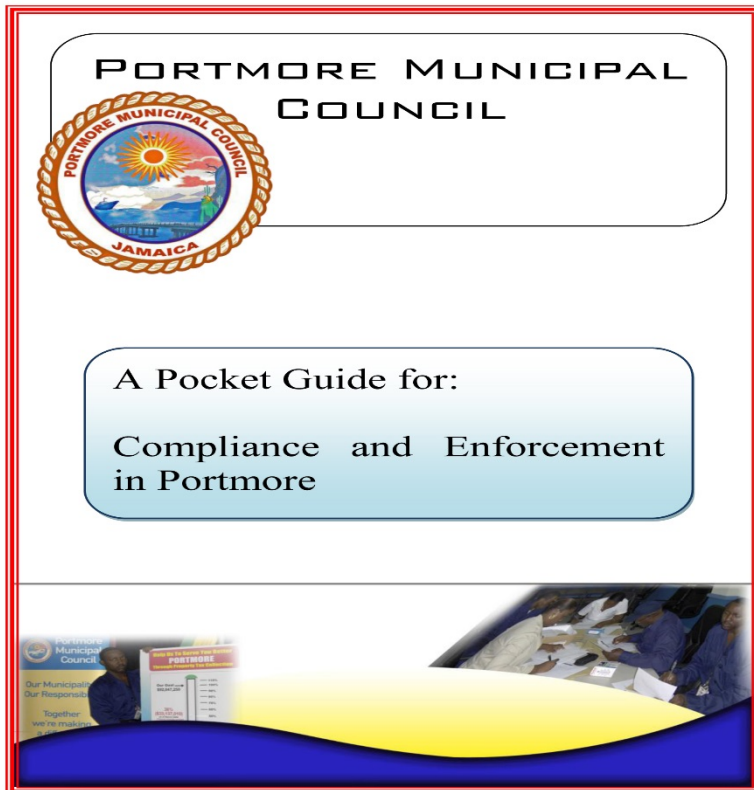




***THE
COMPLIANCE AND
ENFORCEMENT DEPARTMENT
OF THE PORTMORE
MUNICIPAL COUNCIL***

Portmore Municipal Council – Pocket Guide for: Compliance & Enforcement in Portmore



- ❖ ***This Book was prepared by the Compliance and Enforcement Department, in an effort to guide the Municipal Officers as well as residents of Portmore on there Rights & Obligations on the various Parish Councils Laws.***



The Compliance & Enforcement Department

The Department consist of :

The Compliance and Enforcement Manager – Claudia Martin (Ms.)

The Compliance and Enforcement Secretary – Nicola Brown

The Compliance and Enforcement Supervisor – Noel Green

Municipal Police Officer

- Dockrey Forbes

Municipal Police Officer

- Dave McKain

Municipal Police Officer

- Laureston Lowe

Municipal Police Officer

- Monique Wynter



MISSION STATEMENT OF THE COMPLIANCE AND ENFORCEMENT DEPARTMENT

UNDER THE GENERAL DIRECTION OF THE COMPLIANCE AND ENFORCEMENT MANAGER. THE PRIMARY RESPONSIBILITY OF THE DEPARTMENT IS TO MANAGE THE ENFORCEMENT PROCESS AS IT RELATES TO VARIOUS PARISH COUNCIL LAWS. THIS ENCOMPASS THE TOWN & COUNTRY PLANNING ACT, ST CATHERINE COAST DEVELOPMENT ORDER, TOWN NUISANCES PREVENTION ACT, FIRE REGULATION, AMUSEMENT REGUALTION, BEACH CONTROL & REGULATIONS ACT, PARISH COUNCILS BUILDING ACT AND



DUTIES AND RESPONSIBILITIES

- ❖ *Patrols in assigned areas in order to observe civil activity and ensure compliance with the Municipal Laws and Regulations.*
- ❖ *Ensures that operators of businesses are complying with relevant laws*
- ❖ *Serves Notices, Levy Writs & Summonses relating to Court Cases as under the Parish Council Laws*
- ❖ *Performs other related duties assigned.*

- ❖ *Carrying out special operations to remove trespassers and encroachments on lands owned by Portmore Municipal Council and other Government owned lands.*
- ❖ *Assist and partake in all Civic Ceremonies and other functions of the Council.*
- ❖ *Follow up on citizens complaints relating to specific breaches and taking necessary actions*
- ❖ *Removing illegal billboards, signs and banners within the Municipality*



DUTIES AND RESPONSIBILITIES contd.

- ❖ *Detecting illegal construction activities and serving the relevant notices to ensure that the requisite permits are applied for and adhered to.*
- ❖ *Build credible case files so that accused persons or organizations can be taken before the Court for offence(s) committed.*
- ❖ *Serving relevant notices under the Parochial Roads Act – e.g Derelict Vehicle Notices (under Sec 51 & 53).*

- ❖ *Operates in the Municipal markets and other approved vending areas to ensure that vendors are complying with the stipulated terms and conditions of their contracts such as: payment of fees, behavioural conduct and operating conditions;*
- ❖ *Assist in enforcing the rules and regulations governing the operations of the transportation centres in jurisdiction of the Local Authority;*



DUTIES AND RESPONSIBILITIES contd.

- ❖ *Patrols and reports breaches of the building code regulations and encroachment so that the requisite corrective measures can be taken.*
- ❖ *Serving relevant Squatting & Trespassing Notices on behalf of the Portmore Municipal Council other Government Organizations and Agencies and carry out demolition activities if necessary*

- ❖ *Ensure that persons granted operating permits to operate businesses such as Barbers and Hairdressers Salons etc. are complying with the terms and conditions of their Licence*
- ❖ *Monitoring amusement activities thereby ensuring that they comply with the Places of Amusement Regulations.*



DUTIES AND RESPONSIBILITIES contd.

- ❖ *Request the assistance of the Kingston & St. Andrew Corporation (KSAC) Officers in impounding stray animals, (the municipality does not have a pound).*

- ❖ *Accompany the Planning Department & Environment and Road & Works Department on site visits.*

- ❖ *Performs other related duties assigned.*

- ❖ *Serving the relevant notices and stop orders issued by the Council to individuals and organizations in breach of the Local Government Laws and Regulations and preparing case files for court.*

- ❖ *Administers compliance with Local Authorities Legislation governing such as the NSMA Act: Hawkers & Peddlers Act; and other related Local Government Regulations.*

Municipal Police Officer serving Illegal vending notice



Commercial Activities in residential Community without Planning Permission from the Local Authority



Derelict Vehicle Notice served & Removal of Derelict Vehicle



Building Contrary to Planning Approval



Illegal Garage in a Residential Community



Squatting



Illegal Dumping



- ❖ ***Dumping of building material on the road way.***
- ❖ ***Illegal dumping – waste being dumped in community open space.***

