



**GOVERNMENT OF BERMUDA**  
**MINISTRY OF PUBLIC WORKS**

**PATI Information Statement**

**Name of Public Authority:** Ministry Headquarters

**Introduction:**

**Overview of Public Access to Information Act 2010.**

The purpose of the Public Access to Information Act (PATI) 2010 is to:

- a) 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.
- b) Increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities
- c) Increase the accountability of public authorities
- d) Inform the public about the activities of public authorities, including the manner in which they make decisions
- e) Have more information placed in the public domain as a matter of course.

The PATI Act 2010 requires each public authority to prepare an information statement describing the following information about the authority:

- Structure and organization, and governing legislation;
- Functions, powers, duties and obligations;
- Summary of services provided;
- Classes of records held, in order to facilitate the exercise of right of access;
- Administrative manuals;
- Policies, rules and guidelines used for decision-making; and
- Name and contact information of the person designated by a public authority as the person to whom requests for information are to be directed;
- Any other information that the head of the authority considers relevant, in order to facilitate the exercise of right of access;
- Any other information that may be prescribed.

In summary the purpose of the information statement is to provide people wanting access to information held by a public authority a 'window' of the types of documents held by that public authority, what that public authority does and how a person can access the information they require.

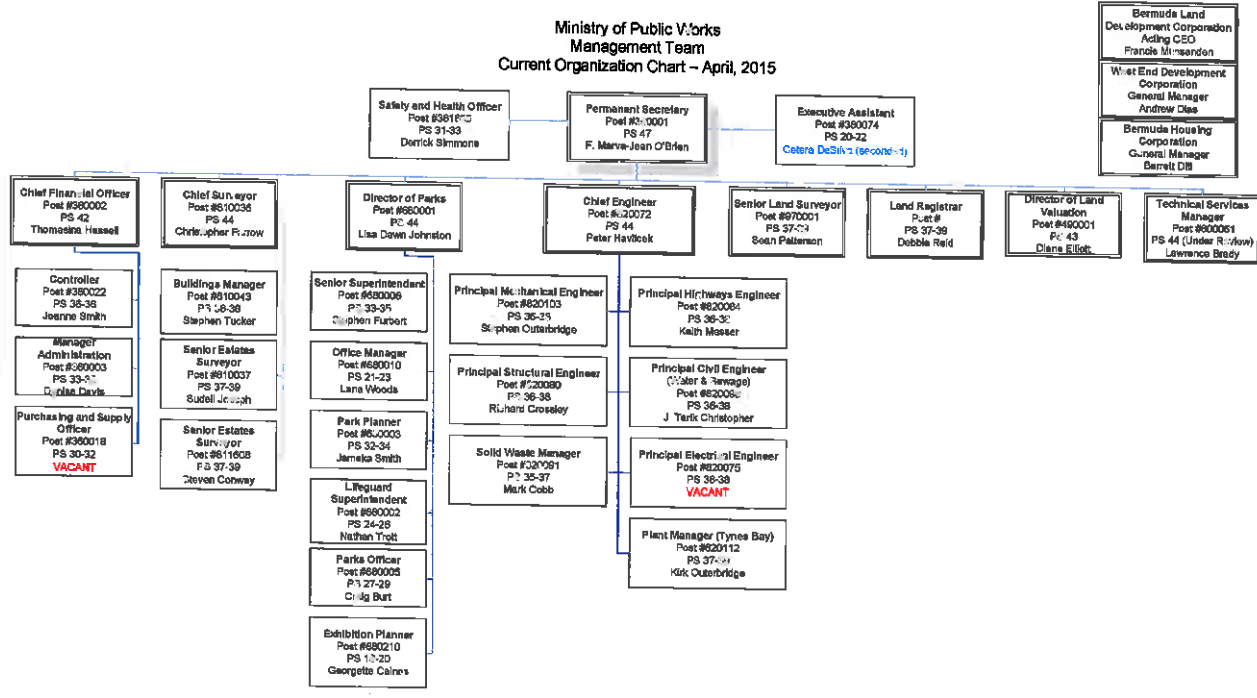
## 1.2 Access to Information:

Subject to PATI Act 2010 every person who is Bermudian or a resident of Bermuda has a right to and shall, on request, be given access to any record that is held by a public authority, other than an exempt record.

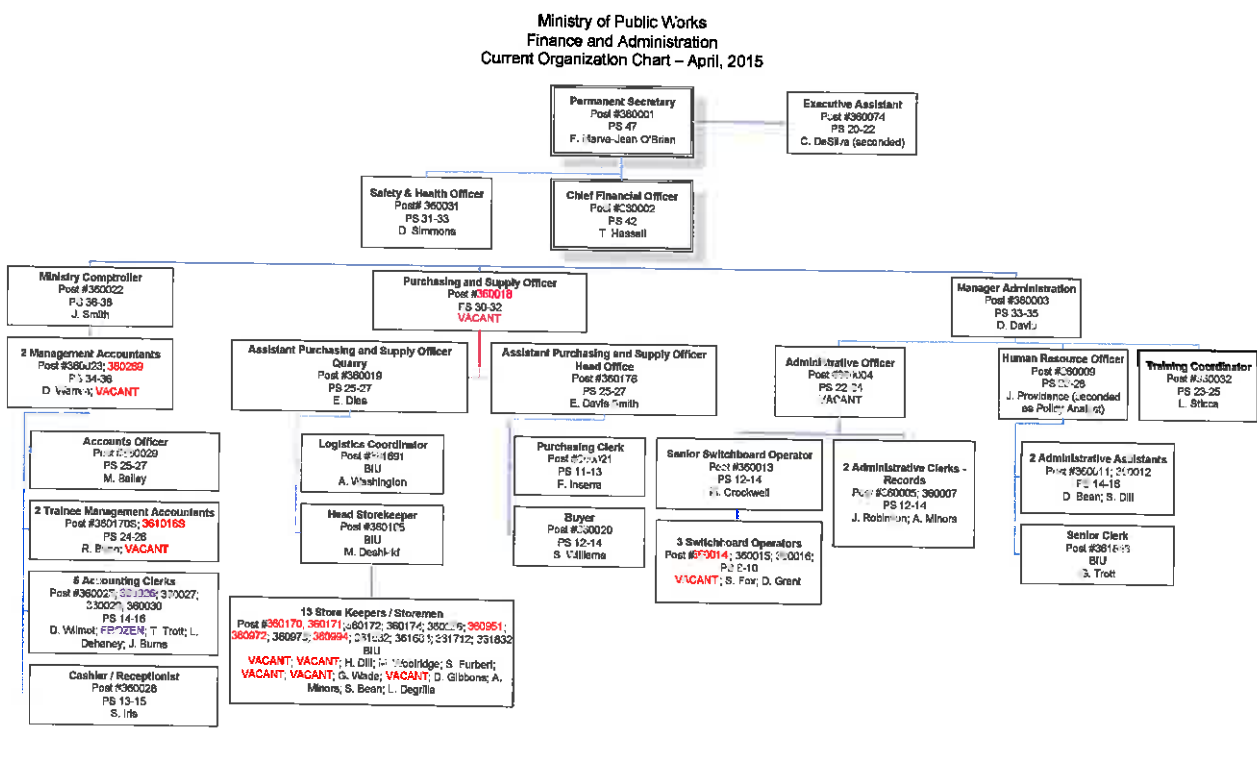
The following are considered to be exempt records by the Ministry of Public Works.

- 1) Health & Safety of Individual: if disclosure would endanger the physical or mental health or safety of the individual
- 2) Personal information. Unless it relates to the position or function of an officer or employee within the Ministry. Or unless it is about an individual who is or was carrying out services for the Ministry under contract and it relates solely to the services performed including the terms of the Contract. Or it relates to any discretionary benefit of a financial nature, including the granting of a licence or permit that was conferred upon the individual.
- 3) Commercial Information: such as trade secrets or where the commercial value of the information would be destroyed or diminished by disclosure.
- 4) Information Received in Confidence. Information that was given in confidence to the Ministry by a third party.
- 5) Cabinet Documents. Documents that were created for and submitted by the Ministry to Cabinet for consideration. This also includes records that are proposed to be submitted to Cabinet.
- 6) Ministerial responsibility. This includes discussion and advice between the Minister and other Ministers and between the Minister and technical officers of the Ministry.
- 7) Deliberations of the Ministry where disclosure of the information would or could reasonably be expected to undermine the deliberative process of the Ministry.
- 8) Operations of the Ministry. Where the disclosure of information could prejudice the effectiveness of tests, examinations, investigations or audits conducted on or on behalf of the Ministry. Or have a significant, adverse affect on the performance of the Ministry and its functions relating to management (including industrial relations and management of its staff) Or disclose positions taken, or to be taken, plans, procedures, criteria or instructions used or followed or to be used or followed, for the purpose of any ongoing negotiations by or on behalf of the Ministry.
- 9) Law Enforcement. If the disclosure would or could reasonably be expected to, prejudice the prevention, detection or investigation of a breach or possible breach of the law. Or prejudice the fair trial of a person or the impartial adjudication of a particular case. Or prejudice the enforcement of, compliance with, or administration of any law.

# The Ministry of Public Works Organizational Chart



# Ministry Headquarters Organizational Chart



## Budget and Grants

Public Works Headquarters(Finance and Administration) budget \$,5,301,000. Budget allocation as follows:

Headquarters Administration	\$1,125,000
Accounts	\$983,000
Purchasing	\$1,196,000
Telecommunication	\$1,191,000
Human Resources	\$619,000
Architect and Design	\$187,000

Public Works Headquarters (Finance and Administration) allocation for Grants:

Bermuda Housing: \$6,050,000

## Legislation

Public Works is subject to the Public Lands Act 1984. This Act mandates the functions and activities of the organization.

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

### Vision

To provide a professional Public Works organization that will offer quality infrastructure and excellent services in a sustainable way that will contribute to making Bermuda the most desirable place to work, live and play.

### Mission Statement

The mandate of the Ministry of Public Works Headquarter (Finance and Administration) is to provide centralized service to the operating departments within the Ministry of Public Works. The operating areas consist of Land Valuation, Parks, Public Lands and Buildings and Works and Engineering.

### Summary

The services provided by the Ministry of Public Works Headquarters (Finance and Administration) are organized into the following five programmes: Head Office Administration, Accounts, Purchasing, Telecommunications, Human Resources and Architect and Design.

## 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]

The Head Office Administration Programme comprises Headquarters Administration and Central Filing. Headquarters Administration, under the direction of the Permanent Secretary, provides oversight and management support for the entire Ministry of Public Works. It also ensures that the Minister's policy objectives are met and, specifically, is responsible for the implementation of the Ministry's strategic plan, yearly business plan, management of safety and health matters and any number of special administrative projects.

The second area under the Public Works Head Office Administration is Central Filing which is responsible for two filing systems. The first being the Historical filing system where all Ministry of Public Works files are stored with the second being the maintenance of the files for the majority of the Ministry's capital projects.

The Accounts Programme provides the accounts payable, accounts receivable, payroll, capital asset management and financial reporting functions for the operating Departments within the Ministry. This section prepares and distributes weekly payroll, creditors' checks and invoices for

services provided by the Ministry's operational areas.

The Purchasing Programme provides a centralized purchasing and supply function to the operating areas within the Ministry and to our sister Ministries from time to time. The services provided range from the initial research of sources of supply to ordering, customs clearance, the physical receipt of goods and the management of inventory for the Ministry.

The Telecommunications Programme provides a suite of services to the majority of Government Ministries and Departments. These services include repair and replacement of telephones and related equipment to the relocation of Departments and Ministries. The programme also provides advice regarding call flows resulting in greater efficiencies, voice network designs, and telephone system tender's and manages implementation of new technologies. The Telecommunications Programme is also responsible for the main Government telephone switchboard.

The Architect Programme provides architectural and design services required to support the delivery of Government projects. They also manage a provision of planning design requirements for projects associated with Government rented facilities.

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

Public Works Headquarters (Finance and Administration) maintains requisite records for its the operating departments and Finance and Administration. In accordance with the PATI Legislation records can be made available once a request is made to the Administrative Officer. Records are maintained as follows:

- Board of Works Minutes
- Professional Engineer Registration Council Minutes
- Project Tender Opening Records
- Final Tender Report
- Procurement of Contract Services Procedure
- Purchasing of Good and Material Procedure
- Yearly Operational Budget Details for Department of Public Works Headquarters(Finance and Administration), Land Valuation, Parks, Public Lands and Buildings and Works and Engineering.
- Yearly Capital Budget Details for Department of Public Works Headquarters (Finance and Administration), Land Valuation, Parks, Public Lands and Buildings and Works and Engineering.
- Vendor Payment Records
- Customer Account Receivable records
- Payroll for Weekly Employees

- Payroll for Monthly Employees
- Fixed Asset Transactions
- Training Policy
- Job Descriptions for BIU Employees
- Job Descriptions for BPSU Employees
- Foreign Order/Vendor Files
- Inventory Requisition information
- Active Job Vacancies
- Acting and Deputizing list
- Term Limit Report
- Consultant List
- Quarterly Output Measures
- Ministry Business Plan
- Finance and Administration Business Plan

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

- Financial Instructions

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

Procurement Guidelines, Financial Instructions

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

A request for access to a record to the Public Works Headquarters must be made in writing to the following address;

Ms. Thomasina Hassell,  
 Chief Financial Officer  
 Public Works Headquarters



Finance and Administration  
56 Church Street  
Hamilton, Bermuda HM12

In the absence of the Chief Financial Officer the following persons will be authorised to act as information officers in the following order.

- 1) Janeek Providence, Human Resource Officer
- 2) Aïichia Minors, Administration Officer (Acting)

In all circumstances a request for access to a record to the Ministry of Public Works Headquarters must be made in writing to the address given above.

The request must contain sufficient detail in order for the Ministry to identify what it is referring to. The Ministry of Public Works will acknowledge receipt of any request within five working days. If the request is valid, the record is accessible and does not contain any exempt information and the Ministry of Public Works Headquarters decides that the information is to be disclosed, a decision notice will be sent within six weeks of receiving the request.

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

##### **Fees and Charges**

The fees in respect of access requests will be in accordance with regulations under the Public Access to Information Act 2010.

##### **Head of Public Authority**

Ms. Marva Jane O'Brien  
Permanent Secretary  
Ministry of Public Works  
General Post Office Building  
3<sup>rd</sup> Floor 56 Church Street  
Hamilton HM12

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

N/A

#### **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:**

27 March 2015

  
Signed

Information Officer Ministry of Public Works Headquarters