



BERMUDA GOVERNMENT

MINISTRY OF PUBLIC WORKS

PATI Information Statement

Name of Public Authority: Department of Public Lands and Buildings (PLB)

Introduction:

The purpose of the Public Access to Information Act 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; and
- e) have more information placed in the public domain as a matter of routine.

PLB is responsible for the effective management of all public lands and buildings through sound asset management, facilities management and building maintenance practices. Guided by the Public Land Act of 1984 and other operation specific legislation, the Department provides a wide range of public services in management of Government property, commercial and residential leases and licenses; while managing licenses and leases for the foreshore and seabed, managing a maintenance and repairs programme to all Government buildings, and ensuring that Government has adequate insurance for its Property Assets.

The purpose for this information statement to increase transparency, and eliminate unnecessarily perceived secrecy, with regard to the allocation of the Government's Public lands.

This statement shall contain the following: —

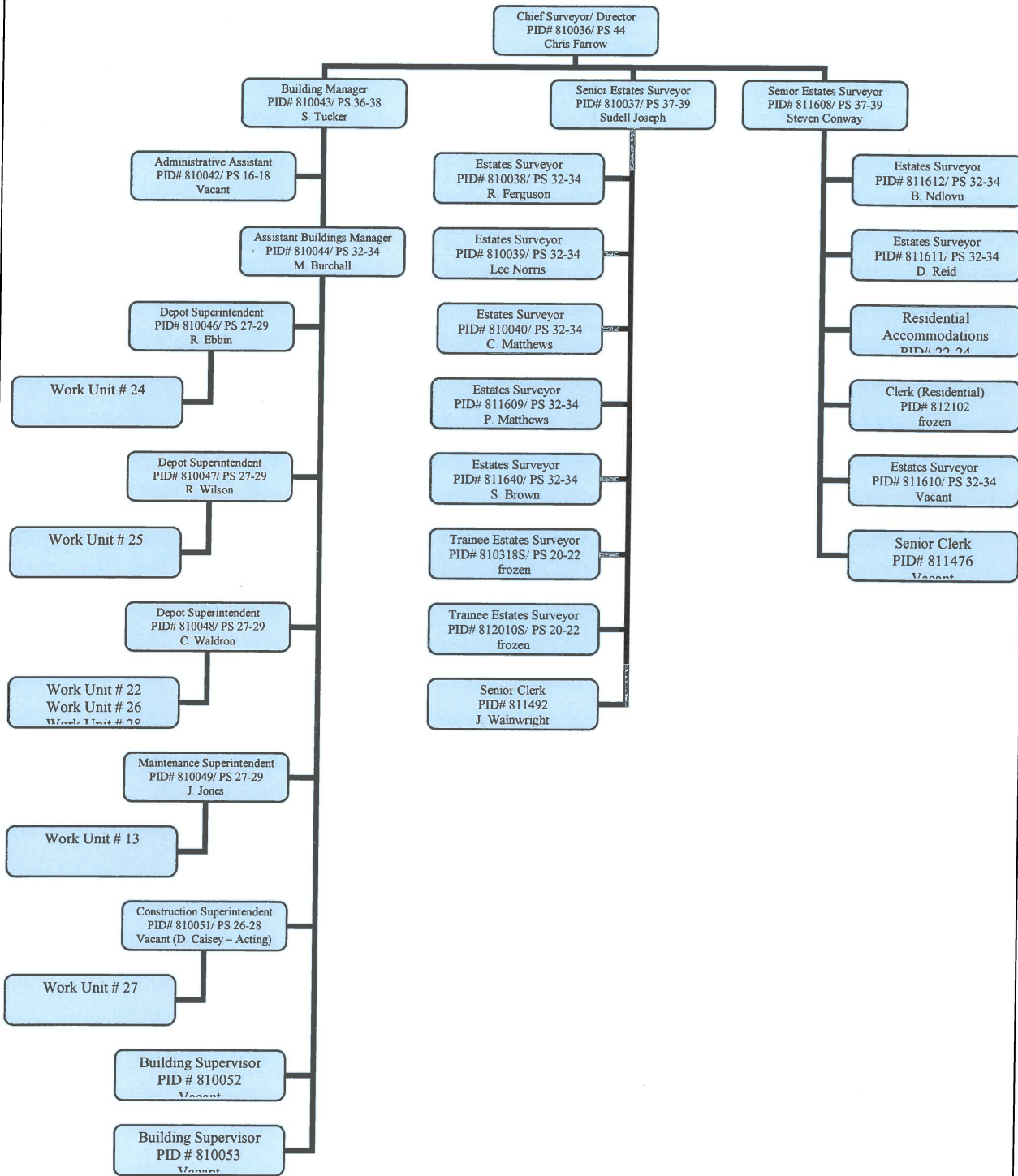
- a) a description of the structure and organization of the authority and the legislation governing the authority;
- b) a description of the functions, powers and duties of the authority, including its obligations under this Act;
- c) a summary of the services that the authority provides, including ongoing programs of the authority;
- d) a description of all classes of records that are held by the authority, in sufficient detail to facilitate the exercise of the right of access under this Act;
- e) a description of all manuals used by employees of the authority in administering or carrying out the programs and activities of the authority;
- f) a description of the policies, rules and guidelines used by the authority to make decisions or recommendations in respect to any person;

- g) the name and contact information of the person designated by the authority under section 62 as the person to whom requests under this Act may be directed;
- h) any other information that the head of the authority considers relevant for the purpose of facilitating access by the public to information held by the authority; and
- i) any other information that may be prescribed as outlined in the Public Access to Information Act 2010.

Information that CAN be accessed through the PATI Act is as follows:-

- a) Government Owned Property description and use
- b) Status of Occupancy of Government Owned Properties
- c) Name of Current Occupier/ Tenant/ Lessee of Government Owned Properties
- d) Status of the Occupancy; limited to length of lease terms where applicable
- e) Location of all properties that Government leases
- f) The Annual rent Government budgets for same
- g) Length of Lease terms of same properties
- h) An account of all current tenders for projects and properties
- i) An account of all applicants and application information for current tenders
- j) A notice of the successful application
- k) The Information of applications in an OPEN Tendering Process
- l) The criteria of selection in the Tendering Process

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



Legislation

Base Lands Development Act 1996
Base Lands Development Amendment Act 2006.
Base Lands Development Act 2010
Bermuda Constitution Order 1968
Bermuda Housing Act 1980
Bermuda National Parks Act 1986
Bermuda National Parks Amendment Act 2009
Companies Act 1981
Condominium Act 1986
Golf Courses (consolidation) Act 1998
Health & Safety at Work Amendment Act 2004
Land Reclamation Act 1951
Land Reclamation Act 1964
Landlord & Tenant Act 1974
Ministers (Change of responsibilities and Style) Order 2011
Municipalities Reform Act 2010
Occupational Safety and Health Act 1982
Occupational Safety and Health Regulations 2009
Occupational Safety and Health Ticketing regulations 2012
Public Access to Information Act 2010
Public Lands Act 1984
Survey of Bermuda (Parish Boundaries) Act 1899
Survey of Bermuda (Parish Boundaries) Act 1900
Survey of Bermuda Act 1962
Railway Purchase Act 1946
Rent Increases (Domestic Premises) Control 1978
Development and Planning Act 1974
Park Hyatt (St. George's) Resort 2008
Sale of Reclaimed Lands 1951
Works and Engineering Act 1984

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

Ensure the optimization of the Government's lands and buildings to support the key business goals and objectives of the Bermuda Government.

Estates Section

The Estates Section is responsible for the day-to-day estate management of Government land and buildings and ensuring that all Government owned land is managed, traded and utilized in an efficient and effective manner in order for it to be of benefit to both current and future generations Bermuda to come.

Buildings Section

The Buildings Section is mandated under the Works and Engineering Act., 1984, to maintain Government's building estate in addition this section also manages small minor works and capital projects for the government.

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]

Estates Section

The Estates Section is mandated to service all Government's operational property requirements, and the effective management of the Government Estate extending to several hundred buildings, over 1500 acres of land and the Crown foreshore and territorial waters.

In addition, the Section is responsible for implementing several statutory functions pursuant to the Acquisition of Lands Act 1970, the Sale of Reclaimed Lands Act 1951, and the Works & Engineering Act 1984. This package will permit the Section to undertake core estate management duties, and will permit the discharge of statutory functions with some revenue generation. Rent reviews, lease renewals, accommodation requirements, and foreshore encroachments can start to be proactively completed.

The Section is manages the Government's Insurance cover based on a premium payment of current value. The total number of buildings insured is 1125 for \$2.32 Billion property value.

It is the responsibility of the Estates Section to liaise with and advise the Building Section on the maintenance requests and the Lands Survey Section within the Ministry of Environment, Planning, Infrastructure and Strategy on the boundary, topographic, and hydrographic surveys, and address assignment of the Government's properties.

Buildings Section

The Buildings Section is responsible for managing the delivery of all services related to daily maintenance, responses to client department calls, planning the maintenance to buildings based on identified life cycle projections as well as the compliance with the Safety and Health Act and customer's identified needs.

The Section works closely with the Ministry of Education to develop a planned maintenance programme by identifying and prioritizing works based on Safety and Health, infrastructure and school operations.

The total budget allocated to the Department of Public Lands and Buildings is Twenty Million, Five Hundred and Twenty Two Thousand Dollars (\$20,522,000) for fiscal year 2015/16.

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

All property lease and license records
Records of Government Properties (PIMS)
Records of Government Insurance Premium
Construction Projects
Tendering policy and submittals

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

Administrative Manuals and Narratives

Building Section Narrative and Flow Chart
Estates Section Narrative and Flow Chart
Foreshore Encroachment Narrative and Flow Chart

Procedural Flowcharts

Acquisitions
Agricultural Lettings
Alien Registry
Complaints Procedures
Condo Registration
Debts and Income Management
Empty Property
Encroachment
Foreshore Encroachment
Key Holding
Lease Renewal
New Lease Registration
Non-Residential Leases
Option Appraisal
Payment of Invoice
Portfolio Management
Purchasing Protocol
Rent Review
Tenders

Section F: Decision-making documents [s5(1)f]**Internal Policies and Procedures**

Financial Instructions
Government Office Space Standards
PFA 2002 – Procurement of Contract Services
PFA 2000 – Purchasing of Goods and Materials

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

Chris Farrow
Chief Surveyor
Government Administration Building
30 Parliament Street,
Hamilton, HM 12
Email: cfarrow@gov.bm
Tel: 295-5151 x 1766

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: December 3, 2012

Locations of Information Statement:

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

Your principal office: (3rd Floor Government Administration Building) **Y/N**

The Bermuda National Library; **Y/N**

The Bermuda Archives; **Y/N**


Available electronically, **Y/N**

Website for public authority ([insert site](#)). **Y/N**

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? **Y/N**

With the Information Commissioner. **Y/N**

Sign and Date:

 25/3/2015