



GOVERNMENT OF BERMUDA
MINISTRY OF ECONOMIC DEVELOPMENT

PATI Information Statement

Name of Public Authority: DEPARTMENT OF ENERGY

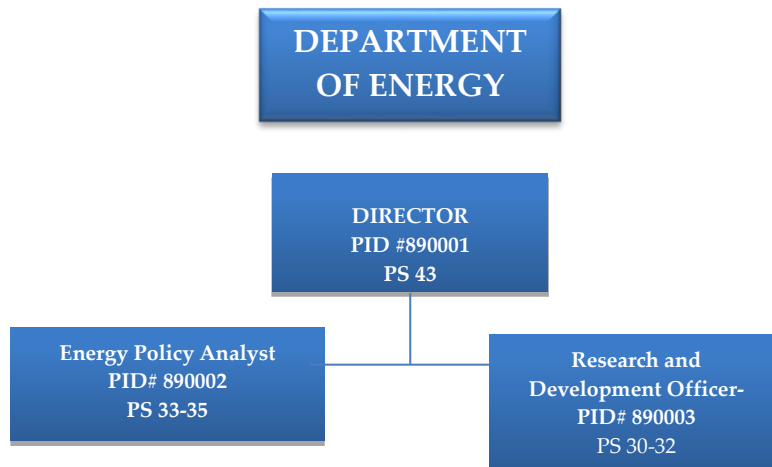
Introduction:

The Public Access to Information Act of 2010 not only gives the public the statutory right to information about how its government works, but also affirms an obligation on Government to provide information as requested. In an effort to be as transparent as possible in its operations, the Department of Energy issues this statement to provide insight into its operations, services, and obligations to the public. The information provided includes operating procedures, documents that govern the way the Department makes decisions, as well as some broad and general information about what the Department does on a day-to-day basis.

Please note that personnel records and Energy Conservation/Energy Limbo Contest participants' personal information will not be available, nor will be any private business or individual's trade secrets, or other information provided to the Department in strict confidence.

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

ORGANIZATION CHART 2015



Legislation

The Electricity Act 2016
The Regulatory Authority Act 2011

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

Powers of the Department of Energy

Under Section 11 of the Electricity Act 2016, the Department of Energy shall assist the Minister responsible for energy in the discharge of his functions under this act, and shall have such functions as are assigned to it by this, or any other, Act.

Duties of the Department of Energy

The Department of Energy develops policy, legislation and regulation in order to ensure a secure energy future for Bermuda.

The Department of Energy is primarily a policy-making department, which also provides public education and outreach on energy matters.

The Director of Energy reports to the Permanent Secretary of the ministry responsible for the Department of Energy.

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:

The Department of Energy provides the following services:

- A broad public education campaign highlighting issues with fossil fuel dependence; energy efficiency and conservation; and renewable and alternate energy technologies.
- Ongoing development and support of policies, programmes and legislation to support the goals of the White Paper 2011.
- Develops and supports internal policies and initiatives to enable the Public Service to lead by example in terms of energy conservation, efficiency, and the adoption of renewable and alternate energy technologies as are appropriate.
- Consultation to the Department of Planning for all applications for energy-related development.

Programmes:

- The Department of Energy is tasked primarily with implementing the measures outlined in the 2011 Energy White Paper, and developing policy and legislation to ensure a secure energy future for Bermuda.
- Programmes have included, but are not limited to, the Solar Photovoltaic Rebate Initiative, the Solar Water Heating Rebate Initiative, and the Energy Limbo contest.
- The Department is involved with outreach and education at many NGOs' events.

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

Rebate Initiative Applications

The Department of Energy administered the rebate initiatives noted above in Section C, and as such holds records of applicants, development, and payment. The solar rebate initiative programmes ended on May 1st, 2015.

Licenses

Upon development of the licensing regime, the Regulatory Authority will maintain records of all licenses for energy generation and transmission, distribution and retail sales of electricity. Currently, licensing is under development and there are no records in this category.

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

- Financial Instructions
- Departmental Procedures for the Department of Energy
- Government of Bermuda Conditions of Employment and Code of Conduct.

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

- Financial Instructions
- Departmental Procedures for the Department of Energy
- Department Business Plan.
- Financial Instructions.
- Civil Service Dignity at Work Policy and Complaints Procedure.
- Government of Bermuda Conditions of Employment and Code of Conduct.
- Government of Bermuda and BPSU Collective Bargaining Agreement.
- Bermuda Occupational Safety and Health Regulations 2002.

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

Contact Jeane Nikolai
Phone number 295-5151, extension 1542
Email address jnikolai@gov.bm
Web-address at www.energy.gov.bm

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

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

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:

Locations of Information Statement:

Confirm copies of Information Statement are available at the following sites:

- Your principal office: 3rd Floor, Government Administration Building Y
- The Bermuda National Library; Y
- The Bermuda Archives; Y
- Available electronically, Y
- Government Portal 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: