



BERMUDA GOVERNMENT

MINISTRY OF HOUSING AND MUNICIPALITIES HEADQUARTERS

Public Access to Information Information Statement

Name of Public Authority: Ministry of Housing and Municipalities Headquarters

Introduction:

The Ministry of Housing and Municipalities Headquarters has a legal duty under the Public Access to Information Act 2010, to maintain and update annually an Information Statement. This will facilitate easy access to information by the public and increase the accountability and transparency of the Ministry Headquarters, which will endeavor to proactively publish as much information as possible.

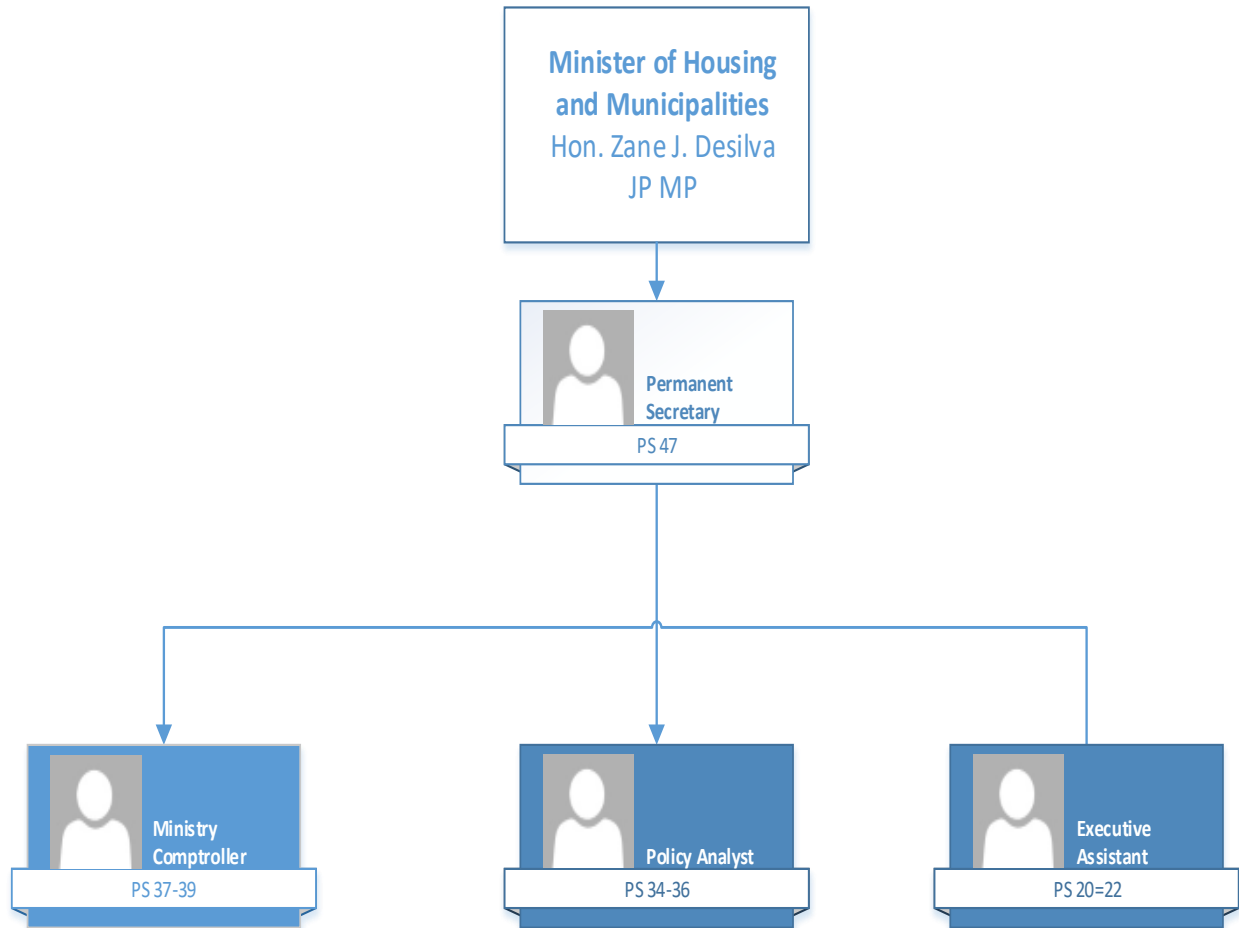
The purpose of this Information Statement is to outline the information held by the Ministry of Housing and Municipalities Headquarters, which will be readily available to the public under the Public Access to Information Act 2010.

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

The Ministry of Housing and Municipalities Headquarters is responsible for delivering Bermuda's housing and urban development agenda. The Ministry HQ provides leadership and coordination for its affiliated bodies:

- Bermuda Housing Corporation (BHC)
- Bermuda Housing Trust (BHT)
- Bermuda Land Management Corporation (BLMC)
- Corporation of Hamilton
- Corporation of St. George's
- Morgan's Point Development Company

The organizational chart for the Ministry of Headquarters is as follows:



The principal legislation that relates to the mandate of the Ministry Headquarters is as follows:

1. Municipalities Act 1923
2. Bermuda Housing Act 1980
3. Bermuda Land Management Corporation Act 1982
4. Morgan's Point Development Company Act 1980
5. Bermuda Housing Trust Act 1965

Section B: I) Functions, Powers and Duties of the Authority [s5(1)b]

- The Ministry Headquarters serves as the lead agency for legislative and policy development regarding housing, municipal affairs, and land management.
- The Ministry Headquarters provides policy advice to the Minister of Housing and Municipalities on a range of policy matters for housing and urban development. Policy decisions are made at the ministerial level, with appropriate input and consultation from the affiliated bodies. Consultation with other government stakeholders and with external stakeholders is sought as appropriate.
- The Ministry Headquarters provides logistical, financial, policy and administrative support to Ministry Headquarters and its constituent entities.
- The Ministry Headquarters has direct responsibility for supporting the Minister in seeking Cabinet approval for legislative initiatives and for providing support to the Minister as these legislative initiatives move through the Legislature.
- The Ministry Headquarters is also responsible for coordinating the preparation and tabling in the Legislature of any statutorily required reports and other documents.
- The Ministry Headquarters is responsible for ensuring that appointments are made to the various Boards and Committees under the Ministry's remit.

Mission

Enhancing Bermuda's quality of life through affordable and sustainable housing, vibrant communities, responsible land stewardship, and innovative urban development.

The Boards and Committees under the Ministry of Housing and Municipalities Headquarters remit are as follows:

BERMUDA HOUSING CORPORATION BOARD

Bermuda Housing Act, 1980

BERMUDA LAND MANAGEMENT CORPORATION BOARD,

Bermuda Land Management Corporation Act, 1982

BERMUDA HOUSING TRUST BOARD OF TRUSTEES

Bermuda Housing Trust Act, 1965

Please see the Government website for the list of current members at <https://www.gov.bm/government-boards-and-committees>

Section B: 2) Obligations under Public Access to Information 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 Ministry Headquarters coordinates and provides a role in the delivery of policy and strategy. Records of policies and strategies are held by Headquarters.

Section D: Records and Documents Held [s5(1)d]

Records held by the Ministry of Housing and Municipalities Headquarters are as follows:

Ministry Headquarters - General Administration Records

Hard Copy Files

- Accommodation
- Contracts
- Conventions and Conferences
- General
- Grants
- Legislation
- Minutes and Meetings
- Miscellaneous
- Organizations and Services
- Policy
- Public Officers
- Safety
- Staff

- Unions

Electronic Files

- Accountant General
- Attorney General
- Boards
- Cabinet
- Conferences
- Committees
- Department of Communication & Information
- Finance
- Forms
- Gazette
- Grants
- Human Resources
- Legislation
- Minister
- Ministry
- Parliament
- Works and Engineering

Ministry Headquarters - Accounts Records

Hard Copy Files

- Payment Batches
- Payroll Documentation
- Query Memorandums
- Journals
 - Budget Virements
 - General Journals
 - Interdepartmental Journals
- Year End Submission Documentation
- A/R Receipts
- Vendor Forms
- Form Templates
- Personnel Files
- E1 user application forms
- Budget Books

Electronic Files

- Payment Batches
- All Payroll documentation
- Query Memorandums
- Journals
 - Budget Virements
 - General Journals
 - Interdepartmental Journals
- Year End Submission Documentation
- General Correspondence from quarterly meetings etc.
- Special Project documentation
- Workflows
- Form Templates

Documents

- Ministerial statements
- Press releases
- Press statements
- Other official communications made by the Minister of Housing and Municipalities
- Budget briefs
- Legislative briefs
- Departmental budget allocations
- Financial transactions
- Grant allocations
- Payroll allocations
- Financial matters related to the services provided by the Ministry as a whole

Information that may be withheld

- Any information that contains personal information

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

Administrative manuals/guidelines used by the Ministry of Housing and Municipalities Headquarters include the following:

- Financial Instructions
- Annual Approved Estimates of Revenue and Expenditure
- Speeches from the Throne
- Ministry Business Plans
- Election Guidance Notes
- Travel and Subsistence Policy 2011
- Orders for GP cars and use of private vehicles

<ul style="list-style-type: none"> ▪ Code of Practice for Project Management and Procurement ▪ Ministerial Code of Conduct, 2017 ▪ Conditions of Employment and Code of Conduct ▪ Making Public Policy Happen in Bermuda, June 2017 ▪ Collective Bargaining Agreement – BPSU ▪ Collective Bargaining Agreement - BIU
Section F: Decision-making documents [s5(1)f]
<ul style="list-style-type: none"> ▪ Decision Making Template
Section G: The Information Officer [s5(1)g]
<p>The Information Officer for the Ministry Headquarters is Jane Brett who is located in the Government Administration Building, 3rd Floor, 30 Parliament Street, Hamilton, HM 12.</p> <p>Ms. Brett’s contact information is: Telephone: (441) 444-1909 Email: jbrett@gov.bm</p>
Section H: Any Other Information [s5(1)h]
<p>The Ministry of Housing and Municipalities is open: -</p> <p>Monday to Friday between 8:30 am to 5:00 pm and closed on weekends and public holidays.</p> <p>Ministry of Housing and Municipalities Headquarters Web Pages: - https://www.gov.bm/ministry/housing-and-municipalities</p>
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)]

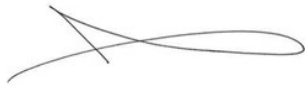
Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:
Date Information Statement was provided: 9th May 2025.

Locations of Information Statement

Copies of this Information Statement are available at the following locations:

- The Ministry Headquarters: Government Administration Building
3rd Floor, 30 Parliament Street, Hamilton, HM 12 Y/N
- The Bermuda National Library Y/N
- The Bermuda Archives Y/N
- Available electronically Y/N
- Ministry of Housing and Municipalities website: Y/N
<https://www.gov.bm/ministry/housing-and-municipalities>
- 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:



Andrew Pettit 9th May 2025