



GOVERNMENT OF BERMUDA
MINISTRY OF PUBLIC WORKS

PATI Information Statement

Name of Public Authority: Works & Engineering

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.

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

The Ministry of Public Works comprises six Government Departments:

- 1) Ministry of Public Works Headquarters
- 2) Works and Engineering

- 3) Public Lands and Buildings
- 4) Land Valuation
- 5) Land Surveys and Registration
- 6) Parks

The Department of Works & Engineering is made up of seven sections: Structures, Highways, Electrical and Mechanical, Water and Sewage, Tynes Bay Waste to Energy centre and Solid Waste.

Legislation

The Ministry of Public Works mandate is legislated through the Public Lands Act (1984). This legislation charges the Minister of Public Works with responsibility for the management of all public lands, public roads, public water supply, public sewage schemes, public buildings and highways, and the construction, erection, improvement, maintenance, and repair of such lands, works, water supply, sewerage schemes, buildings and highways. The Department of Works and Engineering provides oversight and enforcement of the following legislation:

- Amenities (Control of Ruinous Structures) Act 1950
- Waste and Litter Control Act 1987
- Waste and Litter Control Amendment Act 2011.
- Professional Engineers Registration Act 1972
- Private Roads (Improvement) Act 1969.
- Private Roads (lighting) Act 1984.
- Pembroke Marsh Canal Act 1969

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

Department of Works and Engineering

The Department of Works and Engineering is an integral part of the Ministry of Public Works. The Department of Works and Engineering provides highly visible and essential services to the Bermuda public in the form of maintenance of major elements of the Government Infrastructure, including garbage collection and disposal, road maintenance and repairs, Government vehicle maintenance and safe water extraction, treatment and distribution.

The mission statement of the Department of Works & Engineering is:

To ensure the effective and prudent management of all operations and engineering services relating to the construction, erection, improvement, maintenance and repairs of Government Infrastructure

Departmental Objectives:

- To develop and maintain the public road infrastructure to ensure the safe passage of motorists and pedestrians
- To manage the provision of planning, design, construction, installation and maintenance services for electrical and mechanical systems associated with the Government facilities

To manage the provision of structural inspection, design, construction, maintenance, and project and contract services associated with Government facilities.

To arrange for the collection and safe disposal of Bermuda's solid wastes

To provide planning, design, construction, operation and maintenance of the Government water extraction, treatment and distribution systems and waste water collection and distribution systems

To manage the Government vehicle fleet and equipment leasing, mechanical maintenance and quarry operations

The department of Works and Engineering is made up of seven sections; Structures, Highways, Electrical and Mechanical, Water and Sewage, Tynes Bay, Quarry and Solid Waste.

These sections represent some of the backbone infrastructure of the country and can have far reaching impacts on society. Maintaining service levels is thus, of the utmost importance to each section head both personally and professionally.

Government Boards

Professional Engineer's Registration Council.

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

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

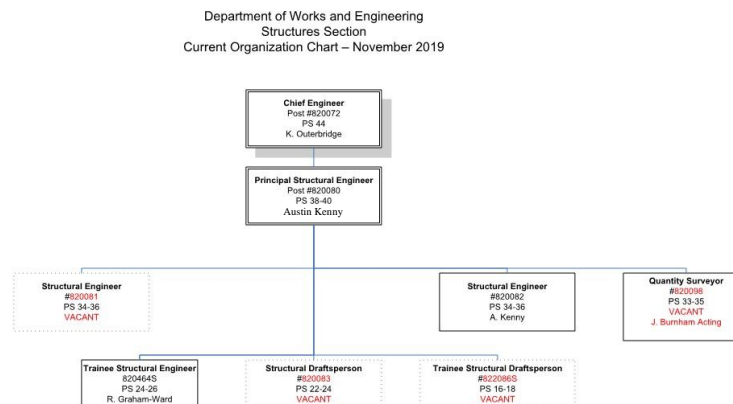
- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - General information, e.g. activities of the Authority
 - Log of all information requests and their outcome
 - Quarterly expenditure (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 & Programmes

Structures Section

(i) Organizational Chart



(ii) Mandate

The mandate of the *Structures Section* is to manage the provision of structural inspection, design, construction, maintenance and project and contract management services and to act as the Government functional authority on structural and related civil engineering matters.

(iii) Main Functions

The *Structures Section* is responsible for the upkeep of Bermuda's 30+ bridges and 90+ public docks at the same time as maintaining safe infrastructure inspecting retaining walls throughout the island and detailing strengthening and replacement designs for those walls damaged in collisions or simply failing due to inadequate construction.

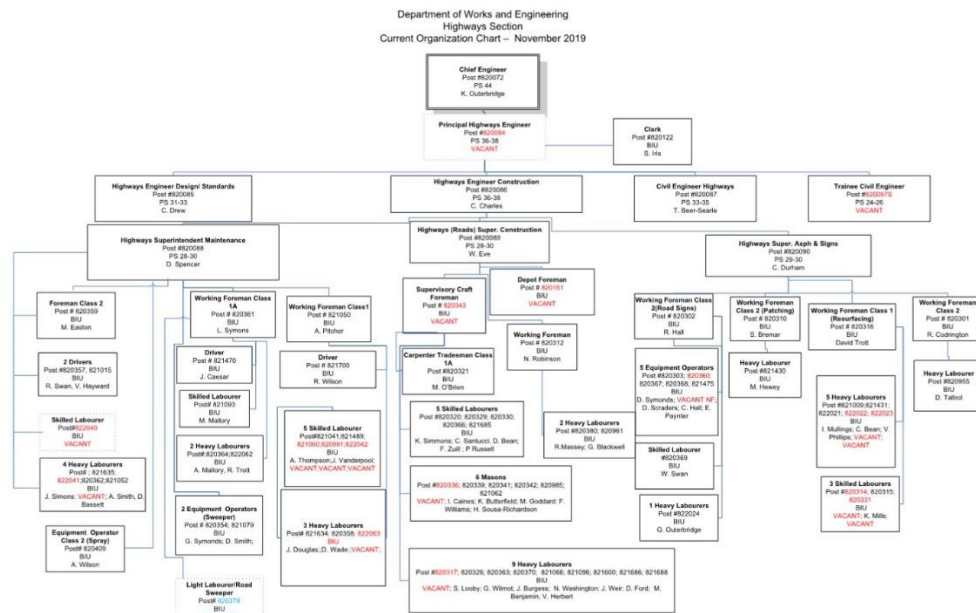
Historically the *Structures Section* has a depth of experience on contract management and so is used also as a guidance service to the other Engineer section with respect to contract preparation and procurement. The *Structures Section* has a depth of experience in large and small contracts as well as service contracts and Public Private Partnership (P3) procurement knowledge.

The *Structures Section* manages many contracts both capital and operational each year of varying size. These are managed from feasibility level through to design, detailing, procurement and completion of construction. The section also procures professional services for specialized areas of engineering such as marine engineering, coastal defense works, environmental engineering and remediation.

(v) Principal Contact – Austin Kenny avkenny@gov.bm Principal Structural Engineer

Highways Section

(i) Organizational Chart



(ii) Mandate

The mandate of the *Highways Section* is to develop and maintain the 200km of public road infrastructure for the safe passage of motorists and pedestrians.

(iii) Main Functions

The main functions of the *Highways Section* are as follows:

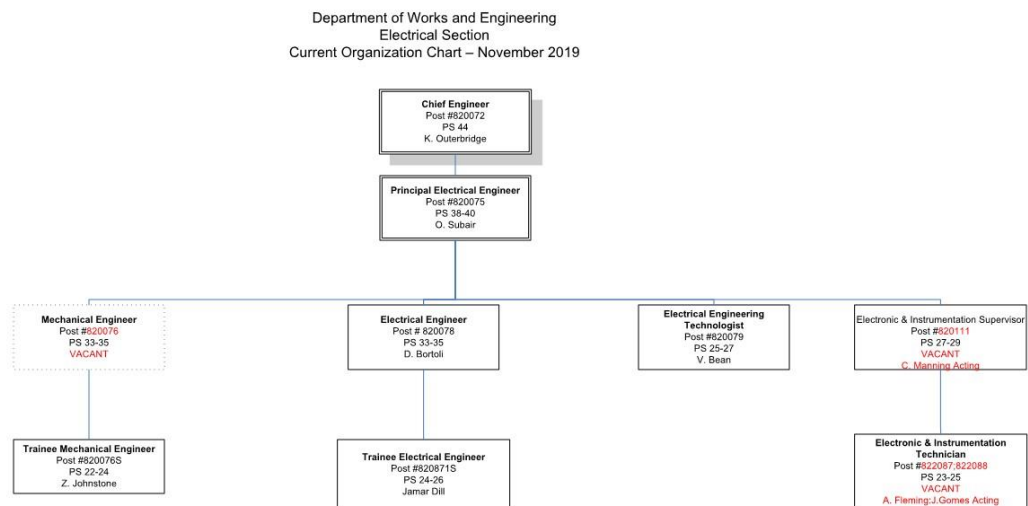
- To provide all work associated with the planning, design and construction of road schemes and includes activities such as resurfacing, drainage, signage, road markings, retaining walls and bus shelters.
- To provide technical advice to other Government Ministries and agencies of highway related matters.
- To manage the improvement of public roads and other roads under the Private Road Improvement Act
- To assist citizens with their private improvement road needs
- To act as the Government functional authority on highways engineering-related matters.

In addition, bus shelter works, retaining wall reconstruction and stabilisation of roadside rock cut works will be undertaken in response to requests and reports, subject to budget availability and priority assessment.

(IV) Principal Contact – Tina Searle tsearle@gov.bm Acting Principal Highways Engineer

Electrical and Mechanical Section

(i) Organizational Chart



(ii) Mandate

The mandate of the *Electrical and Mechanical Section* is the provision of planning, design, construction, installation and maintenance services for electrical and mechanical systems associated with the Government's facilities. This includes such areas as electrical power distribution, lighting, fire protection, security, telecommunications, heating, ventilation and air-conditioning (HVAC), plumbing, street lighting and energy conservation. In addition the section acts as the Government of Bermuda's functional authority in regard to these matters.

(iii) Main Functions

Construction project management for capital projects:

- Preparation of electrical and mechanical contract documents, tender drawings, and specifications
- Tender phase services
- Contract award recommendations
- Project management through duration of construction period

Electrical design and consulting:

- Electrical distribution
- Fire alarm systems
- Lighting systems
- Security systems
- Telecommunications cabling and infrastructure
- Street lighting design for new installations – Note: Belco maintains street lighting in Bermuda (except City of Hamilton).
- Lightning protection
- Standby power generation
- Coordination with Belco, BTC, and Bermuda CableVision

Mechanical design and consulting:

- HVAC systems
- Plumbing systems
- Fire protection systems
- Standby power generation

Operations Support

- Quarry Depot
- Water Section

Energy management and sustainable design and consulting:

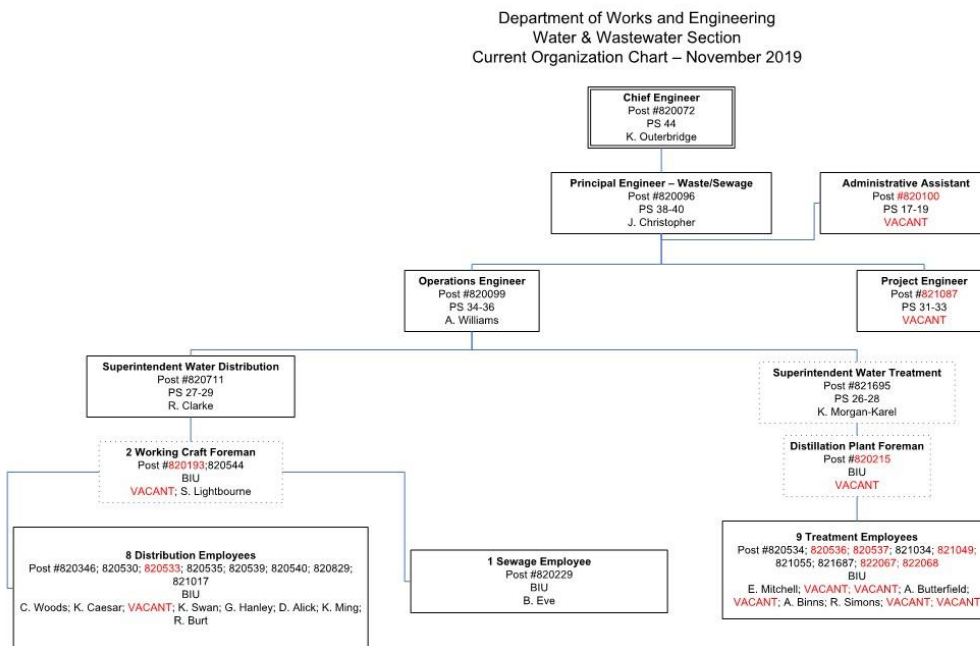
- Building energy management systems (BEMS) - HVAC and lighting controls
- Energy metering and monitoring
- Water conservation studies
- Energy auditing and feasibility studies

- Renewable energy systems (including Solar Photovoltaic Systems and Wind Turbines)

(iv) Principal Contact – Remi Subair rbsubair@gov.bm

WATER & SEWAGE SECTION

(i) Organizational Chart



(ii) Mandate

The mandate of the *Water and Sewage Section* is;

- To provide planning, design, construction, operation and maintenance of the Government water extraction, treatment and distribution systems and the wastewater collection and distribution systems;
- To produce potable water on a cost recovery basis to meet demand;
- To provide septage receiving facilities for private sanitation truckers and for limited public facilities; and
- To act as the Government functional authority on all matters related to water and

wastewater engineering.

(iii) Main Functions:

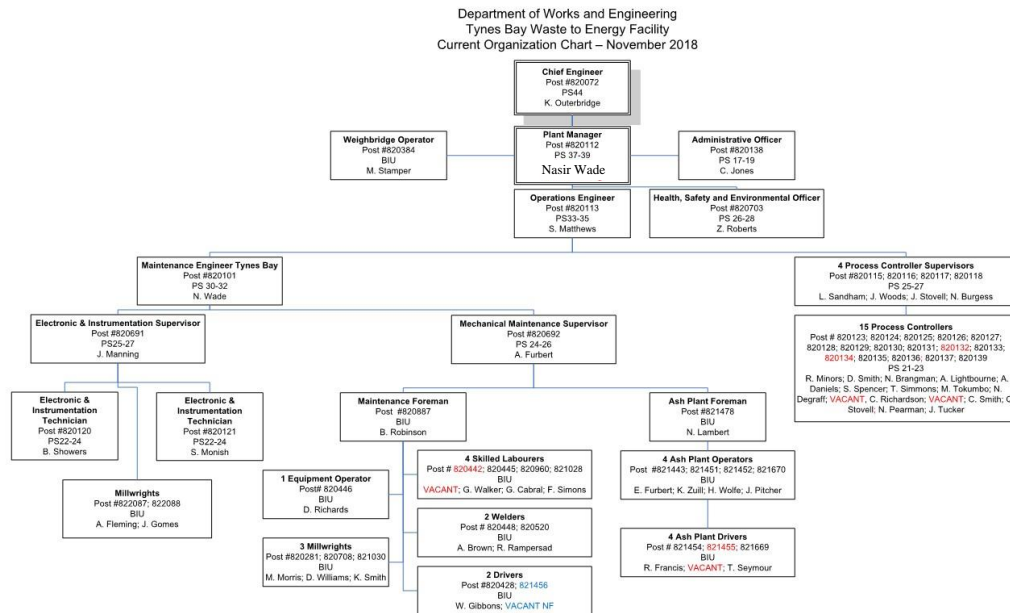
The role of this section is to provide a potable water supply, sewage conveyance via trunk collection sewers and a septage receiving facility for wastewater. The current Government water supply system produces approximately 200 million gallons of water each year by abstracting from fresh and brackish ground waters as well as seawater wells. The section is responsible for potable water supply from six (6) water treatment plants at various locations across Bermuda.

In order to meet present and future demands for potable water and wastewater needs, the Water and Sewage Section must manage, build construct and install water and waste related facilities to provide water and wastewater servicing. The Permanent Secretary of the Ministry of Public Works is legislatively responsible for this activity and has delegated this responsibility, through the Chief Engineer to the Principal Engineer of the Water and Sewage Section.

(iv) Principal Contact – Tarik Christopher tchristopher@gov.bm

Tynes Bay Waste-to-Energy Facility

(i) Organizational Chart:



(ii) Mandate

The Tynes Bay Waste to Energy Facility is mandated to thermally disposal of all municipal solid waste produced on island. This includes waste from the domestic collections as well as commercial waste and construction waste.

(iii) Main Functions:

The Tynes Bay Waste to Energy Facility combusts the waste in a furnace and the resulting heat is applied to a boiler which makes high pressure steam. The steam then turns a steam turbine coupled to an alternator and produces electrical power. This power is used to run the plant and the excess is sold to Belco on the local grid.

The plant also processes the waste ash by removing ferrous metals and then mixing the ash with Portland cement for stabilization. The ash concrete mix is trucked by redi-mix truck to the airport waste management facility where it is cast into blocks and later used for shore protection for the airport site.

The plant has two combustion streams and one steam turbine. Annually the plant processes approximately 55,000 metric tonnes of waste and produces an average of 26 million kwh of electricity a year (3.5 Mw equivalent). This power is equivalent to about 2% of the Belco total island supply.

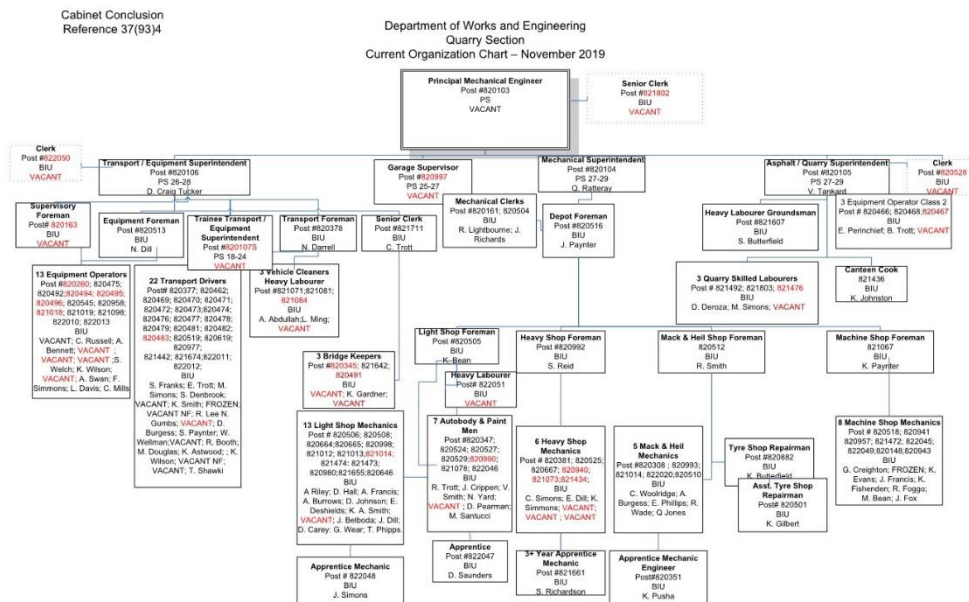
Tynes Bay Public Drop Off

The Public Drop-Off facility at Tynes Bay is open to accept waste from 7 a.m. until 7 p.m. weekly. Public Holidays the facility is open from 9am to 12pm and closed on Christmas day.

(iv) Principal Contact – Nasir Wade nrwade@gov.bm

Quarry Depot

(i) Organizational Chart



(ii) Mandate

The mandate of the Quarry Depot is:

- To manage the fleet and equipment leasing, mechanical maintenance, quarry operations,
- To act as the Government functional authority on all matters related to fleet management and vehicle and other mechanical engineering and maintenance activities.

The role of the Quarry Depot is to purchase, repair and maintain vehicles and mechanical equipment for the Ministry of Public Works and other Government departments. Its primary function is to manage the distribution and maintenance of 450 vehicles and equipment as well as operate and maintain Government Quarry and Asphalt Plant and Swing Bridge.

The services include:

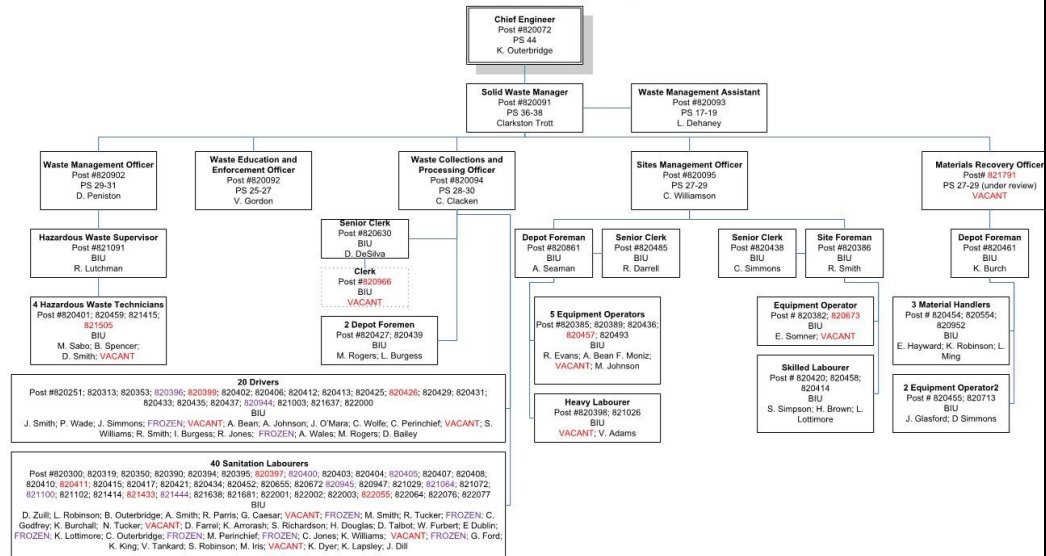
- Leasing and purchasing of vehicles and equipment
- Repair, maintenance and replacement of most Government Vehicles and Equipment
- Operation and maintenance of Long bird Bridge and Swing Bridge

(iii) Principal Contact – Mark Fields Mafields@gov.bm

Solid Waste Section**(i) Organizational Chart**

Cabinet Conclusion Reference
18(07)3

Department of Works and Engineering
Solid Waste Section
Current Organization Chart – January 2019



(ii) Mandate:

The mandate of the *Solid Waste Section* is to arrange for the collection and safe disposal of Bermuda's solid wastes. This includes:

- The collection of household refuse, provision of appropriate programmes to recycle materials, management of special wastes, waste education and enforcement and management of the waste disposal and composting sites.
- To act as the Government functional authority on all matters relating to solid waste, environmental engineering, waste-to-energy and process engineering.

(iii) Main Functions:

The *Solid Waste Section* is responsible for the safe disposal of all household and commercial waste and recycling in Bermuda.

The *Solid Waste Section* collects garbage and recyclables from residents (excluding the cities of Hamilton and St. George's). Garbage is taken to the Tynes Bay Waste to Energy Facility and recyclables are taken to the Material Recovery Facility (MRF) for processing and either shipping abroad or use on island.

The *Solid Waste Section* is also responsible for the operation of the Airport facility where bulky metal waste is use for land fill.

The Section also has responsibility for the processing of special waste, both household amounts and commercially generated waste. The special waste is shipped off the island for reprocessing and/or disposal.

Composting the island's horticulture waste, some food waste and animal carcasses is also the responsibility of the Waste Management Section and this is done at the Marsh Folly composting facility.

The Section is also responsible for the public awareness of waste management issues and enforcement.

(iv) Principal Contact – Clarkston Trott cstrott@gov.bm

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

Structures

Project Designs (Plans & Calculations)
Contract Documents
Bridge and Dock inspections.

Highways

Project designs (calculations and plans)
Contract Documents
Traffic Counts
Highway asset records (partial)
Consents to excavate the highway (s11 Public Lands Act 1984)
Traffic restriction notices (Road Traffic Act 1947)

Electrical and Mechanical

Numbers and locations of Street lights
Project Designs (plans and calculations)
Contract Documents

Water and Sewage

Project designs (calculations and plans)
Contract Documents
Records of water Quality tests

Tynes Bay Waste to Energy Facility

Quantities of Garbage Delivered to the facility.

Quarry

Solid waste

Shipments for recyclables
E waste details
Types of batteries received.
Waste oil shipments
Asbestos received.

Section E: Administration (all public access) manuals [s5(1)e]**Structures****Manuals and Legislation Used:**

The Bermuda Plan 2008 Planning Statement
Retaining Wall Design Criteria Ministry of Public Works.
Department for Transport Design Manual for Road and Bridges
Department for Transport Manual of Contract Documents for Highways Works
British Standards (various)
Canadian Highway Bridge Design Codes (Canadian Standards Associate)
Bermuda Residential Building Code.
Coastal Engineering Manual Department of the Army US Army Corps of Engineers
Hurricane waves and surges around Bermuda December 1991 HR Wallingford.
Coastal Protection and Development Planning Guidelines for Bermuda, Smith Warner
International November 2004.
Bermuda Coastal Erosion Vulnerability Assessment Final Report. Smith Warner November
2004.
Federation Internationale Des Ingenieurs-conseils (FIDIC) Conditions of Contract.
Institution of Civil Engineers (ICE) New Engineering Contract
Occupational Safety and Health Act 1982
Occupational Safety and Health Regulations 2009.

Highways**Manuals and Legislation Used:**

The Bermuda Plan 2008 Planning Statement
Occupiers and Highway Authorities Liability Act 1978
Public Lands Act 1984
Road Traffic Act 1947
Traffic Signs Regulations 1973
Traffic Signs (Amendment) Regulations 1993
Private Roads (Improvement) Act 1969
Occupational Safety and health Act 1982
Occupational Safety and Health Regulations 2009
UK Department for Transport Design Manual for Road and Bridges

UK Department for Transport Manual of Contract Documents for Highways Works
UK Traffic Signs Manual (The Stationery Office)
Highways Safety Manual (American Association of State Highways and Transportation Officials)
UK The traffic Signs regulations and General directions 2002.
Federation Internationale Des Ingenieurs-conseils (FIDIC) Conditions of Contract.
Institution of Civil Engineers (ICE) New Engineering Contract

Electrical – Mechanical

Manuals and Legislation Used

Project designs (calculations and plans)
Contract Documents
NFPA Codes (including NEC Codes)
ANSI Codes
ASHRAE Codes and Energy Standards
American Society of Mechanical Engineers (ASME)
Fundamentals of Facilities Management
International Plumbing Code
International Mechanical Code
Bermuda Building Code
Bermuda Residential Building Code
Fire Protection Handbook
Sheet Metal & Air Conditioning Contractors National Association (SMACNA)
Bermuda Occupational Safety and Health Act 1982
Bermuda Waste and Litter Amendment Act 2011
Department of Works and Engineering Act 1984

Water & Sewage

Operating License from Environmental Protection for Septage receiving facility
Safety, Health and Environmental management system manuals
Water Resources Act (1975)
Water Resources Amendment Act (1998)
Public Health (Water Storage) Regulations 1951
Department of Works and Engineering Amendment Act 2006
Department of Works and Engineering Act 1984
Occupational Safety & Health Act 1982

Tynes Bay Waste to Energy Facility

Operating License from Environmental Protection
Safety, Health and Environmental management system manuals
Plant Equipment Operation and maintenance manuals
Plant operational procedures
Bermuda Pressure Vessel Legislation
Clean Air Act (1991).

Quarry

Clean Air Act 1991
Operating License from Environmental Protection
Motor Car Act 1951
Occupational Safety & Health Act 1982
Safety & Health Manual

Solid Waste

Operating Licenses from Environmental Protection
Construction and demolition policy

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

Procurement Guidelines, Financial Instructions
PFA 2002 Internal Financial Regulations
Code of Practice

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

A request for access to a record to the Department of Works & Engineering must be made in writing to the following address;

Kirk Outerbridge
Chief Engineer.
Ministry of Public Works
Department of Works & Engineering
General Post Office Building
3rd Floor 56 Church Street
Hamilton HM12

In all circumstances a request for access to a record to the Department of Works & Engineering 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 Department of Works & Engineering 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

Mr Randy Rochester
Permanent Secretary
Ministry of Public Works
General Post Office Building
3rd Floor 56 Church Street
Hamilton HM12

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:

Dec 30, 2022

Signed,

Kirk Outerbridge

Information Officer Department of Works & Engineering