



## BERMUDA GOVERNMENT

### MINISTRY OF Cabinet Office

#### PATI Information Statement

**Name of Public Authority: SUSTAINABLE DEVELOPMENT DEPARTMENT**

##### **Introduction:**

The fundamental principle underpinning the development of Public Access to Information (PATI) legislation in Bermuda is to provide a statutory right for people to request and obtain information held by public authorities.

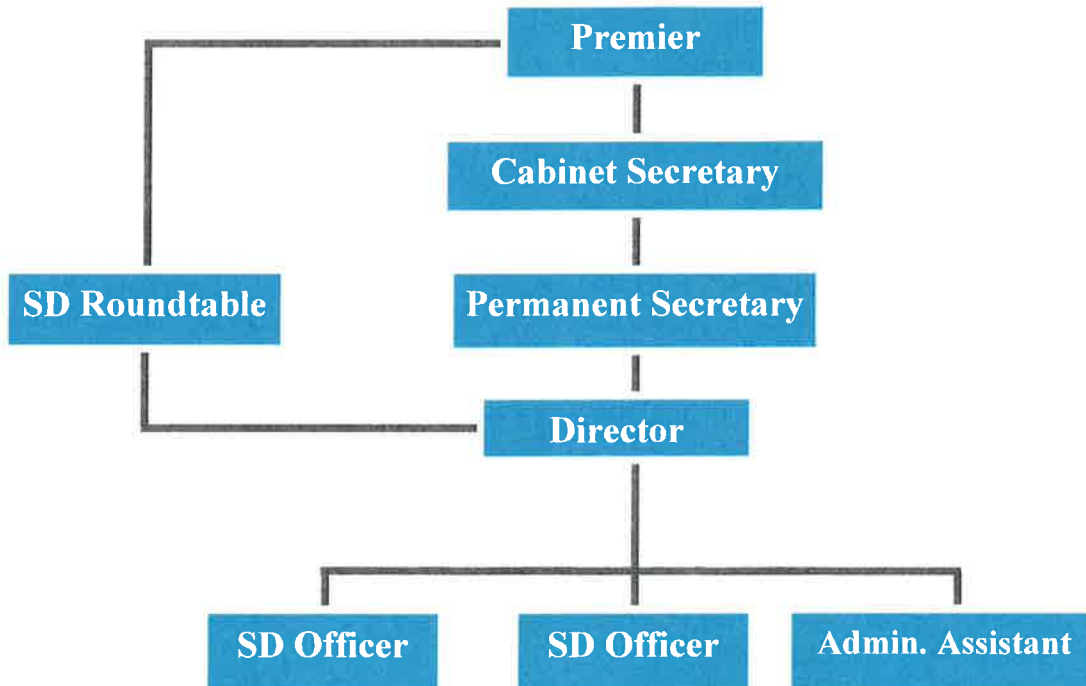
The purpose of the Act is to—

1. give the public the right to obtain access to information held by public authorities to the greatest extent possible, subject to exceptions that are in the public interest or for the protection of the rights of others;
2. increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities;
3. increase the accountability of public authorities;
4. inform the public about the activities of public authorities, including the manner in which they make decisions; and
5. have more information placed in the public domain as a matter of routine.

In fulfillment of this, the Sustainable Development Department (SDD) posts this PATI Information Statement to assist the public in understanding the mandate and role of the Department, including the structure and organisation, the core functions, records and documents held and contact information.

Information which is not available are records of a confidential nature, such as personnel records, information received in confidence, Cabinet documents, as well as details of vendor proposals as these are generally provided confidentially to the Department by way of a tender document and where divulging them may compromise a vendor's competitive advantage.

**Section A: Structure, Organization and Legislation [s5(1)a]**



**Legislation**

There are no legislative functions for the Sustainable Development Department.

**Section B: 1) Functions, powers, duties of the Authority [s5(1)b]**

The work of the Sustainable Development Department (SDD) is to embed, monitor and report on sustainable development in Bermuda.

Our mandate is to promote and facilitate public and private sector policy making that is compatible with the Bermuda Government's Sustainable Development Strategy and Implementation Plan (SD Plan). The basis of sustainable development is making holistic and integrated long-term decisions; decisions guided by some basic principles, such as equality and opportunity for all, a stable economy, and maintenance of Bermuda's unique culture, natural environment and heritage. SD is a process in which consideration is given not only to our needs today but also to the needs of tomorrow's generations.

In consultation with the Sustainable Development Roundtable (SDRT), an advisory body, the SDD will also generate awareness, understanding and encourage compliance with the social, economic and environmental themes and actions contained in the SD Plan.

The main role of the SDRT is to act as an advisory body to the Government of Bermuda and through the SDD, to make constructive recommendations to the Minister and Cabinet on specific actions to enable sustainable development for Bermuda and her people to safeguard and enhance the island's current and future quality of life. The SDRT is a body appointed by the Minister responsible for sustainable development. The SDRT was formed to ensure broad community representation and engagement, and as such, its composition is representative of a cross-section of Bermuda. The SDRT membership is representative of the economic, social and environmental sectors of Bermuda.

The vision of SDD:

An island where we live within our limits, foster healthy communities, ensure a strong and inclusive economy, while guaranteeing our natural and cultural heritage.

The mission of SDD:

We facilitate integrated and holistic decision making that sustains and improves the quality of life for current and future generations.

The Director of SDD reports to the Permanent Secretary for the Cabinet Office.

## **Section B: 2) Obligations under PATI Act [s5(1)b]**

To provide an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - General information, e.g. activities of the Authority
  - Log of all information requests and their outcome
  - Quarterly expenditure (upon request) [s6(5)]
  - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for

**judicial review** [s49], if required

- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
  - **Fees** for Requests for information
  - Management and maintenance of **records**
  - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

### **Section C: Services and Programmes [s5(1)c]**

#### **Services and Programmes:**

The core functions of the Sustainable Development Department are as follows:

1. Maintain an education and awareness campaign aimed at a cross-section of residents containing key SD content.
2. Foster and maintain working relationships with stakeholders to find ways to embed SD principles into their operational planning.
3. Facilitate and monitor the delivery of our SD Plan.
4. Introduce SD compatible policy proposals.
5. Produce an annual report card of Sustainability Indicators.
6. Conduct Sustainability Impact Assessments on proposed projects, policies and programmes.
7. Act as Secretariat to the Sustainable Development Roundtable in support of their efforts to meet its mandate.

For actual expenditure of this department in the prior financial year and the current year's budget and output measures, please refer to the BUDGET BOOK, available at [www.gov.bm](http://www.gov.bm)

### **Section D: Records and documents held [s5(1)d]**

#### **List of records held by the SDD:**

1. Sustainable Development Strategy and Implementation Plan
2. Staff Job Descriptions
3. Annual budget briefs

4. Department Business Plan
5. Sustainability Impact Assessments
6. Sustainability Indicators Reports
7. Sustaining Bermuda: A Resource Guide on Sustainable Development for Educators, Teachers and Parents
8. Public Presentations including power point presentations and speeches
9. Public Service Announcements
10. Minutes of the Sustainable Development Roundtable
11. Recommendations of the Sustainable Development Roundtable

**Section E: Administration (all public access) manuals [s5(1)e]**

**List of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:**

1. Department Business Plan
2. Financial Instructions
3. Civil Service Dignity at Work Policy and Complaints Procedure
4. Government of Bermuda Conditions of Employment and Code of Conduct
5. Government of Bermuda and BPSU Collective Agreement
6. Sustainable Development Roundtable by-laws

**Section F: Decision-making documents [s5(1)f]**

**Section G: The Information officer [s5(1)g]**

Nicola O'Leary, Acting Director  
The Sustainable Development Department,  
3<sup>rd</sup> Floor, 129 Front Street,  
Hamilton HM 12.

By email: [sdd@gov.bm](mailto:sdd@gov.bm)  
By telephone: (1441)-294-9763  
Web-address: [www.sdbermuda.bm](http://www.sdbermuda.bm)

**Section H: Any Other Information [s5(1)h]**

None

**Section I: Any Other Information To be Provided? [s5(1)i]**

None

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

**Date Information Statement was updated: March 27, 2015**

**Locations of Information Statement:**

- Principal office: Sustainable Development Department  
129 Front Street, Hamilton HM12 Y
- The Bermuda National Library; Y
- The Bermuda Archives; Y
- Available electronically, Y
- Website for public authority [www.sdbermuda.bm](http://www.sdbermuda.bm) Y
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y
- With the Information Commissioner. Y

**Sign and Date:**

*N. O'Heary* *March 27, 2015*