Ministry for Resources and Infrastructure

Works Division
Office of the Director General

LEGAL OFFICE

The Ministry for Resources and Infrastructure and the Works Division comprising the various Departments within it, constantly consult the Legal Office as well as request the assistance of the Legal Office with respect to the drafting of contracts and in judicial proceedings before the Law Courts in order to safeguard their interests.

This led to the filing of approximately 150 judicial acts in Court during the year 2005, on behalf of various departments within the Ministry for Resources and Infrastructure. As a direct result of such legal action, the Works Division recouped at least the sum of Lm99,700 during 2005.

The Legal Office assisted the various departments within the Ministry, as well as the Ministry itself, in approximately 45 cases before the Law Courts and the Small Claims Tribunals, apart from providing assistance in arbitration proceedings before the Malta Arbitration Centre.

WORKS PLANNING AND MANAGEMENT UNIT

During 2005, the main task carried out by this unit was the preparation and updating of programmes of works for various projects undertaken by the Works Division. This unit in collaboration with the Manufacturing and Services Department was also involved in the setting up of a Vehicle, Plant and Equipment Inventory Database.

Programme of Works carried out during 2005

Storm Water Projects

Marsa
Burmarrad
Airport – Valletta Route Embellishment

Other Capital Projects

Camping site at Golden Bay (Scouts)
Ħal-Safi Refugee Centre
Xgħajra Promenade Embellishment
St Mary Street, Żurrieq
Paving and Lighting Works near MCC Valletta
AFM Dormitories, Ħal Safi
Mqabba Garden Embellishment
Minor Local Councils projects

Programme of Works for Projects Commencing in early 2006

Wied Babu Żurrieq – Embellishment
Lija Parish Church square - Refurbishment
B'Bugia Parish Square – Refurbishment
Xgħira ta' Bormla - Upgrading
Xemxija Promenade – Upgrading
Misraħ San Leonardu, Kirkop – Upgrading
Aquaduct St Venera – Paving and Lighting
Hastings Garden - Upgrading

CONTRACTS AND PROCUREMENT SECTION

In 2005 this Section processed about 278 contracts for works, supplies and services, worth over Lm1,260,000. These contracts were divided as follows:

		Lm
Contracts Department, Contracts	10	286,494
Departmental Contracts	98	720,866
Quotations	21	19,530
Hand Quotations	128	142,016
Direct Orders	20	95,220
Sale of obsolete items	1	35

In all, 124 quotation documents and 434 tender documents were sold from the Cash Office of the Works Division. The revenue collected through the sale of these documents amounted to Lm2,670.

In addition to the above, the Section was daily engaged in the processing of a voluminous number of requisitions for the procurement of building materials and other stores through the nominated period contractors. In fact, the Stationery Office attached to this Section processed 1,373 Supply Order Period Contracts (SOPC's) worth around Lm90,766 and also attended to numerous requests for repair and maintenance works on government owned office equipment installed in all the Division's departments and sections.

The Mrieħel Central Stores processed 945 requests for various materials obtained by period contracts and amounting to over Lm479,180 and another 1,154 requests amounting to nearly Lm346,190 for direct purchasing.

This section also handled the disposal of unserviceable items from the Manufacturing and Services Department by means of tendering procedures. Various Boards of Survey were appointed by this Section to recommend on the disposal or otherwise of unserviceable/obsolete items

This Section continued to update the inventory of the departments/sections falling under the responsibility of the Director General, the Permanent Secretary as well as the other Ministry's offices. The inventory of other departments/sections falling under the Ministry has been collected to form one complete list.

This Section, as expected, was actively involved in the issuing, adjudication and awarding of contracts in connection with all the projects that were carried out by the Works Division. Some projects worth mentioning are Sukkursu Channel at Salina, Burmarrad Storm Water Project, Marsa Water Course, Safi Refugees Centre, Għajn Tuffieħa Camping and Caravan site, Wignacourt Acquaducts, Xgħajra Promenade, Embellishment of Garden at Żurrieq, Mdina Gate, Hastings Garden Valletta and St Anne's Gate Project, Senglea.

Other tenders were issued for works/services on behalf of other government departments such as the Office of the Prime Minister and the National Library.

In 2005, this Section moved to Block 'A' instead of its previous premises. The Stationery Stores have taken over the premises formerly housing the Contracts and Procurement Section while the old Stationery Stores premises were demolished.

The "One-Stop-Shop" system which was introduced by this Section in the previous year was a complete success and prospective bidders have all praised the initiative.

In view of the fact that most works/projects are being carried out through direct labour, this Section issued fewer tenders during the year, while the number of hand quotations soared.

A CCTV system was also installed at Mrieħel Stores in order to enhance surveillance in the area.

DOOR NUMBERING UNIT

Door numbering exercises were completed in the following localities during 2005:

Locality	Government Gazette	Number of Streets
Floriana	17,787	13
Rabat	17,783 / 17,802	77
Mtarfa	17,811	21
Xgħajra	17,755	23
Mġarr/Żebbiegħ	17,764 / 17,769	46
Mrieħel Ind. Zone		23
Qormi Ind. Zone		11
Mosta Ind. Zone		22
Total		**236**

The Unit carries out its work with full co-operation of the Electoral Office, the Commissioner of Police, the Water Services Corporation, Maltapost plc and the local councils.

Exercises awaiting publication in the Government Gazette include the following:

Locality	Number of Streets	Locality	Number of Streets
Rabat Prt. 3	36	Swieqi	22
Sliema	45	Balzan	20
Senglea	12	Iklin	20
Birgu	10	Lija	23
St Paul's Bay	85	Birzebbuġa	24
Għaxaq	20	Marsascala	25
Total 342			

ARCHITECTURAL CONSULTANCY SERVICES UNIT

Refurbishment works at the Auberge de Castille

- *Reception area*: Procedures and entrance routes for visitors and staff, including better access for persons with disability, were identified and a number of these measures were implemented.
- *Installation of Glass Doors:* A sample of these glass doors was installed.
- *Installation of a Service Lift:* The work consists in the installation of a service lift in one of the internal yards to be utilised by service personnel. The necessary MEPA permit was issued and the installation of the lift and platforms for each level was taken in hand.
- *Restoration and installation of a lighting system for the façade:* Reports, method statements, proposals and estimates for the complete restoration of the façade, as well as the installation of a lighting system for the same façade, were prepared.
- *Fire Escape Routes:* A report relating to the escape routes in case of an emergency was prepared.
- *General lighting for the 4th floor:* An external general lighting system at 4th floor level, necessary for staff and security reasons, was installed.
- *Refurbishment works in the 2nd floor Administration Waiting Room and Corridor:* This work consisted in the re-routing of electrical and ELV cables, plastering, plasterboard and decoration works, and re-paving of the reception area.
- *EU Secretariat offices:* The reception area, meeting room and main foyer to the EU Secretariat offices were refurbished.
- *Refurbishment works in the Registry offices:* The work consisted in the complete refurbishment of the registry area to better accommodate the employees and provide for more efficient file storage. The project was divided into three phases to enable the section to continue to function while works were in progress. The first two phases were completed.

Works at Villa Francia, Lija

- The project consists in the restoration of this Villa so that it could be utilised by government. A report identifying plausible uses for this Villa, and the relative estimates for the restoration work, were prepared.

Works at 13 St Paul's Street and 14-16 Melita Street Valletta

- The works consist in the refurbishment of these premises so that they could be utilised by Government. The designs, tender documents and estimates were prepared and an application was filed at MEPA.

Refurbishment Works in the Prime Minister's Offices at the Palace, Valletta

- Refurbishment works on these offices were completed.

Sports Complex, Ta' Xħajma, Gozo

- This Project consists in the upgrading of the existing 'Horse Race-track facility' as well as the introduction of other facilities to further develop this largely underutilised site, in line with the MEPA Gozo/Comino Local Pan.

  During 2005 the Master Plan for the area was completed. The first phase of the project, including the construction of an Athletics Track and Ancillary Facilities, was designed, detailed and the respective tender documents, bills of quantities and drawings were prepared. The relative application was also filed at MEPA.

MARINE AND STORM WATER UNIT

The following works were carried out by the Marine and Storm Water Unit:

Marine Works

- *Hay Wharf*: Works continued on phase B and C. The progress registered up to end of December 2005 was 66% of the quay covered in this phase, including 1,400m of piling and 1,800m^2 of decking.

Storm Water Civil Works

These works were aimed at improving the storm water network in the downstream areas of Marsa and Burmarrad.

- *Marsa Catchment Area*: The first phase of this project consisted in the widening of the existing watercourse by 4m for a length of 1,600m, and the demolition of existing bridges and the construction of new bridges to cover the new 12m width of channel. During 2005, work on the new bridge leading to the Marsa Sports Club and the adjoining roads, which had been commenced in 2004, were completed. Work on the construction of a bridge leading to the Marsa Sports Complex was taken in hand and completed up to buttresses level. A bridge leading to the Marsa Golf Course was completed. Another section of the channel floor was concreted to facilitate the flow of water.

  The second phase consisted in the widening of the existing watercourse along Trunk Road and the formation of a new channel leading to Jetties Wharf. During 2005, the concrete elements which will form the embankment of the new channel were precast. Part of the excavation was carried out and 40% of the embankment was constructed.

- *Burmarrad Catchment Area:* (i) Burmarrad Watercourse - This project consists in the formation of a watercourse between Għajn Riħana and Salini, linking Wied il-Għasri and Bidnija Valley to the sea at Salina Bay. A precasting yard has been set up and 33% of the concrete elements, which will form the lower part of the embankment, were precast. Ground investigation to establish the physical characteristics of the soil along the proposed watercourse was taken in hand. (ii) Sukkursu - The dredging of the Menqa

and fairway in Salina Bay, and the dredging of the Salina channel were completed. The next phase of these works includes connecting the two arms of Sukkursu channel with a precast channel and linking same to the restored watercourse at Burmarrad.

RAY FARRUGIA
Director General (Works Division)

Works Division
Building and Engineering Department

DESIGN AND PROJECT MANAGEMENT

Incorporating projects executed during 2005 and projects which commenced during 2005 and are still under construction:

Architectural and Structural Projects

- Structural works related to Marsa watercourse
- Bridge at Sports Club entrance
- Bridge at Athletics Track entrance
- Road works retaining walls and watercourse
- *Consolidation works on Pinto Wharf Bastions*: Consolidation works were carried out in order to reduce danger to the public that uses the road behind Valletta Water Front. Also included were necessary cleaning works, de-scaling, rock bolting and a wall mounted fence to protect against any falling spalls.
- *Repair works on Valletta City Gate:* These works consisted of the fixing of a soffit ceiling in the central part only. MSD provided the materials and fixing.
- *Ex-Price Club Swatar:* A structural report on the site was carried out and recommendations were given in order that the place be consolidated for change of use as required by clients.
- *Detention centres for illegal immigrants:* This project includes the construction of detention centres inside Ħal Safi Barracks and improvement works in the Lyster Barracks Centre, Ħal Far. Inside the Ħal Safi complex the project consists of three separate centres. The project offers a temporary residence for around 750 persons. Inside Lyster Barracks a perimeter fence is being constructed around the detention centre.
- *Refugee Centre Ħal Safi:* Works included structural design and supervision of all structural works.

Landscaping Projects

- *Valletta/Luqa Arterial Road, Marsa - Aldo Moro:* Works were commenced in July 2005 and completed in October 2005. The works consisted of embellishment of pavements from Triq Nazzjonali/Portes des Bombes to E Tonna Square, Floriana; repair of broken pavements and replacement with new paving; replacement of Central Strip at St Anne Street, Floriana; railings and kerbs were replaced with a new decorative kerb. Pavement in front of Dun Karm monument was re-asphalted; pavement around War Memorial Monument, Floriana was replaced; consolidation works on retaining wall in Blata-l-Bajda near Yellow Pages premises where a new wall was built abutting existing wall by government employees.
- *Xgħajra Promenade First Phase:* Start of Works: October 2004; End date: July 2005.
- *Public Garden – "Ġnien Tal-Bennejja" – Żurrieq:* Works were completed in June 2005.
- *Works in Mdina:* re-construction, re-levelling and re-alignment of manholes, placing of pipe work, construction of culverts, paving in hardstone. Works are expected to be completed early 2006.
- *Demolition of Jumbo Lido Qui-Si-Sana:* A demolition method statement was prepared and a MEPA permit issued. Works were carried out by government employees in a maximum period of three weeks.
- *Għajn Tuffieħa Camping Site:* Project is practically completed. It includes toilets, shower facilities, an open air theatre and a small football pitch.

- *Embellishment works in Hastings Garden Valletta:* Works include paving of passages with granite and franka slabs and granite kerbs; restoration works around the monument area; re-construction of *gardjola*; new timber benches; new lighting system for the whole garden; new stone fountain. Works started in January 2005 and shall be completed in September 2006.

Rehabilitation of Valleys

- *Attard Wied Irmiedi*: Embellishment/Water Course. Works started in September 2005 and completed in October 2005.
- *Attard Wied ta' Campra – Water Course:* Works started during September 2005 and completed in October 2005.
- *Siġġiewi Wied Hesri:* Works started during September 2005 and completed in October 2005.
- *Rabat, Wied ta' l-Isqof:* Works started during August 2005 and completed in October 2005.
- *Wied Qannotta, Wardija:* Works started during May 2005 and completed in June 2005.
- *Tas-Silġ M'Xlokk:* Works started during September 2005 and completed in September 2005.

Valletta Rehabilitation Project

- Restoration of Italian Chapel at St John's Co-Cathedral
- Restoration of 16th Century Organ at St John's Co-Cathedral
- Restoration of Perez D'Aleccio (Phase IV) at the Magisterial Palace
- Restoration of façade at Our Lady of Victory Church (cont.)
- Restoration of ceiling paintings at Our Lady of Victory Church (cont.)
- Restoration works at Sarria Church
- Waterproofing St Elmo Stores, Valletta
- Mall Floriana lighting system
- Maintenance of Siege Bell Memorial
- Maintenance Floodlighting system
- Upgrading Valletta/Floriana Floodlighting system.

Cottonera Rehabilitation Project

- Restoration St Anne's Gate Senglea
- St Helen's Gate Bormla
- Restoration of Tas-Salvatur Chapel Kalkara
- St Angelo Floodlighting

Mdina

- Mdina Paving Project (Archaelogical Monitoring)
- Mdina Bastion Lighting
- Restoration of St Paul's Column

Electrical and Mechanical Projects

- *Ġnien Tal-Bennejja, Żurrieq:* Decorative lights
- *Funtana ta' l-Iljun:* Decorative lights
- *St James Chapel Żurrieq:* Decorative lights
- Scouts Complex, Għajn Tuffieħa

- Xghajra Promenade Phase I
- Customer Care (Project House Reception Area)
- Air conditioning and ventilation system inside women's wards nos. 5 and 6. Funds from the Dept for the Care of the Elderly
- *Portes des Bombes:* CCTV
- *Waste Division – Kordin:* Air conditioning works
- *Auberge de' Castille:* Beginning of 2005. Air conditioning system
- *Corrective Facility – Kordin:* Ventilation system in prison cells in the old prison section

DESIGN

Incorporating projects which were designed in 2005.

Architectural and Structural Projects

- *MITTS-Kalkara:* An application was submitted to MEPA for alterations and additions to a factory in Kalkara. All necessary tenders were completed. Works on site are to start in early January 2006.
- Design of a new bridge at Jetties Wharf Marsa as part of the stormwater project
- *Clock Tower in Vittoriosa Square:* An application was submitted to MEPA for the re-construction of a Clock Tower in Vittoriosa Square. Works include paving of square.
- *Construction of regatta and waterpolo club premises in B'Bugia:* Works are to start after the necessary MEPA permits are issued.
- *Government Petrol Station (Manufacturing & Services Dept., Kordin):* A tender for the provision of machinery tanks and necessary gear was finalised.
- *Design of small bridge – Wied il-Kbir, Ħal Qormi*: Works include design for the construction of a bridge in order to give access to this valley.
- *Works in ITS Complex*: Inside this complex it is projected to do various works including the improvement of accessibility for all in all areas of the complex, the construction of offices and a larger car park. The designs have been completed and BED is awaiting MEPA permits.
- *Offices in General Police Headquarters Floriana*: Extension of offices inside one of the barrel vaults near the "Lock Up" inside the General Police Headquarters Floriana. The necessary designs have been executed and the application sent to MEPA
- *Haywharf AFM:* Construction of new Headquarters for Maritime Base Squadron
- *Lascaris Commerce Division:* Rehabilitation of existing premises by the closure of open corridors with glazing and the demolition of existing second floor and replacement by a new construction
- *Ministry for Competitiveness and Communications:* Ta' Qali Crafts' Village – proposals for a new crafts village.

Landscaping Projects

- *San Leonardu Square, Kirkop:* Design proposals for the upgrading of the Parish Square completed. Works on site to commence January 2006. Installation of decorative lighting (up-lighters type) for church façade.
- *Embellishment of Church Square B'Bugia:* Design proposals completed. Works on site to commence in January 2006.
- *Walkway from Wied Babu to Ħaġar Qim:* This consists of a walkway and boundary wall between Wied Babu and Ħaġar Qim and the embellishment of the existing Belleveder over Wied iż-Żurrieq. The aim is to embellish the place and provide security for pedestrians.
- *Ħal Far Recreational Area*: a place for recreation with facilities for horse racing, picnics and car-parking

- *Bormla Recreational Area*: Casual recreation project, which includes walkways, squares, a fountain and decorative lighting.
- *Embellishment and Paving in Transfiguration Square, Lija:* Design proposals completed. Works on site to commence in January 2006.
- *Embellishment and re-paving of Għadira Promenade:* The project consists of the replacement of existing paving and kerbs and a general embellishment of the place including facilities for better access.
- *Mdina Paving Project*: Continuation and completion of works
- *Construction of Panoramic Promenade – Wied Babu:* The work consists of the widening of existing pavement, the construction of a retaining wall "tas-sejjieħ", the construction of a stone parapet and railing in steel and timber, lighting and other works. Works started in January 2006 and will be completed end of September 2006.
- Embellishment works at St Peter's and St Paul's Counterguard, Valletta
- Xgħajra Promenade second phase
- M'Xlokk Promenade (Xatt is-Sajjieda)
- Embellishment works along the Promenade in M'Xlokk
- Paving of yard in Palazzo de la Salle
- Project for a garden in San Ġwann t'Għuxa, Cospicua
- Construction of a car park for Armed Forces of Malta inside Luqa Barracks.
- *Manikata Garden*: This is an embellishment project in an area contingent with Manikata Church. Project was being carried out in collaboration with Mellieħa Local Council.

Electrical and Mechanical Projects

- *Mdina:* Floor lights in order to illuminate façade
- *Senglea Gate:* Decorative lights
- *Ġnien Tal-Mall Floriana:* Decorative lights
- *Hastings:* Decorative lights
- *Fort St Angelo:* Maintenance
- *National Statistics Office*: a number of air conditioners to be installed inside offices earmarked for census operations.
- Annunciation Niche and statue of St Joseph – (Feature lighting)
- CCTV system at "Posta ta' Franza" Vittoriosa
- *Palazz San Anton:* New electric distribution system.
- Auberge de Baviere
- *Lift, Police General Headquarters, Floriana:* An application was submitted and all necessary permits issued for the construction of a passenger lift.

EMANUEL BUTTIGIEG
Director (Building and Engineering)

Works Division
Building Construction Industry Department

INTRODUCTION

In line with the Department's policy and mission statement that it has to monitor the building construction industry and develop and manage strategies to further develop and safeguard this important sector of the economy and employment together with looking after the interests of the general public especially in matters related to health, safety, durability, energy conservation and value for money obtained through works by the Building Industry, the Building Construction Industry Department continued as in the past, to pursue initiatives to meet the objectives set for the particular calendar year.

Apart from the above, BCID had other responsibilities within the realm of the Ministry for Resources and Infrastructure and the Works Division itself which centred on: Quality Assurance and Control, Health and Safety, the provision of advice to the Ministry's EU Affairs Directorate on matters relating to the Building Industry, and work on the preparation of projects in connection with structural funds from the EU.

DEVELOPMENT OF NEW LEGISLATION

As in the previous years, the Department maintained its focus on the development of new building regulations throughout 2005 with the following initiatives:

- The drafting and publication of a document on *Minimum Requirements for the Energy Performance Of Buildings in Malta*. This was launched in October for public consultation during a conference that was organised in conjunction with the Building Industry Consultative Council. This conference was very well attended by architects and engineers, and was conductive to a good debate which augurs well for continuous development on these requirements.
- The setting up and participation in a working group to formulate a national methodology for measuring the energy performance of buildings in order to comply with requirements of Directive 2002/91/EC. This working group met on seven occasions during 2005 to discuss and agree on the proposals that were made by individual members on specific topics. A draft proposal for a methodology that will be used in connection with residential buildings was drawn up and will be launched for public consultation next year.
- Participation in the Energy Demand Management Committee of the EC which met three times in Brussels, and later in the year, the participation in the Concerted Action Group which met in Cyprus.
- Participation in technical committees of the Malta Standards Authority dealing with Eurocodes on structures and codes of practice on ventilation of premises and occupational health and safety.
- Participation in a technical committee of the Building Industry Consultative Council with regard to the re-drafting of regulations dealing with excavation works.
- Participation in work done by the Ministry's EU Affairs Directorate on matters dealing with *Free Movement of Services*, *Mutual Recognition of Qualifications*, and *Education & Training in the Field of Architecture*.
- Participated in work on amending the Engineering Professions Act.

The building regulations Unit also did a number of fire safety design checks on a number of projects amongst which, the proposed new offices for MITTS in Kalkara, the Auberge de Castille, the Auberge d'Italie, and a number of buildings in use by the Ministry and the Works Division in Floriana.

MARKET SURVEILLANCE ON CE MARKING OF CONSTRUCTION PRODUCTS & QUALITY ASSURANCE

CE Marking of Lift Installations

The Unit responsible for market surveillance of lift installations screened some 5,000 permit applications and 4,500 DNO's of MEPA and those that were confirmed of having a lift installation, were entered into the database of the installations undertaken since 30 June 2002. The Unit also made 500 site inspections and held a number of meetings with individual installers and the Association of Lift Installers. 23 lifts were found to be in violation of the *lifts regulations* and after the installers were intimated that action against them would be taken, 14 were regularised and the remaining six were sealed off until they were made compliant.

CE Marking of other Construction Products

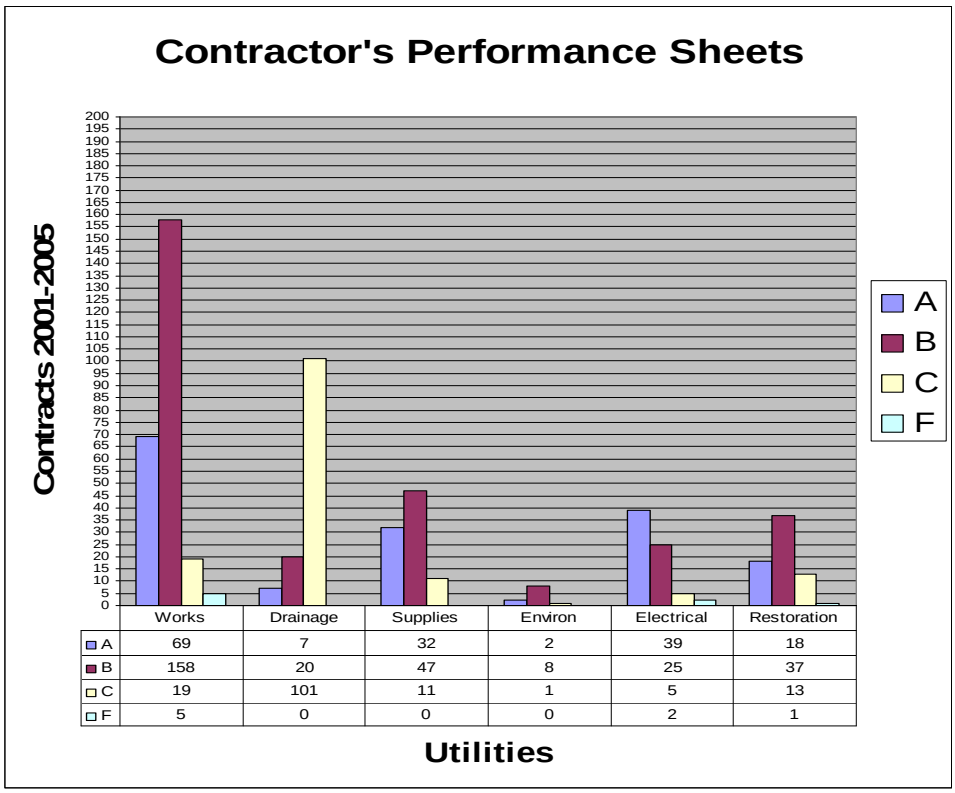
The Department is participating in a technical committee set up by BICC and the MSA that is evaluating the preparedness of Maltese enterprises for the introduction of CE marking of construction products such as aggregates, certain doors and windows, concrete blockwork, thermal insulation materials and certain precast concrete elements. It resulted that none of the Maltese companies are yet in a position to do the CE marking of their products and many of them are finding it difficult to set up the necessary management and quality assurance regimes that are required. The fact that up to now in Malta there are no accredited laboratories for material testing and that there are no accredited local notified bodies is further compounding the issue for local companies. In November, representatives of the department participated in a workshop held in London that dealt with the UK's experience in the implementation of the Construction Products Directive. The workshop included visits to the offices and testing facilities of the British Research Establishment and the British Board of Agrément.

Quality Assurance on Works Division Projects

The Quality Assurance Unit continued with its work of gathering samples and co-ordinating the testing of materials that are used on projects carried out by the Works Division. This year's work mainly focused on the stormwater project being done between Qormi and Marsa, the precasting of concrete elements that will be used for the Burmarrad-Salini project and on various embellishment projects undertaken throughout Malta. Around 700 samples were gathered and tested at the Malta National Laboratory. The Unit also provided the services of a number of its technical staff to help in the running of the laboratory of the faculty of Architecture & Civil Engineering Department at the University Of Malta in exchange for the provision of testing facilities.

Database of Contractors' Performance

The Quality Assurance Unit continued with the screening and evaluation of the Contract Completion Reports of tenders issued by the Works Division and logging the results in the database that is being maintained for quality assurance purposes to help in the process of adjudication of tenders. This year 350 reports were evaluated and logged in the database. Work on pre-contract tender drafting and post-contract evaluation in relation to period contracts of materials and products used by the Division in its projects was also done.



	Works	Drainage	Supplies	Environ	Electrical	Restoration
A	69	7	32	2	39	18
B	158	20	47	8	25	37
C	19	101	11	1	5	13
F	5	0	0	0	2	1

Occupational Health and Safety

Awareness and Training Courses

The Health and Safety Unit continued with its drive to increase awareness of health and safety issues throughout the Division's workforce. Officers from this Unit gave 12 lectures to students attending the Diploma Course in Baroque Studies. The Unit organised two seminars, one for H&S workers' representatives who were given guidance on safe work practices, risk assessment and use of Personal Protective Equipment (PPE) and one for the carpentry section of the Manufacturing and Services Department which targeted the question of excessive noise. The Unit co-ordinated the attendance of 32 participants to courses in first aid.

Routine Work

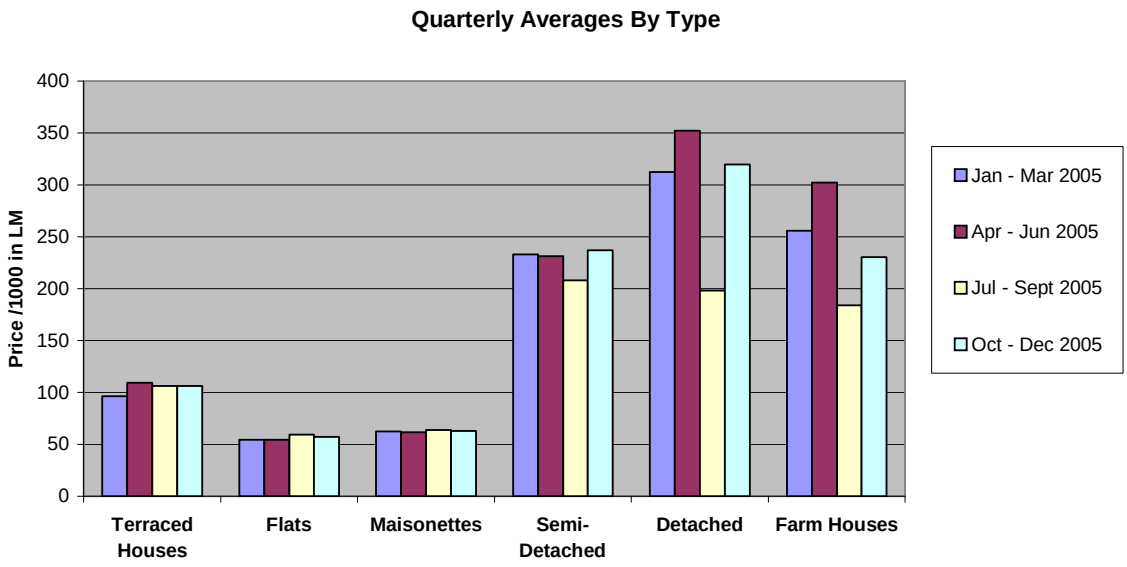
The unit made 198 inspections on sites of works and issued 168 reports in connection with these inspections. It also investigated 18 cases of accidents where employees suffered some sort of body injury. Regular bi-monthly meetings were also held with the H&S workers' representatives where various complaints and other matters relating to H&S issues were tackled.

Other Initiatives

As in the previous three years, the Unit participated in the Good Practice Awards competition held by the Occupational Health & Safety Authority. This year was dedicated to the issue of excessive noise in the work environment and so we chose the carpentry workshop at MSD for a project. Most of the recommendations made by the Unit were taken on board by MSD and completed by the end of 2005. The Unit was also entrusted with co-ordinating and drafting a contingency plan for the Ministry in connection with the flu pandemic.

PROPERTY PRICES SURVEY

Information gathering on the fluctuation of prices in the domestic properties market continued throughout 2005. The information was taken from adverts in the local papers and logged into the Department's database. The graph below shows a diagrammatic indication on a quarterly basis.



OTHER WORK

During the past year the Department was also very much involved in the preparation of two projects in connection with the EU Structural Funds for 2007-2013. One of these projects will tackle the problem of storm water in the Birkirkara-Msida areas whilst the other concerns the restoration and rehabilitation of the bastions and fortifications.

CARM MIFSUD BORG
Director (Building Construction Industry)

Works Division
Construction and Maintenance Department

The primary role of the Construction and Maintenance Department is to develop, improve and maintain in an acceptable standard and condition the physical and built environment all over the island and to serve as one of the effective links between the Works Division and the public.

The Department is also responsible to maintain, update, rehabilitate and carry out ancillary works in government-owned premises (non-residential) and to act as a contractor for maintenance and other works linked to the responsibilities assumed by local councils in the area of road maintenance, upkeep and maintenance of street furniture. The CMD also provides other services such as waterproofing and the supply of *franka* stone blocks from Tar-Robba Quarry, as well as various embellishment and construction works, and also carries out specialised restoration works.

The CMD is one of the largest departments with a workforce of around 860 employees including Administrative, Professional, Technical and Direct Labour personnel.

BUILDING MAINTENANCE UNIT

Various maintenance works were carried out in government-owned tenements on behalf of the Estate Management Department.

RESTORATION UNIT

Various restoration works have been carried out at the following sites, premises, monuments, historical buildings and fortifications:

Completion of restoration works on Aquaducts, Mrieħel	Restoration of the external fabric of the Annunciation Chapel, Gudja
Civil works in preparation for the laying of tiles and installation of light fittings at Aquaducts, Mrieħel	Restoration of St Mary Magdalene's Chapel limits of Dingli (internal and external works)
Restoration of Mediterranean Conference Centre façade	Restoration of Local Council premises façade, Floriana
Restoration of La Valletta Hall at MCC	Restoration of Lion's Fountain, Floriana
Restoration/maintenance works at San Anton Palace, Verdala Palace and the Palace Valletta	Restoration of *Ġnien is-Sultan* fortifications near Victoria Gate, Valletta
Restoration of fortifications at Hastings Garden	Restoration of historical arch at Girgenti
Restoration works at Villa Chelsea	Reinstatement of Mdina Cathedral parvis paving
Restoration of St Nicholas Bastion, Mtarfa	Restoration works on façade of Sarria Church, Floriana
Restoration/consolidation works at the examination hall at St Elmo, Valletta	General maintenance/cleaning works of various bastions ramparts in Valletta, Floriana, Mdina
Restoration of King George V entrance gate/arch, Floriana	Restoration of external fabric of St Roque Church, Mdina
Participation/co-ordination in culture 2000 project: Citadels	Restoration of St Lawrence statue, Birgu
Restoration of St James Chapel, Żurrieq	Restoration of Battery in Birgu Landfront ditch
Restoration of St James Chapel, Luqa (internal and external restoration work)	Continuation of restoration interventions on the Victoria Lines at Binġemma
Completion of restoration works at *'Ta' Cwerra'* Chapel, Siġġiewi	Participation/co-ordination in Culture 2000 project: The significance of Cart Ruts in ancient landscapes

Restoration of St Joseph's Statue, and parvis, Lija	Restoration interventions in Birgu landfront bastions
Restoration of St Agatha Chapel (bell tower and façade), Rabat	Cleaning of sculptured columns situated at Palace main entrance
Restoration of timber balcony, including corbels of the Presidential Palace, Valletta	Civil works in connection with the construction of a lift shaft at the Presidential Palace, Valletta
Restoration/maintenance works at *Għajn tal-Ħasselin*, Msida	Technical advice to Heritage Malta in the preparation and execution of 3D survey of Ġgantija Temples, Gozo
Consolidation and underpinning of fissured rock and stonework forming part of the ramparts at Pinto Wharf Valletta, overlying VISET project	Preparation of an application for EU Structural funds in connection with the restoration of forts and fortification in Mdina, Cottonera and Valletta
Drawing up of an application for funds for the consolidation of the Mdina Vilhena Palace bastions under the EEA scheme	Technical advice to Heritage Malta in the preparation and execution of a 3D survey of Ħaġar Qim and Mnajdra Temples and archaeological park

CENTRAL DISTRICTS OFFICE

The Districts Section carries out work requested by the local councils, various government departments and by the Ministry for Resources and Infrastructure. The work consisted mainly of the laying of new pavements, reinstatement of same, embellishment works and the upkeep of roads and gardens, patching of primary and secondary roads, cleaning of canals, building of walls and restoration works where necessary. The main projects undertaken by CDO during 2005 were the following:

Embellishment works at Hastings Garden, Valletta, including reconstruction of *Gardjola* and Boundary wall	Building up of manholes and placing galvanised steel manhole trays, including other ancillary works in preparation for the paving works at Mdina
Completion of embellishment works at St Paul's Garden, Żurrieq	Construction (inc. finishing works) of Ħal-Safi Refugee Centre (Phase I, II, III completed)
Embellishment/cleaning works in valleys	Paving works at Merchants Street, Valletta
Completion of embellishment works at Mqabba Garden (adjacent to football ground)	Completion of embellishment works at Xgħajra Promenade
Reconstruction of boundary wall at *Ċentru Ħidma Soċjali*	Construction of a multi-purpose hall at Għargħur on behalf of the Local Council
Construction of various bridges in various valleys in connection with Storm-Water project, Marsa, Burmarrad	Various works carried out on behalf of local councils such as patching works, construction of pavements, boundary walls and other works
Widening/opening of St Mary Street, Żurrieq	Construction of a retaining wall at Girgenti
Construction of a boundary wall at Siġġiewi football ground	Upgrading of arterial roads from new airport terminal to Castille, Valletta
Various works on behalf of local councils	Upgrading works at Auberge de Baviere, Valletta
Major repair works inc. embellishment works at Wied iż-Żurrieq	Patching inc. maintenance work of distributory and arterial roads on behalf of ADT
Embellishment works at Xemxija Promenade	

SUPPORTING SERVICES SECTION

Apart from the usual cutting of *franka* stone blocks, the quarry workers were also employed on extending the quarry floor by a considerable amount of square metres. The waterproofing section covered around 6,590 square metres with waterproofing membrane on various departments and Government-owned premises.

Materials issued from tar-Robba Quarry during 2005 were the following: 1,034 *blokki kbar*; 72,014 *knaten*; 289 xorok; 700 *samrotti mingura;* 4,968 *kaptelli;* 26 *samrotti;* 545 *blajjiet;* 660 *ċangatura.* Most of the blocks were used in valleys in connection with the Stormwater Project.

NICHOLAS GRECH
Director (Construction and Maintenance)

Works Division
Manufacturing and Services Department

MARSA BRANCH

During 2005, the Marsa Branch of the Manufacturing and Services Department (MSD) was involved primarily in embellishment projects carried out in various localities, as well as maintenance works on existing infrastructure. Staff complement at this Branch at the end of the year amounted to 359, including the members of the remaining co-operative operating within the Department. Jobs opened in 2005 amounted to 963, of which 550 were actually completed within the year. A further 510 jobs which had been open prior to 2005 were also completed within the year. All clients of the MSD Sections were government departments and other public entities

Metal Trades Section

In conjunction with the Carpentry Section, embellishment and other types of projects; design, steel fabrication, installation and/or maintenance works, as completed by the Metal Trades Section during this year, included those carried out at: Roman Domus (elevated walkways, lift-base), Ġnien il-Bennejja Żurrieq (boundary railing, playing field equipment), Xgħajra Promenade (decorative lamp-posts), Safi Barracks Illegal Immigrants Detention Centres I, II, III (dormitory partition frames, security apertures, external XPM fencing), CHOGM (traffic bollards, 35 litter bins, 1300 banner-brackets), Għajn Tuffieħa Scouts Centre (boundary fencing, gates), apart from several other smaller joint-undertakings.

Other project metal works undertaken were related to the Burmarrad/Marsa Phase II stormwater mitigation (bridges, concrete-shutters, water guides), Valletta Waterfront (bastion debris-fencing), President's Palaces (gate repair, beam brackets, corrugated sheeting), Villa Chelsea (boundary fencing repair), Roman Domus (hand-rails, apertures, canopy), National Festivities and State Visits (assembly and dismantling of pole-flags), Carnival Festivities (assembly and dismantling of stands).

In progress by the end of the year were works related to: Hastings Garden (boundary railing), OPM Castille improvements (platform, railing, roof-stairs, beams, grills), Mdina street-paving (130 further manhole covers), mobile site-offices (framing), and Ġnien Indipendenza Sliema (10 canopies).

Carpentry Section

In conjunction with the Metal Trades Section, embellishment and other types of projects; timber fabrication, installation and/or maintenance works, as completed by the Carpentry Section during this year, included those carried out at: Roman Domus refurbishment (elevated walkways, hand-rails, apertures, canopy), Ġnien il-Bennejja Żurrieq (playing field equipment, benches, litter-bins), Xgħajra Promenade (street furniture), Safi Barracks Illegal Immigrants Detention Centres I, II (dormitory partitions, internal apertures), CHOGM (30 field-gates), Għajn Tuffieħa Scouts Centre (apertures), apart from several other smaller joint-undertakings.

Other project works undertaken related to the: Housing tenement improvements (balconies), Marsa Sports Complex (fences, bridge arch-formwork), Restorations (Castille cannon bases, Pieta Church cross), new CSD offices (apertures, furniture), St John's Co-Cathedral (exhibition stands), Courts of Justice (wall-panels, apertures, furniture), Valletta City Gate (false-ceiling soffit), and Works Division (reception counter, furniture, bill-boards, sign-boards).

In progress by the end of the year were works related to: Hastings Garden (60 benches), OPM offices (apertures, furniture, cabinets, skirting, platforms), St Vincent de Paule's Residence (furniture), Restoration (Mdina Greeks Gate, Kalkara Salvatur and Sarria churches apertures), mobile site-offices (assembly), and Ġnien Independenza (10 canopies).

Plumbing Section

This Section was also extensively involved in some of the large projects, including: Hastings Garden (irrigation system, fountains), Ġnien il-Bennejja Żurrieq (irrigation system), Safi Barracks Illegal Immigrants Detention Centres I, II, III (ablutions system, water tank supply, drainage piping, chain-fencing), Ħal-Far Barracks Illegal Immigrants Detention Centre (chain-fencing, chain-gates), Valletta Waterfront (temporary debris-chain-fencing), Fort St Elmo (temporary boundary chain-fencing), and Pembroke Works Depot (chain-fencing).

Other significant works by this Section were at: Xemxija (temporary pipe-railing), Pinto Wharf (temporary bastion-fencing), Qormi/Marsa Phase I stormwater mitigation (chain-fencing gates), various football grounds (the installation or repair of chain fencing ex. at Mqabba, Siġġiewi, B'Bugia, Lija and Floriana), certain public fountains (upkeep such as at Valletta, Sliema, St Julians and Mdina).

This Section was also regularly involved in the plumbing installation, maintenance and repairs at many offices and other buildings of various government entities, as well as at many public conveniences all over Malta.

Electrical Section

Apart from the afore-mentioned types of works, project embellishment also frequently required electrical installation works, including trenching, piping and cabling, fittings, distribution boards, electricity meters, earth electrodes, testing, as well as regular maintenance and replacements.

Such works completed by the Electrical Section during this year included those carried out at: Hastings Garden (irrigation pump system, fountain electrical power, floodlights) Ġnien il-Bennejja Żurrieq (irrigation pump system, floodlights-on-walls), Mall Garden (lighting), Xgħajra Promenade (floodlights-on-poles and on-walls), Safi Barracks Illegal Immigrants Detention Centres I, II, III (lighting/power inside dormitories, perimeter floodlights), CHOGM (floodlights-on-poles and electrical bollards repairs), Għajn Tuffieħa Scouts Centre (lighting/power at main buildings), apart from several other smaller joint-undertakings.

Other project works undertaken related to the: Wignacourt Aquaduct (lighting of 1.75km stretch), Sliema/St Julians Promenade (installation and eventual removal of 3km-stretch festoon-lighting), War Memorial (floodlighting system re-installation), new CSD Kordin offices (domestic installation), Fort St Angelo (upper floodlights maintenance), Valletta bastions and Republic Street (floodlights replacements and upkeep), Works Mrieħel Stores (CCTV system installation), Ursuline Convent (lift electrical supply), several new public conveniences (lighting installations), and electrical repair of machines and power tools.

In progress by the end of the year were works related to the: Mdina project (cabling and street ground-lighting, bastion temporary floodlights), 13 new pelican lights (installations, mostly re Italian Protocol financed roads, ex. at Żebbiegħ, Żebbuġ, Luqa, and Birguma), Park-and-Ride Traffic Junction (system installation at B'Bajda).

Ongoing works include: upkeep of 120 traffic and pelican lights as well as electrical traffic bollards all over Malta, tunnel lighting maintenance at Sta Venera and Tal-Qroqq, and electrical maintenance at the offices of various government entities especially within the Valletta and Floriana area, including the Palace, House of Representatives, OPM, ministries and departments.

Lifts and Air conditioning Section

Regular maintenance and servicing was carried out on 85 lifts, escalators and hoists within public buildings, pertaining to 30 public clients. Circa 600 calls for lift repairs were also dealt with. The client locations with the highest logged working hours were: St Luke's and the other public hospitals (including Gozo's), St Vincent de Paule and the other Old People's Residences, and the Courts of Justice. Tests for all lifts under the Section's care were organised bi-annually as required by law, undertaken by independent warranted engineers contracted by the Section for its clients. Furthermore, preventive maintenance programmes and schedules were also introduced.

This Section also extended its maintenance and repair services to cover over 3,000 domestic-type air-conditioning units and 21 HVAC plant units within the majority of ministries, departments and other government entities in Malta. More than 2,750 calls for repairs were dealt with in this regard. Apart from works, this Section also offered its technical advice to its clients, and particular maintenance regimes were planned for the particular needs of the different plant units and clients.

Traffic Signs Co-operative

The registered total turnover of this co-operative, for the financial year ending in December 2005, was Lm417,493. The largest single client of this co-operative remains the Malta Transport Authority (ADT), with the rest of the clients being mainly local councils. During the current year, this co-operative continued to increase its range of traffic-engineering products, including traffic-calming ground-material, various types of battery-operated cats-eyes, rumble-strips, tyre-grip elements and pre-heating equipment to assist fixing of these elements to road-surfaces.

The main projects, which assisted to make this the most successful year in this cooperative's history since its setting up ten years ago relate to the upgrading finishing works of Italian-protocol financed arterial roads in summer, and to works on the CHOGM routes in autumn 2005.

Aluminium Co-operative

The registered total turnover of this co-operative, for the financial year ending in December 2005, was Lm112,059. Unfortunately, this co-operative experienced a considerable reduction of orders from its traditional main source, namely the Foundation for Tomorrow's Schools (FTS), and even though it competed for and won a number of public tenders as well as procured a number of private jobs, yet this was insufficient to prevent its decision to liquidate in December 2005.

The main clients of this cooperative during this year were: FTS (apertures for Adelaide Cini, Helena Keller and Brighella schools), Safi Barracks Illegal Immigrants Detention Centre I (apertures and ablution partitions), OPM (aluminium and soffit works), Works Division (aluminium and soffit works), and the Electoral Commission (assembly and dismantling of polling booths for local elections).

KORDIN BRANCH

This MSD Branch, which currently contains 107 workers, caters mainly for the servicing and repair of the 250 vehicles and plant equipment pertaining to the Works Division, with a relatively few additional jobs also undertaken for vehicles and plant of other government entities. In this current year, the Department carried out a total of 2,843 jobs, of which only 75 were on vehicles of departments and other governmental entities outside the Works Division.

The types of jobs undertaken by this Branch range from routine maintenance, to complete engine overhaul and body restoration. Other services provided include: the organising of government-owned vehicles for their Vehicle Roadworthiness Tests (VRTs); dealing with licences renewals, traffic contraventions, traffic accidents, as well as possibly traffic-related court cases involving Works Division vehicles or plant; the

maintenance of administrative information regarding ex-impressed vehicles and drivers; the period-contract tendering and hiring of various types of private vehicles and plant for use by the Works Division; and the management of an automatic-vehicle-locating (AVL) system that continuously monitors up to 100 government-owned vehicles and plant.

During 2005, the Kordin Branch purchased Lm250,000 worth of new and second-hand vehicles and plant, including: 13 double-cab pick-up vans, four sweepers, three tipper-trucks, five truck-cabins to be fitted onto old available trucks, two tower-ladders, two bobcats, an excavator and a truck-tractor. It has also prepared other tenders for the purchase of more vehicles and plant, including two dumpers and two suspended lifting platforms, the latter intended to be used for bastion-repair works.

KIRKOP FUEL DEPOT

The MSD-run Fuel Depot supplied fuel to all Works Division vehicles and plant as well as to other public entity clients, namely: the Armed Forces of Malta, the Drainage Unit, the Housing Construction and Maintenance Department, and occasionally to the Police and to the President's Office. Since August 2005, bio-diesel was re-introduced, initially on a limited number of pick-up vans, after a stop of nearly one year. The Depot also catered for on-site fuelling requirements by means of its fuel bowser.

Fuel issued during 2005 had been as follows:

	2004	**2005**	**Variation**
LRP/unleaded	274,932 Lts	227,181 Lts	(47,751 Lts)
Diesel	525,398 Lts	497,345 Lts	(28,053 Lts)
Bio-Diesel	30,358 Lts	2,286 Lts	(28,072 Lts)
Total Quantity	**830,688 Lts**	**726,812 Lts**	**(103,876 Lts)**
Total Cost (Lm)	**Lm 273,765**	**Lm 277,282**	**Lm 3,517**

The main reason for this significant overall reduction in fuel issue by 12.5%, when compared to the previous year, is that the Drainage Unit WSC has drastically reduced its fuelling dependence on the MSD Fuel Depot. Another reason has been the ever-increasing stricter controls enforced on fuel use by vehicles and plant of the Works Division. However, fuel expenditure conversely marginally increased by 1.3% due to the marked rise in fuel prices during the course of the year.

PHILIP SCHEMBRI
Director (Manufacturing and Services)

Works Division
Cleansing Services Department

In 2005, the Department stressed one's civic responsibility to keep streets, public gardens, sport and recreational areas, industrial estates, valleys and watercourses, the countryside, camping and caravan sites, beaches and the coastline clean and free from litter and unwanted waste.

Central Government is responsible for Public Cleansing and provides funds to local councils to carry out this function in areas under their jurisdiction. The CSD is also engaged and responsible for the continued cleaning of arterial and distributory roads. During the last year, the CSD also acted as the main driving force to remove illegally dumped waste from the countryside and valleys.

A section of the Department's workforce also contributed to the massive flood relief programme led by the Ministry for Resources and Infrastructure.

During 2005 the Department was engaged in the provision of the following cleansing services:

- Contracts with local councils for the provision of cleansing services in urban roads, the cleaning and maintenance of public conveniences and the collection of bulky waste from households.
- Cleaning of arterial and distributory roads.
- Cleaning of water culverts in arterial and distributory roads.
- Programme of cleansing works and removal of illegally dumped material particularly construction waste from valleys and watercourses.
- Removal of illegally dumped waste from various sites in the countryside.
- Cleansing contracts with various entities after national events such as carnival etc.

The Department is now operating from its new premises at Kordin Industrial Estate, Paola. The new premises were upgraded and refurbished to reflect the needs of the Department. The necessary works were carried out in-house and new water, electrical and telephony services were also installed.

QUALITY SERVICE CHARTER AND CUSTOMER CARE

The Cleansing Services Department is committed to provide a quality service on time. The obligations pledged are supported by all employees at the Department who have without exception endorsed the Quality Service Charter. The standards and the quality of service offered by the Department must at all times reflect the recommendations of the Charter Support Unit at OPM.

In tandem with the Quality Service Charter, the Department also offers an integrated Customer Care Service. This new service was offered to the public as from 2005.

The public is enjoined to make use of a freephone number 80076608 and to make use of the Department's e-mail address customercare.cleansing@gov.mt, to lodge complaints about public cleansing. The complaints are handled within a stipulated time period.

During 2005, the Department also embarked on a number of educational initiatives and dissipated learning through the media, especially newspapers, popular local magazines, and radio and television stations. The departmental website was also upgraded and enhanced accordingly.

'The Clean up the World' campaign was again organised this year with the participation of local councils, NGO's and other ministries.

All these activities were carried out to raise public awareness regarding the abuse of illegal dumping of waste and littering.

Cleansing Services Department - Customer Care Service								
	No of Calls - Freephone	Received by e-mail	Received by fax	Newspaper Cuttings	Complaints referred to Local Council	Carried out by CSD on same day	Carried out within one week	Referred to other depts /authorities
Jan	5	-	-	-	2	3	-	-
Feb	10	1	-	-	2	3	1	5
Mar	17	1	-	-	5	7	1	5
Apr	26	7	1	8	18	15	3	5
May	82	87	-	6	46	78	36	15
June	75	34	2	-	58	26	23	4
July	62	45	-	3	80	21	7	2
Aug	98	64	-	-	82	42	23	15
Sept	96	58	-	4	52	55	33	18
Oct	104	66	-	-	85	41	26	18
Nov	58	53	-	-	36	54	17	4
Dec	72	55	-	1	58	26	35	9
Total	**705**	**471**	**3**	**22**	**524**	**371**	**205**	**100**
Total Number of Complaints 1,201								

CONTRACTS WITH LOCAL COUNCILS FOR THE PROVISION OF STREET SWEEPING OF URBAN ROADS

During 2005, the Department was responsible for 25 contracts for the sweeping of streets and the cleaning of urban roads and for 28 contracts for the collection of bulky waste from households. Various local councils contracted the Department on such duties and 158 were assigned to perform such work.

The Department was also responsible for the maintenance and cleaning of 114 public conveniences. The cleaning of most public conveniences is regulated in various contracts entered into by the Department and local councils while a few other public conveniences fall under the control of Central Government. The Department employs about 124 workers on such contracts of which 50 suffer from some form of disability.

Local Council	Street Sweeping Contracts (Lm)	Pub. Conv. Contracts (Lm)	Bulky Waste Contracts (Lm per item)
B'Bugia	11,760.00	7,400.00	No Contract
B'Kara	20,500.00	7,500.00	1.85
Birgu	7,562.00	5,300.00	2.00
Bormla	No Contract	2,392.00	No Contract
Fgura	No Contract	No Contract	1.75
Floriana	No Contract	No Contract	2.50
Ghargħur	3,708.00	No Contract	2.00
Ghaxaq	12,300.00	No Contract	No Contract
Gudja	8,860.00	3,500.00	1.80
Gżira	10,850.00	3,390.00	1.80
Ħamrun	No Contract	5,420.00	No Contract
Kalkara	3,708.00	No Contract	2.50
Kirkop	3,708.00	No Contract	2.50
Lija	3,708.00	1,165.00	2.50
Luqa	12,000.00	3,500.00	1.85
M'Scala	No Contract	3,227.00	No Contract
M'Xlokk	5,986.00	2,806.00	2.50
Marsa	12,300.00	7,500.00	2.00
Mdina	No Contract	2,806.00	No Contract
Mellieħa	No Contract	11,223.00	1.80
Mġarr	No Contract	2,000.00	2.10
Mosta	No Contract	1,165.00	No Contract

Mqabba	6,000.00	No Contract	2.00
Naxxar	8,275.00	4,700.00	2.00
Pembroke	No Contract	No Contract	1.80
Qormi	24,133.00	6,000.00	1.80
Qrendi	3,442.00	2,678.00	2.50
Safi	3,708.00	No Contract	2.50
San Ġiljan	32,555.00	8,304.00	2.00
San Pawl	No Contract	No Contract	1.80
Sta. Lucia	4,450.00	2,500.00	2.50
Sliema	43,470.00	14,400.00	2.20
Swieqi	No Contract	No Contract	2.00
Valletta	55,000.00	No Contract	No Contract
Xgħajra	3,708.00	No Contract	2.50
Żabbar	31,000.00	10,000.00	No Contract
Żejtun	12,313.00	8,209.00	1.90
Total	**345,004.00**	**127,085.00**	
Total	***Lm 472,089.00 (inclusive of VAT)***		

Total Revenue from Bulky Waste collected

	Amount Invoiced (Inclusive of VAT)
January	3,692.90
February	3,292.90
March	3,615.01
April	4,426.62
May	4,283.48
June	4,868.55
July	5,418.30
August	5,108.40
September	5,245.98
October	5,443.98
November	5,448.74
December	4,116.83
Total Cost (Lm)	**54,961.69**

Amount of Bulky Waste Collected from Households									
	Total Calls	Metal Products	Wood Furniture	Mattresses	Sofas	White Goods	Computers and TVs	Glass Others	**Total Items**
Jan	1,912	536	989	440	126	917	161	1,634	**6,715**
Feb	1,680	477	803	350	119	832	127	1,587	**5,975**
Mar	1,857	472	759	374	133	799	99	1,555	**12,690**
Apr	2,188	699	1,153	474	202	956	196	2,159	**8,027**
May	2,239	678	1,201	454	179	931	132	1,516	**7,330**
June	2,458	781	1,386	489	198	966	169	2,322	**15,357**
July	2,759	852	1,505	544	192	1,235	238	2,620	**9,945**
Aug	2,637	907	1,375	541	211	1,184	222	2,544	**9,621**
Sept	2,677	1,011	1,511	562	207	1,045	206	2,299	**19,566**
Oct	2,848	943	1,364	557	264	1,185	278	1,910	**9,349**
Nov	2,820	941	1,320	607	275	1,120	276	1,999	**9,358**
Dec	2,086	758	1,074	398	186	930	198	1,433	**7063**
Total	**28,161**	**9,055**	**14,440**	**5,790**	**2,292**	**12,100**	**2,302**	**23,578**	**120,996**

ARTERIAL AND DISTRIBUTORY ROADS

During 2005, the Department invested heavily in improving the cleaning of arterial and distributory roads. A new section was set up and various items of equipment and transportation were procured for the purpose. The equipment comprises new vans for the transport of personnel, two large and two small mechanical sweepers, a bobcat for the removal of illegally dumped material and other cleaning equipment such as power wash equipment. The Department also uses two water bowsers, two refuse collection vehicles and

two skip loaders. This equipment enabled the Department to enhance the quality of services offered to its clients.

	Cleaning and Grass cutting	Removal of Material	Litter Picking	Cleaning of Culverts	Cleaning of Pits	Masonry Works
	Km	Metric Ton	Km	Mtrs.	No.	Sq. Mtrs.
Jan	88.22	253.00	43.10			26.00
Feb	107.15	112.65	388.80		21.00	
Mar	93.98	15.89	335.15			
Apr	111.99	21.01	266.00	400.00		
May	87.50	3.37	98.65			
June	110.80	112.79	458.43			
July	111.39	172.30	387.40			
Aug	198.72	132.90	327.65		17.00	
Sept	317.31	63.17	155.60			
Oct	758.93	43.14	79.50	6,812.00		
Nov	99.62	31.49	1,358.70	1,500.00		
Dec	49.53	65.96	373.23			
Total	**2,135.14**	**1,027.67**	**4,272.21**	**8,712.00**	**38.00**	**26.00**

	Cleaning and Grass cutting	Litter Picking	Cleaning and Repair of Culverts	Cleaning and Repair of Pits	Masonry Works
	Km	Km	Mtrs.	No.	Sq. Mtrs.
Jan	1.42	236.40	1,757.00	209.00	63.00
Feb	1.32	100.00	1,779.00	190.00	
Mar	0.05	96.00	38.00	105.00	430.00
Apr	3.25	92.00	476.00	138.00	57.00
May	102.42		153.00	16.00	30.00
June	94.12	12.51	19.00	6.00	
July	1.33	96.60		6.00	2.00
Aug	0.15	101.00	336.00	22.00	34.00
Sept	0.90	105.80	325.00	130.00	162.00
Oct		96.60	124.00	97.00	10.10
Nov	5.34	824.40	331.50	1.00	24.00
Dec	2.80	561.30	90.00		1.25
Total	**213.10**	**2,322.61**	**5,428.50**	**920.00**	**813.35**

	Cleaning and Grass cutting	Removal of Material	Litter Picking	Cleaning of Culverts	Cleaning of Pits	Masonry Works
	Km	Metric Ton	Km	Mtrs.	No.	Sq. Mtrs.
	2,135.14	1,027.67	4,272.21	8,712.00	38.00	26.00
	213.10	0.00	2,322.61	5,428.50	920.00	813.35
Grand Total	**2,348.24**	**1,027.67**	**6,594.82**	**14,140.50**	**958.00**	**839.35**

MECHANICAL STREET SWEEPING

During 2005, a new section was formed to assume responsibility for the mechanical sweeping of roads. Two large and two smaller refurbished mechanical sweepers were bought for this purpose. Approximately 450 kms of roads were divided into five active zones and a mechanical sweeper is covering each road at least once a week.

Furthermore, in 2005, the Department was entrusted with responsibility for the cleaning of traffic signs and barriers in arterial roads and for the washing of subways and monuments. The programme of works for the washing of signs includes one washing at least once a month.

CLEANING OF VALLEYS AND WATER COURSES

The Cleansing Services Department in 2005 also carried out various cleansing works in various valleys and watercourses. The work carried out is as shown in the following table:

Wied Ta' L-Isqof L/O Rabat
Works commenced on 12/07/05 and completed on 31/08/05

Description of works	Length of works carried out	Average material removed
Removal of cane from existing water course	1,300 Mts	
Removal of cane from existing road	1,300 Mts	
Removal of debris from existing water course	1,300 Mts	
Removal of debris from existing road	1.100Mts	320 M. Tons
Loading and carting away of material		

Water Course Binġemma L/O Mġarr
Works commenced on 09/08/05 and completed on 24/08/05

Description of works	Length of works carried out	Average material removed
Removal of illegally dumped material	120 Mts	
Removal of wild vegetation	80 Mts	
Widening of existing water course	45 Mts	
Loading and carting away of material		120 M. Tons

Wied il-Ħemsija L/O Rabat
Works commenced on 19/07/05 and completed on 06/08/05

Description of works	Length of works carried out	Average material removed
Removal of cane from existing water course	300 Sq. Mts	
Levelling of water course	2,777 Sq. Mts	550 M. Tons

Water Course at Marsa (Adj. Race Track)
Works commenced on 07/07/05 and completed on 08/08/05

Description of works	Length of works carried out	Average material removed
Removal of wild vegetation	900 Mts	
Widening of existing water course	900 Mts	600 M. Tons

Wied Ta' Bellu L/O Siġġiewi
Works commenced on 25/08/05 and completed on 31/08/05

Description of works	Length of works carried out	Average material removed
Removal of wild vegetation	30 Mts	
Widening of existing water course	30 Mts	
Loading and carting away of material		50 M. Tons

Ta' Silġ Water Course (Gov. Property)
Works commenced on 25/08/05 and completed on 01/09/05

Description of works	Length of works carried out	Average material removed
Removal of wild vegetation	300 Mts	35 M. Tons

Total amount of illegally dumped waste that was removed during 2005 was 19,807 tons. This amount of waste collected represents waste that was illegally dumped in various sites around Malta and which was removed by the Cleansing Services Department.

Illegally dumped material was removed from various places including the Ħal-Far Industrial Estate, Ta' Qali Industrial Estate and Arterial Roads. The expenditure incurred in these operations reached the sum of circa Lm480,000.

EMBELLISHMENT PROJECTS

Embellishment project from Luqa to Marsa

The Department carried out various works on arterial roads:

Civil Aviation Road, Luqa: the demolition and building of walls and pavements.

Council of Europe Road, Luqa: repair of walls and coping on existing walls; lime washing and painting of walls and other ancillary works. In this road, an important roundabout was also reconstructed.

Garibaldi Road, Marsa: completion of works on pavements.

Aldo Moro Road, Marsa: reconstruction of a roundabout.

Casting of concrete blocks at Pembroke i.c.w. Burmarrad Valley

By the end of 2005, 676 concrete blocks (three cubic metres volume) were cast.

Marsa Project (second phase)

Various works were carried out on this project during 2005, including the levelling of the site, hand digging as well as the construction of a double wall, ramps and the provision of site facilities. 80 concrete beams of about two cubic metres each as well as 130 concrete blocks of about five cubic metres each were cast.

REVENUE COLLECTION

During 2005, the Department collected revenue resulting from cleansing contracts with various Local Councils and other entities. Arrears of revenue that were due for the deposit of waste at Maġtab were also collected. A breakdown of the revenue collected in 2005 is as follows:

	Local Councils	Landfills	VAT	Legal Fees
January	37,592.63	20,646.31	11,365.42	
February	22,858.30	10,782.82	7,202.89	107.06
March	28,374.56	9,149.60	8,070.35	11.50
April	28,328.95	3,541.08	7,080.32	
May	25,952.82	7,657.38	8,374.59	41.50
June	31,329.41	3,489.70	7,456.04	51.50
July	25,667.11	1,969.17	5,842.09	73.80
August	27,541.18	1,636.78	9,206.77	46.50
September	27,183.51	15,446.37	11,419.49	
October	23,116.73	3,602.86	5,762.96	
November	39,707.32	2,368.03	11,050.87	88.00
December	25,454.61	1,337.03	5,206.77	
Total Lm	**343,107.13**	**81,627.13**	**98,038.56**	**419.86**

Local Councils	343,107.13
Extra Services	138,276.87
Others	13,471.73
VAT	84,874.20
Total Lm	**579,729.93**

Landfills	81,627.13
VAT	13,164.36
Legal Fees	419.86
Total Lm	**95,211.35**

Total Revenue Collected during 2005 Lm 674,941.28

NON-ROUTINE WORKS

The Department was again engaged on various non-routine activities in 2005 as shown in the table below:

List of non-routine work carried out by CSD on behalf of various entities during 2005	
On Behalf Of	**Description of Works**
Malta Tourism Authority	General cleaning after Fireworks Festival
Gżira Local Council	Cleaning, flushing and repair of culverts and pits at the Strand, Gżira
MUDR	General cleaning and removal of material at St Elmo, Valletta
Sliema Local Council	Cleaning, flushing and repair of culverts and pits at the Strand, Sliema
ITC	General cleaning at Luxol Grounds after concert
Marsaxlokk Local Council	General cleaning after Festa tat-Tonn
ADT	Cleaning and removal of material from ADT yard at Valletta
Kummissjoni Nazzjonali Folklor	General cleaning after Imnarja Festivities
Kummissjoni Nazzjonali Folklor	General cleaning after Freedom Day festivities
VISET	General cleaning at Sea Passenger Terminal before official opening
Kummissjoni Nazzjonali Folklor	General cleaning and washing after Jazz Festival
Midi Consortium	Cleaning and carting away of material from Manoel Island, Gżira
Ministry for Competitiveness and Communications	Cleaning and carting away of material from Industrial Estates
MUDR	General cleaning after Etnika Concert
MTA – Sliema and Gżira Local Councils	Cleaning and washing of promenades at Bugibba, Gzira, Sliema, Birzebbuga and Marsascala
MUDR	General cleaning after Regatta Festivities
Tigne Point Marketing Ltd.	General cleaning at Manoel Island, Gzira
Valletta Local Council	Cleaning after Mount Carmel Feast, St Dominic Feast and Wine Festival
MTA – VISET – MMA – Floriana Local Council	Cleaning and washing at Pinto Wharf, Marsa – Valletta
Sliema Local Council	Replacement of kerbs and repair of centre strip at the Strand, Sliema
Sliema Local Council	Litter picking and emptying of litter bins at Sliema seafront
St Julians Local Council	Cleaning of culverts and pits at various roads, St Julians
Midi Consortium	General cleaning and carting away of material at Manoel Island, Gżira
Lands Department	General cleaning and carting away of material from stores at St Elmo, Valletta
Birkirkara Local Council	Cleaning of culverts and pits at Ganu Street c/w Naxxar Rd. Birkirkara
Luqa Local Council	General cleaning and caring away of material from industrial area at Valletta Road, Luqa
Naxxar Local Council	Cleaning and washing at Pjazza Vittorja and Labour Avenue, Naxxar
Tigne Point Marketing Ltd.	General cleaning at Manoel Island, Gżira
Santa Venera Local Council	General cleaning and carting away of material from St Paul's Street and Football Ground, St Venera
Kummissjoni Nazzjonali Folklor	Cleaning after carnival festivities
Vittoriosa Local Council	Cleaning and flushing of culverts and pits
ADT	Cleaning and washing of Bus Terminus, Bugibba
Msida Local Council	Cleaning at Għajn tal-Ħasselin
Mellieha Local Council	Cleaning and flushing of water culverts and pits
Swieqi Local Council	Cleaning and flushing of water culverts and pits
Ministry for Rural Affairs and the Environment	Cleaning and removal of material at il-Magħluq M'Scala

The total amount of revenue generated during 2005 from the above non-routine work amounted to Lm73,979.72

HUMAN RESOURCES AND DISCIPLINE

During 2005, the Cleansing Services Department employed a workforce of circa 600 personnel. During the first months of the year, 78 personnel were transferred to the Ministry for Rural Affairs and the Environment owing to the fact that their employment was related to the management of waste.

By the end of the year, 38 employees of the Department were no longer employed by the Public Service. 28 officers reached retirement age, three passed away when still in employment and seven other officers were boarded out on medical grounds.

Disciplinary action was taken against 54 employees of the Department. 48 cases have since been resolved. 35 officers were found guilty, while 11 officers exculpated themselves. Two cases were dropped because of lack of evidence. This shows that in 73% of cases, officers were found guilty as accused.

JOSEPH SAMMUT
Director (Cleansing Services)

Oil Exploration Department

The principal activities of the Department during 2005 are outlined below:

- An Exploration Study Agreement was concluded with the Australian company Medoil Ltd in an offshore area to the south of Malta. Part of the area covered by the agreement was previously held by Shell, Nimir and Roc Oil but no wells were drilled. The agreement was signed on 24 March 2005.
- A second Exploration Study Agreement was concluded with the UK company MedOil plc in an area to the north of Malta. The area was previously held under licences by Eni, Shell and Amoco/BHP and six dry wells were drilled. The UK company is after a new play concept. The agreement was signed on 10 May 2005.
- Exploration opportunities in offshore Malta were promoted at a major international oil and gas exhibition in the US. Promotional material in the form of information brochures were prepared and distributed to international oil companies and several follow-up meetings were held with individual companies.
- An Australian company applied for an Exploration Study Agreement in Area 1 to the south east of Malta and negotiations were still ongoing at end of the year.
- The Exploration Study Agreement with Pancontinental Oil and Gas NL was extended for a further period of one year to enable the company to undertake a final survey prior to a drill or drop decision.
- Discussions were held with Tunisian and Italian Authorities over the delimitation of the continental shelf. Discussions were still in progress at the end of year and they are expected to continue in 2006.
- The activities of TGS-NOPEC Geophysical Company ASA, Pancontinental Oil & Gas NL, Global Petroleum Ltd, Medoil Ltd and MedOil Plc were monitored to ensure that they fulfil the contractual obligations.
- A group of international telecommunications companies were granted a licence to lay and operate a submarine cable over the Maltese continental shelf.
- The surveillance of exploration activities in the Central Mediterranean continued to be a priority activity of the Department during 2005. One survey authorised by Libya was prevented from being carried out in an area claimed by Malta and two oil companies operating under Libyan licences in areas claimed by Malta were also advised to refrain from carrying out any activity in the areas of overlap.

GODWIN DEBONO
Director (Oil Exploration)

Department of Corporate Services

The Corporate Services Department continued with its role of providing the various departments of the Works Division and the Ministry for Resources and Infrastructure with the necessary, and essentially effective, assistance in matters relating to finance, procurement of supplies and services and human resources management. The Department is also responsible for the administration of the main registry and security officers.

FINANCE BRANCH

The Finance Branch today incorporates the sections pertaining to the Accounts, Financial Control Unit, Revenue and Salaries Support Unit. This new structure is the result of the newly set-up Financial Control Unit (FCU) and the transfer to Gozo of the back-office work relating to the computation of salaries, for which a supporting unit was set up in our offices in Malta.

Accounts Section

During 2005, the Accounts Section continued with the restructuring programme being undertaken at this section – a programme that has now been running for the past five years. This programme, under the name of *Management Efficiency Programme* (MEP), is transforming the Accounts Section into a proactive role, whilst integrating concepts such as 'accountability' and 'value for money' within all its structures and work processes.

The MEP sets out the clear objectives of the Accounts Section and implements a whole re-engineering of all the work processes, transforming the Accounting Officers' role from a passive to an active and dynamic one. Thanks to this programme, a new and innovative structure was set up within the Accounts Section aimed towards increasing efficiency and cost effectiveness in accounting processes, particularly the early settlement of dues to the Department's suppliers.

Through the MEP, several initiatives and new comprehensive financial reports were introduced within the Works Division and the Ministry. One such report is a detailed financial report regarding Capital Projects. This report is issued monthly and within five days of the following month for which period it covers. This comprehensive report presents a detailed and clear financial status position on each capital project being undertaken by the Ministry – from the early soft commitment stage throughout the whole lifecycle of the project until it is fully paid up.

With a view of implementing new concepts in managing finances more efficiently and effectively, the MEP introduced the Project Management Programme (PMP). The PMP served as a valuable management tool whereby senior officers from the Accounts Section set up monthly meetings with every Project Manager responsible for each Capital project, being undertaken by the Ministry. These project management meetings serve to establish expenditure targets of each project and to regularly monitor the progress in the implementation of these projects. The outcomes of this Project Management Programme are to better manage our Capital Vote through clear projected expenditure and to step up project implementation.

Through the MEP being undertaken within the Finance Branch, several structures and systems within the branch have also been re-engineered. One such outcome was the setting-up of a new unit within the branch: the Financial Control Unit (FCU).

Financial Control Unit (FCU)

The scope of setting up the FCU was to see the implementation of the planning and control measures being permeated through the MEP.

The main role of the FCU is:

- to exercise financial control over the expenditure being incurred by the various Departments and units within the Ministry; and
- to formulate and initiate cost-cutting measures/structures with the sole view of imbuing a value for money culture in our operations.

The FCU specifically addressed the rather wide 'gap' existing at the time of initial implementation of the MEP, between the commitment stage and the date on which the full payment is effected to the supplier. This 'gap' was clearly not only portraying a bad creditors status image of our Ministry and the Public Service in general, but was also putting under question the accountability status of the outstanding dues involved.

Hence, the FCU engaged itself fully to implement more control and monitoring on the commitments being raised and the relevant outstanding payments. In fact, through a structure that was set up and being co-ordinated by the FCU, monthly management meetings are now being held with every Director/Head of Department within the Ministry regarding the commitments position that their Department had generated, with a view that these commitments and their respective settlement be more effectively managed.

Furthermore, new systems were set up within the FCU whereby desk officers could now identify commitments that are effectively due for payment, even through information received directly from the suppliers themselves (in a 360° system), in order to expedite the payments and hence be more responsive to the suppliers' claims.

Positive outcomes that have been registered through these measures introduced by the FCU include: allotted funds are being utilised much more efficiently and effectively, expenditure wastage or excess is continually being identified and rectified, the suppliers 'credit period' has drastically been reduced from an average of nine months to only 30 days, the formulation of business plans and projections is much more realistic, and financial data is being gathered in 'real time' and being reported upon on a much more regular basis.

The FCU is also engaged in the introduction of several programmes and exercises that are directed towards effective control and monitoring of the expenditure being generated both relating to the operations in general (e.g. overheads) of all the Departments within the Ministry, and also to capital infrastructural projects that our Ministry is undertaken. The main focal thrust exercised by the FCU is to create or regenerate the value for money concept within all operations/structures throughout the Ministry and also to establish itself as a catalyst in curbing Government expenditure.

The following is a list of programmes and exercises that were initiated – and now being implemented – by the FCU:

Tenements Programme

The Tenements programme is a control/monitoring programme re. rental dues/payments.

The programme involved a detailed analysis of all the tenements that were listed under our Ministry; tenements that the rental value of which was substantial and, up to year 2003, used to reach almost Lm225,000 yearly.

From this tenements analysis, a team from the FCU compiled a full and correct inventory of all the tenements that are to be registered under our Ministry and for which a rental obligation was truly due. The positive outcome of this exercise was the release of tenements amounting to around Lm55,000 – tenements that either were of no beneficial use or have over time been developed into other structures. The programme is now being updated and addressed on a regular basis.

Utilities Programme

The Utilities Programme is a control/monitoring programme re. telephone, water and electricity bills.

Telephone

A full and correct inventory of all the telephone lines registered under the various departments and entities falling within this Ministry was undertaken. During such a comprehensive exercise, a lot of lines, which had been identified as being of no use or needed by the Ministry, were eventually removed. Many of such lines had along the years been procured at the initial stage of several projects and remained under our name even when the project (say, a road or housing estate) had long been completed, lines which during this exercise had been found hanging and lying around of no use at several sites or places, but for which lines rent was still being claimed and paid.

Now, following this inventory compilation, all the telephone billings are handled within the FCU. The FCU, besides maintaining and updating this inventory of telephone lines, also monitors the amount being expended on each line and audits excessive bills through the procurement of itemised billings.

The positive outcome of such extensive exercise and monitoring, the total expenditure incurred on telephone billings relating to all the departments falling within the MRES registered a savings up to September, when compared with the same period of the previous year, of 15.1% or Lm20,700.

Water and Electricity

The same exercise conducted on telephone bills is now being conducted on the Water and Electricity billings. The first phase of this exercise, that is, the removal of several meters, has already been addressed through the compilation of the Tenements programme. The FCU then initiated the process of setting up a proper structure for the close monitoring of all bills under this item.

Following the initiating of this programme, substantial savings were registered on water and electricity bills pertaining to the departments falling within MRES during last year.

- *Water:* From a preliminary analysis on the water billings, it transpired that 83% of all consumption within the Ministry relates to the Cleansing Services Department alone. It was also determined from this analysis that the high consumption niches were in fact the public conveniences.

  The FCU launched an extensive auditing programme focusing on the public conveniences; a programme phased on three separate exercises, spread over eight months, which included also site inspections on selected public conveniences.

  The outcome of this extensive monitoring and auditing, including the removal of water meters deemed to be of no use, the expenditure incurred on water consumption for the first quarter of 2005, when compared with the same period of the previous year, dropped by 25%, or Lm9,500. Expenditure on water meter rent for the same period dropped also by 23%.

- *Electricity:* When compared with the same period of the previous year, the expenditure incurred on electricity consumption for the first quarter of 2005 dropped by 26%, or Lm7,500. Expenditure on electricity meter rent for the same period dropped also by 20%.

Materials Control Programme (MCP)

The MCP Programme is a control/monitoring programme regarding material being issued on capital projects undertaken by the Ministry's own workforce.

Another initiative being adopted at the FCU is this programme that aims to control the substantial materials being issued and used on major projects. Since major projects are now being implemented through our own workforce instead of farming out such projects to third parties, the need arose to set up internal audit structures in order to better control/monitor the purchase of materials for these projects.

The MCP effects the necessary auditing on all the materials authorised, issued and paid on each major capital project. The programme *matches* the materials being issued and registered for payment at the Accounts Section within the Finance Branch with the materials' quantities as measured on site of the respective project by our Quantity Surveyors. A report on the findings following such an exercise is then drawn up through the MCP by the FCU.

The projects that have already been or are being analysed under this programme include:

- St Thomas Bay, M'Scala
- Stormwater Systems project in Marsa and Qormi
- Buġibba Dawret il-Gżejjer project
- Mdina Paving
- Caravan Site project
- Xgħajra embellishment project
- Żurrieq Ġnien il-Bennej Garden
- Mqabba Garden
- Safi Barracks
- Streets and pavements embellishment project

Reconciliation of Materials Programme (RECOM)

The RECOM Programme is a control/monitoring programme re material being issued from our Central Stores and utilised on specific jobs undertaken by the Ministry's own workforce.

The FCU has also initiated and is implementing a programme – RECOM – with the objective of maintaining an 'audit trail' on all the materials being issued from our Central Stores in Mrieħel. The RECOM programme *matches* the materials that are being issued 'per *job'* from our Central Stores with the materials being reported by our District Officers, within the Construction and Maintenance Department, as being used on the job for which it was issued or are still 'in hand' within the sub-store of the respective District office.

The RECOM programme issues a fortnightly report on its findings, where it exposes any discrepancies – and its cost – that may result from this auditing process.

Transport Programme

Transport costs have also been addressed by the FCU. In fact, the amount of Hired Vehicles as end of 2005 registered a drop of 59% when compared with the figure registered as at January 2004 and a drop of 37% when compared with the figure as at the beginning of last year. This downsizing in our hired fleet resulted in yearly savings of around Lm65,000 in leasing fees last year when compared to the previous year.

A programme is also being undertaken by the FCU whereby all expenditure relating to transport costs is being mapped out and related to each individual vehicle. The outcome of this complex programme is

aimed to identify the true cost of each individual vehicle within our vast transport fleet and suggest through a cost-benefit analysis measures that would result in a reduction of transport costs.

Datatrak - Vehicle Control Programme (DT-VCP)

This Ministry has established a Datatrak system in order to better control its transport fleet. The FCU has just begun a programme (DT-VCP) whereby data captured from the Datatrak system is being matched with the Sections/Departments logbooks or other means registering the authorised work assignments/ movements of the vehicle concerned.

The main objective of the programme is to maximise the effective utilisation of the Ministry's transport fleet and also to better control/monitor the movement of our vehicles with a view for increasing productivity and minimise excessive fuel consumption.

All these initiatives that were introduced by this restructuring programme (MEP) are aimed towards being a new and effective tool in fulfilling our commitment of achieving a modern management environment, in line with the targets set out by the Public Service Reform. The Finance Branch within our Ministry is, in fact, committed to act as a catalyst in the dynamic process towards a management that is more effective and real.

Revenue Section

A restructuring programme is also underway at the Revenue Section. The section has now been reorganised in two units: the Cash Office and the Collection Unit.

In collaboration with the Contracts and Procurement Section, the Cash Office within the Revenue Section has a 'One-Stop-Shop' regarding tendering/payment procedures.

Up to now, prospective bidders had to call at the Contracts and Procurement Section, and in some cases even at the Chief Draughtsman's Office in Project House, before and after attending the Cash Office in order to effect payments relating to quotation/tender documents. With the setting up of this 'One-Stop-Shop', all quotation/tender documents and any plans that form part of these tendering documents are to be sold as one complete set at the Cash Office, without the need of the prospective bidders to attend other sections.

Efficiency and effective levels continued also to be improved at the Collection Unit within the Revenue Section. New systems and structures have been introduced in order to step up the control and monitoring processes regarding the collection of outstanding dues from various departments within the Works Division and on the proper registration of claims.

Salaries Section and the Salaries Support Unit

In line with Government's policy of providing work in Gozo for Gozitan staff currently working in Malta offices, the Salaries Section within the Finance Branch of this Department was dismantled and the process of the computation of the Works Division's employees' salaries was transferred as 'back office' work to offices in Gozo. This 'back office' work is now being done by Ministry for Gozo employees under this Department's direct management.

The transfer process was successfully implemented through the guidance of the Works Division Corporate Services Department. The current organisation structure was also mapped out by this Department, wherein the Salaries Support Unit (SSU) was also set up within the Finance Branch.

The SSU is there to co-ordinate the flow of information that is transmitted from its offices in Malta to the Gozo-based Salaries Section. The SSU acts as the centre or liaison office through which the information is channelled. It also serves the purpose of customer care to its 'clients' (that is, its employees).

Monthly management meetings are also being held between the top officials of the Corporate Services Department and the Salaries Section in Gozo in order to closely monitor the whole process, maintain the high efficiency levels expected from this section and to issue monthly expenditure projections.

CONTRACTS AND PROCUREMENT BRANCH

This Branch is responsible for all the procurement needs of the Works Division as well as the issue of all contracts that are needed to implement the various projects that the Division undertakes during the year.

The Branch is daily engaged in the processing of various and voluminous number of requisitions for the procurement of all type of materials, equipment, stationery, the purchase and repairs of machinery, and other stores through the nominated period contractors. For this purpose there is a large central store in Mrieħel and another small one for stationery items in Floriana.

This Branch also deals with the disposal of various unserviceable items from various departments by means of tendering procedures. It disposes also of obsolete/unserviceable items by Appointed Boards of Survey.

Another major task entrusted to this Branch is the compilation and management of the inventory system regarding all the departments falling within the Works Division. The importance of this exercise will be much more imprinted once the Accrual Accounting system is in place.

The Contracts and Procurement Branch is currently engaged in talks with the Ministry's Information Management Officer and MITTS Ltd in order to set up an IT programme that will act as a contracts database management programme. This programme is now in its final 'screening' phase and is envisaged to be live by the early months of next year. The programme will significantly improve the procurement controlling and monitoring function of the Branch.

HUMAN RESOURCES BRANCH

During 2005, the Human Resources Branch continued in its function and rendered its services to the Directors, Heads of Sections and all the employees in the departments within the Works Division as well as those at the Ministry for Resources and Infrastructure.

Amongst these services one finds all the work carried out in relation to the processing of 13 promotions, which were effected on the basis of seniority, and 82 resulting from calls for applications for employees in the Public Service. Finally, one employee was employed at the Ministry for Resources and Infrastructure on a contractual basis

Last year, the Section received 54 reports of cases where workers were injured on duty. It also liaised with the Health Division for the processing of 62 cases of employees who were to be medically boarded out, in order to establish whether they were or were not fit enough to continue in their work. The Section also processed 117 pension papers.

Throughout the same period, 262 disciplinary cases were initiated according to Regulations (Disciplinary Procedure) 1999 of the Public Service Commission. These consisted in one case of dismissal, 233 minor cases, 28 serious cases and one admonishment in terms of Regulation 18.

At present there are eight cases of officers against whom criminal procedure is being instituted. Of these, three employees are interdicted.

The Tribunal for the Investigation of Injustices concluded nine cases of which seven were decided in favour of the Works Division.

In 2005, the Section also processed the transfers of 65 employees from one department to another within the Works Division, 17 transfers from the Works Division to other departments/divisions together with 32 transfers of employees from other departments/divisions to the Works Division.

Last year also saw the setting up of a new unit within the Human Resources Branch: the Attendance Notification Unit (ANU). The main task of this unit is to implement a new process launched last year regarding a more appropriate and effective attendance notification. A new form was introduced – the 'Notification Form' – whereby all workers are registered every day on this form on whether they attended work, where their work is assigned, whether they are on sick or vacation leave, etc. This data is now, through the ANU, being co-ordinated and captured through the receipt of this form from all the several departments/sections throughout the whole Ministry by mid morning every day.

The setting up of the ANU and the Notification Form system managed to bridge the gap involving the long time to capture the necessary attendance data, particularly through the master-roll system. These initiatives, in fact, enabled the Human Resource Branch to better monitor human resources movements, vacation and sick leave incidence, site inspections on workers and doctor's inspection visits to workers reporting sick.

REGISTRY SECTION

Last year, the refurbishment programme at the offices of the Registry Section continued with the installation of more effective and modern equipment. IT hardware, including PCs, is currently also being upgraded to meet the efficiency standards required by the Section. It is hoped that such initiatives will serve to improve substantially the performance and effectiveness of this vital section.

SECURITY SECTION

A special unit within the Security Section was set up around June 2003 in order to conduct inspections every day, after office hours, on various sites spread out throughout the island – sites that are guarded by Works Division watchmen. As from August last year, these inspections were extended to cover also vehicles parked during the night around our premises. During last year, a total of more than 1,700 night inspections were conducted.

Besides inspections after office hours on watchmen, the Security section was also engaged in regular inspections during the day on day workers. During 2005, daily inspections amounted to more than 150 cases.

The Security Sections was also equipped in 2004 with an innovative patrol monitoring system called 'Checkpoint'. This system is intended to record the number of checks/inspections that are to be carried at identified sites by our security personnel. It will serve to better monitor these inspections by ensuring that these inspections are truly carried out and at the desired times and frequency.

Up till now, this system has been installed and fully functional at the Administrative Buildings in Floriana, where six hourly patrols are conducted every night along fifteen points attached to several administrative buildings. It is intended that during next year, further sites are identified for the installation of this patrol system.

MARIO RODGERS
Director (Financial Management)

EU Affairs, Policy Development and Programme Implementation Directorate

The EU Affairs, Policy Development and Programme Implementation Directorate at the Ministry for Resources and Infrastructure is the Ministry's focal point on EU matters. It also facilitates the development of the Ministry's policies and the implementation of centrally-mandated programmes.

EU PROPOSALS

The Directorate screens EU dossiers whether legislative (proposals for Regulations and Directives) or non-legislative (proposals for Recommendations and Resolutions, White Papers, Green Papers, Commission Communications, Commission Staff Working Papers, etc.). The Directorate co-ordinates the consolidation of the Ministry's position on these dossiers or provides input to other ministries in their preparation of Malta's position on dossiers of interest to them.

In addition, the Directorate daily screens EU documents and publications appearing in the Registers of the institutions, the Official Journal, the Extranet of the Council of the EU and various newsletters issued by the institutions.

EU MEETINGS

The Directorate prepared Instruction Notes, Briefing Notes and Speaking Notes for Maltese representatives for Council Working Parties (generally the Energy Working Party but also, on occasion, the Environment Working Party) and COREPER and Council meetings. It also maintains schedules of meetings which are of interest to the Ministry and attended by ministry officials.

The Directorate also co-ordinated and kept track of meetings of expert groups, comitology, and expert conferences and their attendance by ministry officials.

TRANSPOSITIONS

During 2005 the Directorate was involved in supporting the Ministry's Building Construction Industry Department in preparing for the transposition of the Directive on the energy performance of buildings (Directive 2001/91/EC).

STATUTORY NOTIFICATIONS

A number of Directives place reporting obligations on the Member States vis-à-vis the European Commission. In 2005 the Directorate was responsible for channelling monthly reports on oil stocks (required by Directive 68/414/EEC) and the annual reports required by the Directive on the Promotion of Electricity from Renewable Energy Sources (Directive 2001/77/EC) and the Directive on the Promotion of Biofuels (Directive 2003/30/EC).

NON-STATUTORY NOTIFICATIONS

During the year the Directorate collected information and collated data following various *ad hoc* requests from the European Commission, the Malta Permanent Representation in Brussels, the EU Secretariat at the

Office of the Prime Minister and other ministries. Data was provided on renewable energy sources, electricity tariffs, energy installations, gas and electricity markets, insurances, investments, recognition of professional qualifications, technical standards and taxation.

BETTER LAWMAKING AND REGULATION

Action was taken to address the issue of better lawmaking and regulation at a European and national level. At the European level the Directorate prepared the Ministry's feedback to the Commission's proposal to simplify regulation (COM (2005) 535). Nationally, the Directorate answered questionnaires and Directorate officials attended seminars on the subject.

GENDER MAINSTREAMING

The Directorate is now responsible for implementing gender mainstreaming within the Ministry. Preparations have been made for the reappointment of the Gender Mainstreaming Committee under the Directorate's general direction and in liaison with the National Commission for the Promotion of Equality.

NRP AND NSRF

The Directorate co-ordinated the drafting of the parts of the National Reform Programme (NRP) and the National Strategic Reference Framework (NSRF) for the years 2007-2013 which are of interest to the Ministry. Project proposals for the NRP included R&D in construction, development of methodologies on the energy performance of buildings, sections on the construction industry, development of a strategy to encourage and promote renewable energy sources, the introduction of competition in electricity generation, feasibility studies on interconnection with the European electricity and gas grids and courses for players in the construction industry. With regards to the NSRF the Directorate contributed to the sections on energy, water, stormwater relief and the state of repair of the fortifications.

CUSTOMER CARE SERVICE

In 2005 the Ministry's Programming Implementation function returned to the Directorate and, with it, the Ministry's customer care service. Complaints received are registered daily and forwarded to the relevant entity. A reception desk manned by a customer care officer was created this year at Project House.

2005 BUDGETARY MEASURES

The Directorate gathered data on the progress of projects and initiatives mentioned in the 2005 Budget speech and reported the results to the Office of the Prime Minister every month.

GREEN LEADER

An official of the Directorate serves as the Ministry's Green Leader, participating in the network of Green Leaders throughout the Public Service.

EURO PROJECT MANAGER

In preparation for the Euro changeover, the Directorate appointed an official to act as the Euro Project Manager to assist in the implementation of the Euro changeover plan within the Ministry.

INTERNATIONAL ORGANISATIONS AND RELATIONS

The Directorate was involved in providing input for Malta's and, eventually, the EU's position in dealings with third countries and international organisations. These included relations with Russia, Ukraine, OPEC, South Eastern European countries, the Energy Charter Treaty, the OECD, the UN and the WTO.

FRANKLIN MAMO
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