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, consult the Legal Office on day-to-day legal matters and request legal assistance both in the drafting of contracts as well as in judicial proceedings before the Law Courts in order to safeguard Government's interests.

Approximately 275 judicial acts were filed in Court during the year 2004 on behalf of the various Departments within the Ministry for Resources and Infrastructure. The majority of these judicial acts concerned the recouping of fees for the deposit of waste and rubble. As a direct result of such legal action, the Works Division recouped at least the sum of Lm320,000 during the year 2004.

The Legal Office assisted the various departments within the Ministry, as well as the Ministry itself, in approximately 45 civil cases before the Law Courts and the Small Claims Tribunal.

ARCHITECTURAL CONSULTANCY SERVICES UNIT

Refurbishment works at the Auberge de Castille

- *Prime Minister's Private Secretariat*: Two staterooms, which form part of the Prime Minister's Private Secretariat's offices, were completely refurbished.
- *New Conference Room*: Refurbishment works on a new conference room at first floor level were completed.
- *Offices for the Parliamentary Secretary in the Office of the Prime Minister*: A number of offices at first floor level were completely refurbished to house this Secretariat.
- *Cabinet Offices and Government Communications Centre*: This work consisted in the refurbishment of a number of rooms at first floor to accommodate the Cabinet office and the Government Communications Centre.
- *Office of the EU Secretariat*: The offices previously occupied by the Oil Exploration Department were refurbished in order to house the EU Secretariat.
- *Management and Personnel Office*: An air conditioning system was installed at the MPO offices.
- *Data Centre*: Refurbishment of the Data Centre, including the installation of raised flooring, a fireproof door and a security system, was completed.

INFORMATION TECHNOLOGY UNIT

The IT Unit falls under the responsibility of the Director General. Its main operations are focused on repairs and service of computer hardware. In synergy with the Information Management Unit within the Ministry and MITTS Ltd, it assumed an active role in implementing the IT infrastructural projects of the Division.

During the year under review, the Unit was also entrusted with other ICT related tasks, namely:

- maintenance of the Department's website on a regular basis;
- distribution of hardware and addressing hardware and software problems reported by PC Users;
- maintenance of the hardware and software inventories;
- assistance in the installation of the new CIMU approved Maltese fonts; and
- the vetting of hardware procurement as required.

The Department's two main IT projects included the upgrading of the MRES Network and the addition of new WAN links connecting peripheral and remote offices with the Department's Data Centre and MAGNET. The latter necessitated the upgrading of prevailing IT infrastructure in these offices.

In a Board of Survey held in August 2004, the Unit reported on a number of discarded items of stores comprising computer hardware. These were certified accordingly and recommendations were submitted for the disposal of any obsolete, unserviceable or beyond-economic-repair equipment.

WORKS PLANNING AND MANAGEMENT UNIT

The Works Planning and Management Unit is a new unit falling under the direct responsibility of the Director General's Office. This Unit is mainly responsible for preparing and updating a programme of works for all projects undertaken by the Works Division. The main tasks carried out by this Unit during 2004 are grouped under the following sub-headings.

Programme of Works for the following Projects

Restoration Unit

Armoury Birgu
Battery Foss Birgu
Clock Tower Birgu
Palazz ta' l-Inkwiżitur
Santa Skolastika
St Julian's Church
St Michael Bastion
St John Tower
Toqba tal-Birgu
St Paul's Street

Storm Water

Burmarrad
Remaining works at Lion Street, Qormi
Marsa Phase I
Marsa Phase II
St Michael Bastion
Attard Valleys

Other Capital Projects

Balzan Garden
Buġibba
EU translation office
Maintenance on Promenades
Mdina Paving Works
Mellieħa Square
MIC Offices
Paceville
Pjazza Paolino Vassallo
Public Convenience – Qormi
Ramp at Parish Square – Cospicua
Safi Embellishment
St Thomas Bay M'Scala
Public Convenience – St Venera
Triq San Pawl – Żurrieq
Upper Barrakka – Valletta
Wied is-Sewda
Xarolla
Xgħajra
Public Convenience – Żurrieq

Works in connection with Works Division ID Card System

The Unit was also involved in the creation of an MS Access personnel database and assumed responsibility for the inputting of ID Card data of around 2,800 employees. The ID card data collection started in mid-June and was completed by mid-September.

DOOR NUMBERING UNIT

During 2004, the Door Numbering Unit tackled various localities, even though the routine work of this Unit was conditioned by the holding of Local Council elections and European Parliament elections.

The work of the Unit is carried out with the full co-operation of the Electoral Office, the Water Services Corporation, Maltapost plc, the Commissioner of Police and various local councils. During 2004, door numbering was carried out in the following localities:

Locality	Government Gazette		Number of Streets
Birkirkara	17,548	5/3/04	1
San Ġiljan	17,548	5/3/04	3
Żabbar	17,548	5/3/04	2
Mellieħa	17,548	5/3/04	3
Sliema	17,549	9/3/04	1
Mosta	17,551	12/3/04	1
Żurrieq	17,631	23/7/04	51
Swieqi	17,631	23/7/04	1
Rabat	17,631	23/7/04	1
Lija	17,633	30/7/04	14
Balzan	17,633	30/7/04	6
B'Kara/Balzan	17,633	30/7/04	1
Ħaż-Żebbuġ	17,633	30/7/04	1
San Ġwann	17, 641	20/8/04	1
Ħaż-Żebbuġ	17,646	31/8/04	1
Swieqi	17,661	8/10/04	23
Iklin	17,661	8/10/04	2
Dingli	17,661	8/10/04	1
Msida	17,663	15/10/04	1
Total			**115**

MARINE AND STORM WATER UNIT

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

Marine Works

- *St Thomas Bay*: replacing of fragmented and collapsed quay and concrete deck behind quay by direct labour; replacement of 66.4 metres of quay wall and of 270m² of concrete deck behind same quay wall;
- *St Angelo Wharf*: re-alignment and strengthening of existing quay. Works carried out by contractor. Replacement of 134 metres of quay and 2,000m² of R.C. deck using 120 piles. Works were commenced by contractor in November 2003 and finished in November 2004;
- *M'Scala*: repairs to existing breakwater arm by direct labour. Length of R.C. Deflector replaced 43m. Works commenced on 22 March 2004 and finished in May 2004;
- *Hay Wharf (Phase B & C)*: extension and widening of existing quay at Hay Wharf (Phase B & C), works being carried out by contractor. The length of quay is being extended by 240m. Area of R.C. deck behind quay 3500m². Number of piles 220. The works were scheduled to be completed over a three-year period. These works were commenced in January 2003 and are scheduled to be completed by the contractor in December 2005.

Storm Water Civil Works

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

- *Marsa Catchment*: The works are subdivided into two phases and cover both the short and medium term. The first phase was carried out during April to October 2004 and consisted of the widening of an existing watercourse by 4m for a length of 1,600m. This entailed soil excavation (15,000m³) and building of the embankment on one side. Two bridges were demolished to be replaced by new bridges to cover the new 12m width of channel. One bridge in Lion Street has been completed using concrete voussoirs in the form

of a vault. A second bridge has been completed up to top level of buttresses. These works were also complemented by dredging of silt at Jetties Wharf, Marsa.

- *Burmarrad Catchment*: These works were also planned in two phases. Phase I was carried out in 2004 and included excavation of silt and debris from the existing waterways from Bidnija to Għajn Riħana, quantified at 4,000m³. Repair of existing water retentions. Dredging of one side of the Sukkursu Channel around Salini 150 metres long where approximately 1,000m³ were dredged.

HUMAN RESOURCES BRANCH

During this period, the HR Branch rendered services to Directors, Heads of Sections and other employees in departments within the Ministry for Resources and Infrastructure.

The Branch processed 9 promotions on the basis of seniority, 20 promotions resulting from calls for applications and one promotion as recommended by the Tribunal for the Investigation of Injustices. Moreover, 22 vacant posts were filled through public calls for applications whilst 3 employees were employed on a contractual basis. The Branch also addressed a considerable number of calls for applications to fill up vacant posts that remained unfilled in the previous year.

During the period under review, the HR Branch received 54 reports of cases where workers were injured on duty. It also liaised with the Health Division to determine whether 51 employees were fit enough to continue in their work or be medically boarded out. The Branch also processed 86 pension cases.

Throughout the same period, 118 disciplinary cases were initiated according to Regulations (Disciplinary Procedure) 1999 of the Public Service Commission. The cases comprised one dismissal case, 101 minor cases, 12 serious cases, 4 written warnings (in terms of Regulation 19) and 4 admonishments (in terms of Regulation 18). At present, there are 10 cases of officers against whom criminal procedures are being instituted. Three of the 10 employees involved are interdicted.

The Tribunal for Investigation of Injustices concluded 6 cases, of which 3 were decided in favour of the Works Division.

During 2004, the Branch also processed the transfer of 32 employees internally within the Works Division, 99 transfers between the Works Division and other departments. In addition, the Branch processed the transfer of 185 employees following the migration of the P.A.R.K. Section from this Ministry to the Ministry for Rural Affairs and the Environment and the transfer of another 75 employees for deployment with WasteServ (Malta) Ltd.

In addition, the Branch issued organisational identification cards to all employees within the Ministry, in line with ministerial policy.

RAY FARRUGIA
Director General (Works Division)

Works Division
Finance and Administration Department

The Finance and Administration Department provides departments of the Works Division with the necessary support in matters relating to finance and procurement and in the administration of the main registry and security staff.

FINANCE BRANCH

Accounts Section

During 2004, the Accounts Section benefited from a *Management Efficiency Programme* (MEP) aimed at restructuring the Account Section *per se* and at transforming its role to a more active and dynamic one. The programme aims at increasing efficiency and cost effectiveness in accounting processes particularly with respect to the early settlement of dues to the Department's suppliers. The realisation of the programme also entailed the scheduling of regular monthly meetings internally and externally with different stakeholders.

The MEP initiative gave rise to a reorganisation of the structures and systems within the Accounts Section, including the setting up of a Financial Control Unit (FCU), for ensuring that all necessary planning and control measures are factually being permeated as set forth in the Programme. The MEP introduced various other initiatives including the generation of management reports conducive to the handling of the Works Division finances.

The Finance and Administration Department also implemented a Project Management Programme (PMP) to regularly monitor the progress and expenditure incurred in the implementation of capital projects. The PMP in fact allows for the better management of the Ministry's Capital Vote by capturing projected expenditure data vis-à-vis project implementation.

Financial Control Unit (FCU)

The primary roles of the FCU are to exercise financial control over the expenditure 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 the Ministry's operations. The FCU is implementing a number of programmes and initiatives:

Tenements Programme

A team from the FCU compiled a full inventory of all tenements that were registered under the Ministry for Resources and Infrastructure, and for which a burden of rental expenditure was attached. The positive outcome of this exercise involved the release of tenements with an annual rental expenditure of *circa* Lm55,000 that may be used for other purposes.

Utilities Programme – Telephones and Water & Electricity

A full inventory of all the telephone lines registered under this Ministry was made including the removal of unnecessary telephone lines that were at one time required at former project sites. All telephone billings

are handled within the FCU, which monitors the amount being spent on each telephone line and also audits excessive bills through the procurement of itemised billings.

A similar exercise is now being conducted on Water and Electricity billings. The first phase of this exercise, i.e., the removal of several meters, has already been addressed through the compilation of the Tenements Programme. The FCU will also be closely monitoring all bills under this item.

The FCU has also targeted high consumption Public Conveniences (PCs) and incorporated such under a specific monitoring programme. This programme entails conducting site inspections with the purpose of capturing specific data for subsequent analysis. The programme should result in a substantial reduction of consumption levels at PCs.

Materials Control Programme (MCP)

Another initiative being adopted at the FCU is the strengthening of internal audit structures to control and monitor the purchase and use of materials on major projects. The MCP compares data of materials issued and paid out by the Finance Branch with the actual quantities of materials measured on site by Quantity Surveyors and resulting outcomes are tabulated in a report by the FCU.

Reconciliation of Materials Programme (RECOM)

The FCU implements a similar programme, RECOM, to audit materials issued from stores. The RECOM programme matches the materials issued 'per job' from the Ministry's Central Stores in Mriehel with materials claimed to be 'used' or still 'in hand' at the Central District Office. The RECOM data captured is then tabulated in a monthly report sectored in Local Council and Non-Council Tasks.

Transport Programme

Transport costs have also been addressed by the FCU. In fact, the amount of vehicles hired by the Ministry's departments has been reduced by 48% during 2004. This reduction resulted in annual savings of around Lm90,000 in leasing fees.

A programme is also being undertaken by the FCU whereby all expenditure relating to transport costs is being mapped out and tracked down to each individual vehicle. The aim of this complex exercise is to identify the true cost of each individual vehicle within the Ministry's vast transport fleet and obtain further reductions in transport costs through a structured cost-benefit approach.

Datatrak - Vehicle Control Programme (DT-VCP)

This Ministry has established a Datatrak system in order to better control its transport fleet. The FCU has embarked upon a programme (DT-VCP) whereby data captured from the Datatrak system is being matched with data recorded in the sections'/departments' vehicle logbooks. The programme aims to expose unauthorised vehicle-use and vehicle 'idleness' with the purpose of maximising the utilisation of the Ministry's transport fleet.

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 houses a 'one-stop shop' on all tendering/payment procedures.

Efficiency measures were also introduced at the Collection Unit. The systems and structures that were introduced serve to enhance overall control over outstanding dues from different departments and allow for better control over 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 offices in Malta, the Salaries function, including the computation of the Works Division's employees' salaries, was transferred to Gozo. This 'back office' function is now being performed by Ministry for Gozo employees.

The Salaries Support Unit now co-ordinates the flow of information transmitted from our offices in Malta to the Gozo-based Salaries Section. The Unit acts as the liaison office through which the information is channelled. It also serves the purpose of customer care to the Ministry's clients (that is, its employees).

Monthly management meetings are also being held between the Heads of the Accounts Section of the Department and the Salaries Section in Gozo for control and expenditure projection purposes.

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 from time to time are required to implement the various projects that the Division takes on hand during the year. The Branch daily processes requisitions for the procurement of all types of material, equipment, stationery, machinery and other stores through the nominated period contractors.

This Branch also deals with the disposal of various unserviceable items from various departments by means of tendering procedures. It also disposes of obsolete/unserviceable items as sanctioned by Appointed Boards of Survey. The Branch is also responsible for the inventory of all departments falling within the Works Division.

During 2004, the Contracts and Procurement Branch was engaged in talks with the Ministry's Information Management Officer and MITTS Ltd. to set up an IT contracts database management programme. This programme is now in its final 'screening' phase and is envisaged to go live by April 2005. The programme will significantly improve the procurement controlling and monitoring function of the Branch.

SECURITY SECTION

A special unit within the Security Section was set up around June 2003 in order to conduct daily inspections by night on various sites around the island. Inspections primarily serve to verify the presence of watchmen assigned to such sites. In 2004, more than 1,400 night inspections were carried out. Besides inspections conducted after office hours on watchmen, the Security Section was also engaged in regular inspections during the day on day workers. The inspections programme will be stepped up considerably during 2005.

In 2004, the Security Section was also equipped with an innovative patrol monitoring system called Checkpoint. This system is intended to record the number of checks/inspections that are to be carried out at identified sites by security personnel. It will serve to ensure that inspections are in fact being conducted and also performed at the desired times and frequency.

MARIO RODGERS
Director (Finance and Administration)

Works Division
Building and Engineering Department

During 2004, the Building and Engineering Department maintained its role as the design arm of the Works Division for projects originating from the Ministry for Resources and Infrastructure as well as other ministries and government departments.

The departmental set-up during 2004 incorporated the Design Unit, Service Engineers Unit, Quantity Surveying Unit, Lands Surveying Unit and Rehabilitation Projects Office.

DESIGN UNIT

During the year, the Design Unit was responsible for the following projects:

Projects Completed during 2004	
Islets Promenade, Buġibba	St Thomas Bay, M'Scala
Xarolla Project, Żurrieq	Embellishment works at Safi Square
Embellishment of Paolino Vassallo Square, Cospicua	Ramp for the disabled at Cospicua Parish Church
Paceville Embellishment Project	

Active in 2004 and to be completed during 2005	
Pavement Works at Mdina	Works at Mellieħa Square
Ġnien il-Bennejja at St Paul Street, Żurrieq	Mqabba Garden
Embellishment works at Hastings Gardens, Valletta	Construction of Offices/Warehouses at Safi Barracks
Camping and Caravan Site at Għajn Tuffieħa	Repair works at Wied iż-Żurrieq
Embellishment and Restructuring works at Xgħajra Promenade	Storm Water Flood Relief Project: Burmarrad Region and Marsa Region

Design and Consultation Stage (2004)	
Ta' Qali Crafts Village	Embellishment and Restructuring works at Marsaxlokk
Church Square, Birżebbuġia	Embellishment works in the limits of Wied Babu
Ħal Far Recreation Centre	Relocation of Valletta Monti
Baħar iċ-Ċagħaq Caravan Site	Lija Square (Embellishment Works)
Embellishment/Construction works in 13th Dec Avenue	Construction works at Floriana Football Ground
Refurbishment works at EU Offices, Valletta	Balzan Playing Field
Storm-Water Flood Relief Project: Attard Region	

Design and Plans completed (Submitted to MEPA)	
Proposed new headquarters block for Maritime Squad	Paceville Embellishment Project (Public Convenience)
Structural works at stores 7 & 8 in Magazine St, Mdina	Proposed paving project at St Frederick Street, Valletta
Communication towers at il-Qortin, Nadur, Gozo	Ramp at Health Information Security Unit, Pietà
ITS Restaurant – refurbishment to main entrance door, St Julians	Upgrading of existing walkway from Nigret to Wied iż-Żurrieq
ITS internal alterations at basement level, St Julians	Playing field at Manikata, Mellieħa
Extension to National Audit Office, Floriana	Paola Health Centre – internal alterations
Block 4, Inland Revenue Floriana – internal alterations	Alterations to pavements in Tumas Fenech St, B'Kara
Store under St Philip Square, Vittoriosa	Store at roof level in Palazzo Ferreria, Valletta
Refurbishment of block at AFM, Luqa	Proposed canopy at Xarolla Garden, Żurrieq
Landfill facility in Naxxar – excavation works only	Addition of classes at the ITS in St Julians
Reconstruction of garden in Mqabba	Access for the disabled at the Parish Church, Cospicua
Upgrading of Parish Church Square in B'Buġia	Upgrading of Square – Park Towers, St Julians

Upgrading of war monument in Floriana	Reconstruction of balcony/bus shelter in St Julians
Widening of storm water channel in Marsa	Restoration of storm water channel in Burmarrad
Demolition of sheds in Marsa	

SERVICE ENGINEERS UNIT

This Unit is responsible for mechanical and electrical engineering works including installation of air-conditioners and lifts. Works were carried out at the following sites:

Auberge De Baviere – air conditioning/electrical works	Law Courts – air conditioning
Auberge d'Italie – air conditioning/electrical works	AG's Office – new air conditioning units
Verdala Palace – electrical troubleshooting	Castille – new air conditioning systems
Upper Barrakka – irrigation system and refurbishment of fountain and lighting	Project House – new air conditioning systems at ground floor and at level 4
The Palace, Valletta – new air conditioning system, removal and reinstatement of A/C units and electrical troubleshooting	Ministry for Foreign Affairs – upgrading of lift and electrical works
Fire fighting system in computer room, new goods' lift and lighting design for façade	Corradino Correctional Facility – mechanical troubleshooting
Inland Revenue – new air conditioning systems	Vilhena Palace, Mdina – electrical troubleshooting
San Anton Palace – upgrading of electrical supply	Xarolla Windmill – electrical works
Fort St Angelo – lighting	Mdina – electrical and mechanical works
Buġibba Promenade – lighting and irrigation	Wignacourt Aqueduct – lighting
Senglea Gate – lighting	St John's Co-Cathedral – lighting of facade
Żurrieq Garden – lighting and irrigation	Vittoriosa Regional Library – electrical works
Safi Square – lighting of square	Dive Systems Sliema – electrical supply
CPS Floriana – new electrical system	EU Offices Valletta – mechanical and electrical design
CIMU Offices – new electrical system	Audit Offices – CCTV system
Paceville - fountain	Ministry Block B – lift and A/C split unit
Crafts Village Ta' Qali – design for irrigation system	Police GHQ – lift at Forensic Section
St Vincent De Paule – new lift and new air conditioning system, ventilation systems for Wards 9 and 10;	Tax Compliance Unit – ventilation system and electrical supply
St James Cavalier – consultancy and troubleshooting on air conditioning systems	Caravan and Camping Site, Għajn Tuffieħa – mechanical and electrical services

QUANTITY SURVEYING UNIT

The main duties carried out by the Quantity Surveying Unit are:

- Preparation of budget estimates at pre-planning stage;
- Drafting of particular specifications;
- Preparation of Bills of Quantities;
- Drawing up estimates for allocation of funds for tendering purposes;
- Evaluation of tenders and drafting of technical reports;
- Providing advice on contractual procedures and interpretation of conditions of contract;
- Drawing up of monthly valuations for issue of interim payments to contractors;
- Re-measurement of all contract works;
- Drawing up of Final Accounts and agreeing rates for variations with contractors;
- Checking, evaluating and reporting on extra-contractual claims submitted by contractors.

During the year the following workload was handled:

	Value (Lm)
Tender Documents, Bills of Quantities and Estimates prepared for 70 tenders	9,423,631
108 Final Bills on a re-measurement basis prepared for completed contracts	4,273,036
58 contracts awarded but still in course of construction and being re-measured by the Unit at end year	4,104,068
Valuation for monthly interim payments to contractors during the course of contracts	610,577

LAND SURVEYING UNIT

The Survey Unit carried out 256 survey services for various entities throughout the Public Service:

Works Division Projects	
St Julians, Paceville	St Julians, Wied Għomor
Valletta, Hastings	Valletta, Upper Barrakka
Mqabba, Church Square	Qrendi, Church Square
Pembroke, Baħar Iċ-Ċagħaq Camping Site	Mdina, Upgrading of Mdina
San Pawl, Għajn Tuffieħa Scouts Complex	Marsa, Upgrading of Marsa Watercourse
Marsa, December 13th Road	Żurrieq, Xarolla Area
San Pawl, Salina Water Course	San Pawl, Burmarrad Storm Water Relief
Lija, Pjazza Trasfigurazzjoni	Marsascala, St Thomas Bay
Żabbar, Xgħajra	Kirkop, Kirkop Square.
Other Departments	
Kirkop, AFM Barracks	Vittoriosa, Victory Square
WasteServ Malta Limited	
Magħtab Landfill Area	

REHABILITATION PROJECTS OFFICE

Valletta and Floriana

During 2004, works were initiated on the restoration of two major projects in St John's Co-Cathedral, namely the restoration of the Chapel of Italy and the restoration of a 16th century organ. These projects are financed by the Italian Protocol but are also partly financed by the Valletta Rehabilitation Project.

In the Palace in Valletta, work continued on three fresco projects namely the entrance vault, the Paladini Room and the Perez d'Aleccio fresco. The entrance vault fresco was finalised.

Work on the facade of the Our Lady of Victory Church was completed. The restoration of the wall painting is in progress.

The upgrading of the Upper Barrakka Garden was completed and work continued on Hastings Garden.

In Floriana, the restoration of the facade of Sarria Church was commenced.

Mdina

The paving works of the whole city of Mdina is proceeding as scheduled but the removal of wiring by Enemalta has been somewhat delayed.

Cottonera

In Vittoriosa, restoration works at the Armerija were continued. In Cospicua, the paving of Pjazza Paolino Vassallo and of St Michael Street was completed. The restoration of the whole land front bastions in Senglea was completed. In Kalkara, works were pursued on the restoration of the Salvatur Chapel.

OTHER SERVICES PROVIDED BY THE DEPARTMENT

Dangerous Structures

Architects at the Building and Engineering Department are being delegated the responsibility of inspecting and submitting reports in connection with dangerous structures identified on the Island. The responsibility covers all requests received through the Police, government departments or the general public. Designated

architects are available on call service to inspect dangerous structures and provide 24-hour coverage seven days a week.

Architectural and Engineering Advisory Service

The Department provides architectural and engineering advisory services to all ministries, government departments and government institutions when requested. These services include structural engineering services, electrical engineering services, mechanical engineering services, land surveying services and quantity surveying services.

Technical Inspection Service

The Department renders a Technical Inspection Service to the Malta Resources Authority. This service covers onsite inspections of swimming pools as per Regulation 10 of the Control of SP Reg. 1998, followed by the completion of reports by this Department to the Malta Resources Authority.

ANTHONY ABELA
Director (Building and Engineering)

Works Division
Building Construction Industry Department

INTRODUCTION

BCID's policy and mission statement emphasises that it has to monitor the building construction industry, develop and manage strategies to further enhance and safeguard this important employing sector of the economy. Concurrently, it must also protect 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. Throughout the past years, the initiatives taken by the Department to meet its objectives have been directed mainly towards:

- the establishment of a Building Regulations Unit with a view to update the existing building regulations, develop further such regulations as well as monitor and enforce their application in the local building construction industry;
- the establishment of a Registration of Building Contractors Unit to establish and maintain a Building Contractors Register with a view to have a database containing details of those involved in the building industry together with their competencies and qualifications in order to provide Government and the private sector easier access to competent and competitive building firms for their projects.

Apart from the above, BCID also addressed Quality Assurance and Control as well as Health & Safety issues and provided advice to the Ministry's EU Directorate on matters relating to the Building Industry.

DEVELOPMENT OF NEW LEGISLATION

During 2004, the Department embarked on various activities conducive to the development of new legislation, including:

- The publication of a book entitled *Design Guidelines on Fire Safety for Buildings in Malta*, launched in June during a seminar organised in conjunction with the Building Industry Consultative Council. The seminar, which was very well attended by architects and engineers, was addressed by various guest speakers including Dr Adrian Hay who had contributed immensely to the drafting of the new regulations on fire safety that are being introduced in Malta.
- A revision of the draft proposed Bill on the Registration of Building Contractors and Control of the Building Construction Industry.
- The transformation of the Technical Guidance Documents dealing with Site Preparation, Construction and Demolition, Hygiene, Sanitation and Waste Disposal, Environmental Aspects, Conservation of Energy and Fuel Burning Appliances into pdf format for easier dissemination.
- Participation in a committee set up by the Ministry for Rural Affairs and the Environment entrusted with the drafting of new regulations on Construction Site Management.
- Participation in technical committees of the Malta Standards Authority on the formulation of National Annexes to a number of Euro Norms.
- Participation in the Energy Demand Management Committee of the EC. Participation also entailed the setting up of a technical working group that is preparing the methodology to be adopted in Malta with regards to the energy certification of buildings that has to be introduced during 2006 to meet the requirements of EU Directive 2002/91/EC.

- Participation in MRES working groups on developing EU legislation dealing with Free Movement of Services, Mutual Recognition of Qualifications, and Education & Training in the Field of Architecture.

MARKET SURVEILLANCE ON CE MARKING OF CONSTRUCTION PRODUCTS & QUALITY ASSURANCE

The Consumer & Competition Division by means of LN 911 of 2004 delegated responsibility for tasks under this heading to BCID in August 2004. The execution of such a function represents part of Malta's obligations vis-à-vis the EU Directive on the Safety of Products and CE marking.

CE Marking of Lift Installations

The Unit responsible for market surveillance of lift installations screened some 3,000 MEPA permit applications and started compiling a database of the installations undertaken since 30 June 2002. The Unit also made some 153 site inspections and held a number of meetings with individual installers and the Association of Lift Installers to exchange information and ideas on control-monitoring and to pave the way for the future co-operation between the parties.

CE Marking of other Construction Products

Quality Assurance Unit staff was trained in market surveillance procedures to be introduced on construction products. Officers in the Unit attended a number of seminars on the subject organised by the Malta Standards Authority (MSA) and the Consumer & Competition Division and also held in-house informative meetings. Products such as cement, aggregates, thermal insulation materials and pre-cast concrete elements must have a certificate of conformance and CE marking to be able to meet the requirements of the Products Safety Act. Enforcement of these requirements will start during 2005.

Quality Assurance on Works Division Projects

The Quality Assurance Unit continued to gather samples and coordinate the testing of materials that are used on projects carried out by the Works Division. This year's work mainly focused on the storm water project being done between Qormi and Marsa and on various embellishment projects undertaken throughout Malta. Around 1,039 samples were gathered and tested at the Malta National Laboratory.

Database Of Contractors' Performance

The Quality Assurance Unit continued to screen and evaluate "Contract Completion Reports" of contracts carried out for the Works Division and logged results in a database that is being maintained for quality assurance purposes and that will serve as a tool in adjudication of tenders. Up to now some 550 reports have been evaluated and logged in the database. Work on drafting and evaluation of tenders in relation to the purchase by period contract of materials and products used by the Division in its daily work and on projects was also done.

OCCUPATIONAL HEALTH & SAFETY

Awareness and Training Courses

The Health & Safety Unit continued with its efforts to increase awareness of health and safety issues throughout the Division's workforce. Officers from this Unit gave 38 lectures on the subjects of Health & Safety Awareness, Risk Assessment and Use of Protective Equipment that were attended by some 700 employees. The Unit also organised and co-ordinated the attendance of 45 officers to courses in first aid and of some 55 security guards to courses on the use of fire fighting equipment and fire prevention. The

Unit organised a series of talks and an exhibition on the use and misuse of alcohol and medicines on the place of work. This initiative was rewarded by the presentation of a certificate of appreciation from Sedqa.

Routine Work

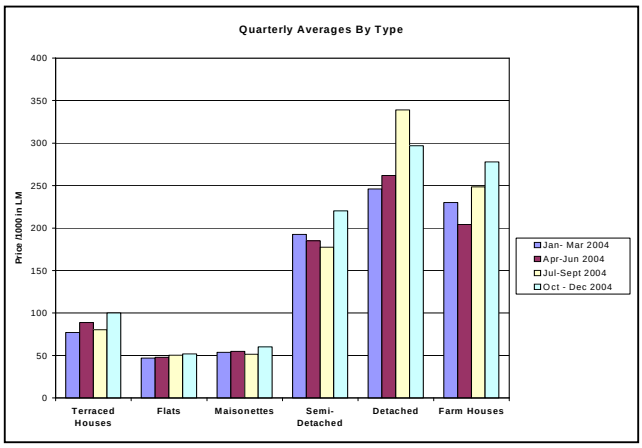
The Unit conducted some 115 inspections on work sites and followed up every inspection with a risk assessment and condition report that delved into the hazards and risks identified, complete with recommendations for their elimination or attenuation. Shortcomings in the use of PPE were also noted and reported on. The Unit also drew up sixteen reports on incidents where employees had sustained body injuries. Work on the preparation and evaluation of tenders for the purchase of personal protective clothing and equipment was also carried out. The tenders were issued for the provision of safety boots and shoes, safety eyewear, noise attenuation equipment, safety gloves and protective respiratory masks for various work processes.

Other Initiatives

Noting that a considerable number of employees working with the Cleansing Services Department were being exposed to a high risk of being stung by used syringes which were being found and collected from inside public toilet facilities, gardens and roads, the Unit managed to obtain free of charge from Sedqa a number of special containers in which these used syringes could be disposed of. Instructions on the proper handling of used syringes and on the use of special containers were also issued to the Department's employees. As in the previous two years, the Unit participated in the "Good Practice Awards" competition held by the Occupational Health & Safety Authority.

PROPERTY PRICES SURVEY

Information gathering on the fluctuation of prices in the domestic properties market continued throughout 2004. The information was taken from adverts in the local papers and logged into the Department's database. The graph below shows a diagrammatic representation of data averages on a quarterly basis.



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-up 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 and upkeep of street furniture. Road maintenance works are also carried out on behalf of the Malta Transport Authority. The CMD also provides other services such as waterproofing and the supply of stone blocks from Tar-Robba Quarry, as well as various embellishment and construction works, specialised restoration works and project management services to various ministries and departments.

BUILDING MAINTENANCE UNIT

Various maintenance works were carried out in government-owned tenements.

RESTORATION UNIT

Restoration, maintenance and other works have been carried out at the following sites, premises, monuments, historical buildings and fortifications:

Restoration of Victory Church facade, Valletta	Restoration works at Salinos Ground, Valletta
Restoration of Coat of Arms of ITS building, Pembroke	Restoration of arch at the CID entrance, Floriana
Restoration of Landfront Bastions, Valletta	Consolidation of a corner of St Elmo's Hall, Valletta
Restoration of an arch at St Paul's Collegiate Church, Rabat	Restoration of Sta Marija tac-Cwerra Chapel, Siġġiewi
Restoration and consolidation of corbels of the Presidential Palace balcony, Valletta (Phase III)	Restoration of various monuments and arches at Upper Barrakka Gardens, Valletta
Restoration of Wignacourt Aqueducts along Attard, Balzan, Birkirkara and Santa Venera	Restoration of portals at Heritage Malta premises, Valletta
Restoration of Tax-Xarolla Chapel, Żurrieq	Restoration of chapel at Żurrieq Cemetery
Restoration of La Valette Hall at the Mediterranean Conference Centre, Valletta (Phase I)	Restoration and refurbishment works at the Presidential Meeting Room, The Palace, Valletta
Restoration of St Catherine's Chapel, Mqabba	Restoration of Victoria Lines, Madliena
Restoration works at the Armoury, Birgu	Restoration works on St Michael's Bastion, Birgu
Restoration of Landfront Battery, Birgu	Restoration of ceiling at Inquisitor's Palace, Birgu
Maintenance works at St John's Co-Cathedral, Valletta	Paving works at St Helen's Gate, Bormla
Intervention on various bastions to temporarily remove danger (e.g. Quarantine's Bastion, Pinto Wharf, etc)	Replacement of dangerous roofs at Vilhena Palace, Valletta
Maintenance works in Verdala Palace, Presidential Palace at Valletta, San Anton and Girgenti	Restoration of a dangerous roof at the Maritime Museum, Birgu
Conservation works at St Anne's Gate, Senglea	Conservation works at St John's Bastion, Birgu
Restoration and conservation works on facade of Inquisitor's Palace, Birgu	Restoration and conservation works on façade of Sarria Church, Floriana
Archaeological excavation works at the site of the old Clock Tower, Birgu	

The Restoration Unit was also involved in the preparation of tender documents for a 3D survey of Ġgantija site in Gozo and in the co-ordination of the Culture 2000 Project, the EU funded Laser Act Project and of various courses (Certificate and Diploma in Baroque Architecture) at the University of Malta.

CENTRAL DISTRICTS OFFICE

The Districts Section carries out work requested by the local councils, government departments and by the Ministry for Resources and Infrastructure. Works covered the laying of new pavements, 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. In addition, the Districts Section embarked upon the following projects:

Patching including maintenance work of distributory and arterial roads on behalf of ADT and local councils	Embellishment works at Pjazza Paolino Vassallo
Embellishment works at Paceville	Embellishment works at Xgħajra Promenade (Phase I)
Embellishment works at Mellieħa Parish Square	Embellishment works at Dawret il-Gżejjer, Buġibba
Initiation of embellishment works at Balzan playing field	Embellishment works at St Thomas Promenade, M'Scala
Embellishment works at Triq Desain, Birgu	Consolidation of road along Kalkara Bay
Embellishment works at Xarolla, Żurrieq	Embellishment works at Imqabba Garden
Embellishment works at Ġnien il-Bennejja, St Paul's Street, Żurrieq	Embellishment works at Safi Parish Square (including St Mary Street)
Maintenance and refurbishment works of various premises to cater for refugees	Initiation of maintenance works at Wied iż-Żurrieq
Maintenance works at Buġibba, Marsascala, Birżebbuġia, Sliema and St Julians Promenades	Embellishment works at Upper Barrakka Gardens, Valletta
Construction of a caravan site and a camping site for the Scouts Association at Għajn Tuffieħa	Construction of a ramp for better access to Cospicua Church
Maintenance works in premises at Triq l-Innu Malti, Żebbuġ in connection with 15th September 2003 storm	Construction of a public convenience (including a basement and an overlying hall) at Santa Venera
Maintenance/repair works at Law Courts following the blaze which occurred in July '04	Construction (including finishings) of Żurrieq Public Convenience
Construction (including finishings) of Qormi Public Convenience	Construction (including finishings) of a Public Lotto booth
Decoration works at Auberge de Castille's entrance hall	Embellishment works at Xemxija Promenade
Maintenance works on façade of premises at 62, St Christopher Street, Valletta (Chinese residence)	Refurbishment works on premises at 221c Republic Street, Valletta to be used by the EU Translation Unit
Maintenance works at Bormla Boċċi Club	Paving works at French Curtain, Valletta
Replacement of an intermediate floor at Xatt ir-Risq, Birgu	Replacement of roofs at the Manufacturing and Servicing Department, Marsa (including tiling works)
Construction of a boundary wall at Siġġiewi Football Ground	Construction (including finishings) of Qormi Public Convenience
Cleaning of Wied is-Sewda, Wied il-Kbir, Wied iċ-Ċawsli, Wied Annotta, il-Bidnija, is-Salina and Burmarrad valleys	Construction works in various valleys in connection with the storm water project, including the demolition of bridges and the reconstruction of new ones.

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 9,000 square metres with waterproofing membrane on various departments and Government-owned premises. The sales from Tar-Robba Quarry during 2004 were 14,570 *Kantun*, 1,347 Slabs and 6,400 *Ġebel ta' l-Ordni bit-talut.* Most of the blocks were used in connection with the storm water project.

NICHOLAS GRECH
Director (Construction and Maintenance)

Works Division
Manufacturing and Services Department

MARSA BRANCH

During 2004, the Marsa Branch of the Manufacturing and Services Department was involved primarily in embellishment projects carried out in various localities and in maintenance works on existing infrastructure. Staff complement at this Branch is currently 370, including the members of the co-operatives operating within the Department. Jobs opened in 2004 totalled 874, of which 829 were completed within the year. All clients were government departments and other public entities.

Metal Trades Section

In conjunction with the Carpentry Section, project embellishment steel fabrication, installation and/or maintenance works were completed in various localities by the Metal Trades Section during 2004 including: Paceville (lamp-posts, dustbins), Żurrieq Xarolla precincts (elevated walkway, railing, canopies, information panels), Upper Barrakka Gardens (railings upkeep, gate), Buġibba Dawret il-Gżejjer promenade (footbridge, stair railings), Kottonera (lampposts, benches, street furniture, accessibility walkway, dismantling of old structures), St Julians (lampposts, benches). The Section also embarked on several other smaller joint undertakings.

The Metal Trades Section also contributed the bracketed elements in the following projects: Mdina paving (manholes), Qormi/Marsa Phase I storm water mitigation (bridges concrete shutters, water guides), Safi embellishment (gate), Law Courts (apertures repairs, security grills), National Festivities and State Visits (assembly and dismantling of flagpoles), Carnival Festivities and the Kerygma Volleyball Marathon (assembly and dismantling of stands).

Works in progress at the end of the year include: the Roman Domus refurbishment project (elevated walkways, canopy), OPM Castille improvements (frames, beams, roof-stairs), Marsa Phase II/Burmarrad stormwater mitigation project (water guides, water deviators), mobile site-offices (framing), the Marsascala promenade embellishment project (benches) and improvements to Ġnien Indipendenza (gate and canopies).

Carpentry Section

Works completed by the Carpentry Section during this year included works at Paceville (apertures), Żurrieq Xarolla precincts (benches, elevated walkway), Upper Barrakka Gardens (benches, concrete shuttering), Buġibba Dawret il-Gżejjer promenade (footbridge, benches, dustbins, street furniture), Kottonera (accessibility walkway, ramp, benches, street furniture), and St Julians (benches), apart from several other smaller joint undertakings.

The Carpentry Section also performed a range of miscellaneous works including: Housing tenement improvements (balconies), improvements at the Marsa Sports Complex (fences), works at St John's Co-Cathedral (cannon bases restoration), and items required by the Ministry for Resources and Infrastructure (bill-boards, sign-boards and the Ministry's trade fair stand).

Works in progress at the end of the year include: the Roman Domus refurbishment project (elevated walkways, handrails, apertures, canopy), OPM offices (apertures, furniture, cabinets, skirting, platforms),

new Cleansing Services Department offices (apertures, furniture), mobile site offices (assembly), and Ġnien Indipendenza (canopies).

Plumbing Section

This Section was also extensively involved in some of the large projects, including: Paceville (installation of water mains, repair of house connections, new fountain), Upper Barrakka Gardens (fountain refurbishing), the Triton fountain (refurbishing), Sta. Lucia Garden (new irrigation system), Buġibba Dawret il-Gżejjer promenade (new irrigation system), Marsa Sports Complex (framed chain fencing), Magħtab landfill (enclosure by chain fencing, gates), St Thomas Bay (temporary railing) and Fort St Angelo (water tanks installation).

Works in progress at the end of the year include: the Għar Ħasan area (enclosure fencing), Kennedy Grove (enclosure fencing), and Pinto Wharf bastion (temporary fencing). This Section is also regularly involved in plumbing maintenance and is typically entrusted with new works at offices of various government entities, public conveniences, and with the installation and repair of chain fencing at various football grounds.

Two other current initiatives are the surveying of all public conveniences in Malta for the detection of water leakage and the preparation of a preventive maintenance sample contract agreement primarily intended for local councils for the upkeep of public fountains in Malta.

Electrical Section

Apart from the aforementioned types of works, project embellishment often necessitated the installation of electrical systems and/or maintenance thereto. Such works completed by the Electrical Section during this year included works carried out at: Paceville (lamplights, ground spotlights, fountain electrical power), Żurrieq Xarolla precincts (lamplights, floodlights), Upper Barrakka Gardens (distribution board, light fittings, fountain power), Buġibba Dawret il-Gżejjer promenade (lamplights, armour cabling, ground lights, irrigation system power and controls), Kottonera (lamplights), St Julians (lamplights), as well as several other smaller joint undertakings.

Other necessary works include the installation of lamplights as part of the Safi embellishment project, the installation and commissioning of eight new traffic lights, the installation of the new floodlighting of the upper part of Fort St Angelo, the replacement and upkeep of floodlights on the Valletta bastions together with lighting installations in several new public conveniences.

Works in progress at the end of the year include: the installation of internal cabling for street lighting and bastion floodlights at Mdina, the armour cabling and electrical supply deviation at the Qormi/Marsa stormwater mitigation project and domestic installation at the new Cleansing Services Department offices at Kordin.

Ongoing works include: the upkeep of 120 traffic and pelican lights as well as electrical traffic bollards all over Malta; electrical maintenance at the offices of various government entities especially within the Valletta and Floriana area which include the Palace, the House of Representatives, and the Office of the Prime Minister, ministries and departments.

Lifts and Air conditioning Section

Regular maintenance and servicing was carried out on 104 lifts and escalators within public buildings. 540 calls for lift repairs were also dealt with. The client locations with the highest logged working hours were St Luke's Hospital (720 hours), St Vincent de Paule Old People's Residence (198 hours) and the Law Courts (189 hours).

This Section also extended its maintenance and repair services to cover over 3,000 standard air conditioners and 21 HVAC plant units. More than 1,505 calls for repairs were dealt with in this regard. The biggest jobs concerned: maintenance of the cooling towers at St Luke's Hospital, repair of three large air conditioning chillers and their compressors at the Malta Tourism Authority, and the shifting of ten air conditioning units at the Commerce Division.

Traffic Signs Co-operative

The registered total turnover of this co-operative for year ending December 2004, was Lm367,331. 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, the Co-operative increased its range of traffic-engineering products, including traffic-calming ground material and various types of battery-operated cats-eyes.

Carpenter's Co-operative

Until its decision to liquidate in November 2004, the registered total turnover of this Co-operative was Lm110,949.

Aluminium Co-operative

The registered total turnover of this Co-operative for the year ending December 2004, was Lm136,639. This Co-operative is competing for and winning a number of public tenders and is procuring certain private jobs, the latter obtained mainly through its participation in the National Trade Fair in July.

KORDIN BRANCH

This Branch of the Manufacturing and Services Department, which currently contains 131 workers, mainly caters for the servicing and repair of vehicles and plant equipment pertaining to the Works Division. In this current year, the Department carried out a total of 2,947 jobs of which 134 were on vehicles from other Departments outside the Works Division.

The types of jobs undertaken by this Branch range from routine maintenance to complete engine overhaul and body restoration. Other miscellaneous services related to vehicle fleet are also provided by this Branch. Kordin Branch is also responsible for the management of an automatic-vehicle-locating (AVL) system that continuously monitors up to 100 government-owned vehicles and plant.

An important activity undertaken by this Branch in 2004 was the de-pollution of 110 vehicles at a Police Compound, in order to be scrapped under the supervision of the Administrative Law Enforcement of the Police Department. This process involved the de-registration of all chassis and engine numbers, draining of all engine and transmission oils, as well as brake and clutch hydraulic, and removal of batteries and tyres in accordance with legal regulations. The destruction of the engine and body shell, with the upholstery removed, were also carried out in the presence of the Branch personnel.

During 2004, the Kordin Branch purchased 6 pick up vans costing a total value of Lm46,938 and has prepared several other tenders for the purchase of more vehicles and plant, including further pick-ups, 12-seater passenger vans, tipper trucks, truck cabins, mobile crane and excavator.

Fuel Station

The Fuel Depot run by the Manufacturing and Services Department supplied fuel to all Works Division vehicles and plant, as well to other public entity clients, namely the Armed Forces of Malta, the Drainage

Unit, the Housing Construction and Maintenance Department, the Parks and Landscaping Conservation Section and occasionally the President's Office.

Fuel supplied during 2004 was as follows:

	2004	**2003**	**Variation**
LRP/unleaded	274,932 Lts	341,799 Lts	(66,867 Lts)
Diesel	525,398 Lts	477,063 Lts	48,335 Lts
Bio-Diesel	30,358 Lts	59,341 Lts	(28,983 Lts)
Total Quantity	**830,688 Lts**	**878,203 Lts**	**(47,515 Lts)**
Total Cost (Lm)	**Lm 273,765**	**Lm 269,198**	**Lm 4,567**

These figures show that there was an overall reduction in the overall consumption of fuel by 5.4%, when compared to the previous year. This is attributed mostly to the ever-increasing strict controls enforced. However, fuel expenditure increased marginally by 1.7%, due to the increase in fuel prices during the course of the year.

PHILIP SCHEMBRI
Director (Manufacturing and Services)

Works Division
Cleansing Services Department

The Cleansing Services Department incorporates three sections, respectively with overall responsibility for cleaning contracts, mainly with local councils; the cleaning of arterial roads and the removal of illegally dumped material; and the cleaning of valleys, water courses and water culverts.

CONSOLIDATION OF CLEANSING SERVICES

The process for the consolidation of all the cleansing services provided within the Works Division was carried out in 2004. The Unit *Għas-Servizzi ta' Tisbiħ* and the Heavy Plant Unit are in fact amalgamated within the Cleansing Services Department.

Some one hundred and thirty personnel as well as items of equipment were transferred under one directorship that now operates from the same location at Marsa. The area in Crown's Works Ditch in Floriana is no longer being utilised in order to make way for the planned 'Park and Ride' project.

The Heavy Plant Unit, comprising thirty heavy plant drivers and equipment, is entrusted with the removal of material including illegally dumped waste.

During 2004, this Section removed approximately 20,000 tonnes of material from various areas such as the Mrieħel Industrial Estate, Xagħjra, Safi and Żurrieq.

WASTE DEPOSIT

Responsibility for the management of Waste Deposit and Recycling Sites now rests with the Ministry for Rural Affairs and the Environment. Eighty personnel were transferred to the new Ministry following the said lateral shift. However the Department still collects arrears of revenue due for the deposit of waste at Magħtab and M'Scala. Revenue collected during 2004 for waste disposal amounted to over Lm315,000 inclusive of VAT.

CLEANSING CONTRACTS WITH LOCAL COUNCILS

Throughout the year the Department continued to utilise its workforce by providing cleansing services to local councils. This section fulfils three main roles - street sweeping of urban roads; the manning and maintenance of public conveniences; and the collection of bulky waste from households.

Throughout 2004, the Department provided contractual cleansing services to local councils and other entities, and maintained its cleansing service contracts in the following localities: B'Bugia, B'Kara, Birgu, Bormla, Fgura, Floriana, Għargħur, Gudja, Gżira, Ħamrun, Kalkara, Kirkop, Lija, Luqa, M'Scala, M'Xlokk, Marsa, Mdina, Mellieħa, Mġarr, Mqabba, Naxxar, Qormi, Qrendi, Safi, St Julians, St Paul's Bay, St Lucia, Sliema, Swieqi, Valletta, Żabbar and Żejtun.

Other cleansing services were provided in relation to national activities including the EU festivities, Carnival, the Eros Ramazzotti Concert, the Jazz Festival, Mnarja and the like.

The total revenue collected through cleansing services contracts in 2004 amounted to over Lm565,000 inclusive of VAT.

Street Sweeping of Urban Roads

Street cleaning of urban roads generates circa Lm315,000 in revenue as per contractual agreements with local councils.

Manning and Maintenance of Public Conveniences

The Cleansing Services Department is also responsible for maintaining 114 public conveniences in different localities in Malta. The revenue generated by the Department on such count reached Lm129,000. The Department also upgraded a number of public conveniences during 2004, specifically public conveniences at Qormi, St Venera, Żurrieq, Paceville and at the Bus Terminus in Valletta**.**

Unit for the Collection of Bulky Waste

Bulky waste collection from households is provided free of charge by local councils. The Department carries out the collection on behalf of, and under contract with, a number of local councils. The Department generated around Lm69,000 inclusive of VAT from this activity, answered 29,364 calls for the service and collected 77,306 items of waste.

ARTERIAL ROADS

Some 10,133 tonnes of mixed waste were handled by the Arterial Roads Unit in 2004. A large amount of bulky waste, illegally dumped along the wayside, was also cleared.

WATER CULVERTS

During the summer of 2004, about 22 kilometres of culverts and 1,194 pits were cleaned to be ready for post-September rainfalls. Other extra works were carried out in 2004 as per contractual agreements with Balzan, Valletta, Iklin, St Julians, Gżira and Sliema Local Councils.

WATER COURSES AND VALLEYS

Marsa Watercourse

After the heavy rainfall of 2003, it was decided that measures should be taken to effect the necessary works in valleys in order to reduce flooding. Works were carried out in Qormi and Marsa from near the Lowenbrau beer factory up to the Marsa Sports Complex entrance near Aldo Moro arterial road. The watercourse was widened by 6.5 metres over a distance of 1.6 kilometres. This work consisted in the removal of material, the construction of concrete bases and the building of a retention wall along the full length of the watercourse.

Sump Opposite Turkish Cemetery

A sump was constructed in order to collect rainwater that used to accumulate opposite the Turkish Cemetery in Marsa. Rainwater is instead being channelled to the main watercourse. Tonnes of material were also removed from the three main valleys that link to the Marsa watercourse, namely Wied il-Kbir, Wied is-Sewda and Wied iċ-Ċawsli.

CUSTOMER CARE AND QUALITY SERVICE CHARTER

The Department is committed to enhance the quality of all cleansing services provided. During 2004, preparatory work was carried out so that in 2005 the Department will be in a position to launch a Quality Service Charter relating to cleansing services.

New Premises

The Department plans to operate from alternative premises situated at Kordin Industrial Estate in Paola. Structural work was carried out on the identified premises complete with new electrical circuitry. Other works including plastering and painting and the installation of aluminium partitioning, ceiling soffits and air conditioners are underway. A new 'direct phoning' telephone system and a new computer network were also installed. About seven employees were committed to this project for a period of six months. The administration function of the Department is already housed at the new premises.

JOSEPH SAMMUT
Director (Cleansing Services)

Oil Exploration Department

The principal activities of the Department during 2004 are outlined below:

- An Exploration Study Agreement was negotiated with an Australian oil company 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 is expected to be concluded in early 2005.
- A second Exploration Study Agreement was negotiated with a UK company in an area to the north of Malta. The area was previously held under licences by ENI, Shell and Amoco/BHP and 6 dry wells were drilled. The agreement is expected to be signed in early 2005.
- In August, Pancontinental Oil & Gas carried out a second seismic survey in Area 5 to the south-west of Malta. The new data was processed in Perth, Australia and was in the interpretation phase by the end of December. The new seismic is expected to define the location of a future well in the area.
- In December, TGS-NOPEC acquired infill lines in Area 7 to the south east of Malta. The acquisition of the new seismic fulfilled an additional contractual obligation attached to an extension of the licence. The data was being processed in the UK by the end of December.
- Discussions were held with Libyan and Italian authorities over the delimitation of the continental shelf.
- Vodafone was granted a licence to lay and operate a submarine cable over the Maltese continental shelf. Discussions were also held with a group of international telecommunication companies to lay and operate another cable on the shelf.
- The surveillance of exploration activities in the central Mediterranean continued to be a priority activity of the Department during 2004. No unauthorised exploration activity was reported on Malta's continental shelf.

GODWIN DEBONO
Director (Oil Exploration)

Department of Corporate Services

MINISTERIAL RESPONSIBILITIES

The Ministry's primary purpose is to provide a comprehensive quality service in the design and implementation of infrastructural works and projects as well as to regulate activities relating to water energy and mineral resources.

BENCHMARKING AND QUALITY SERVICE CHARTER INITIATIVES

Benchmarking Initiatives

The Ministry has embarked on a number of benchmarking exercises during 2004 and is also at the stage of concluding one benchmarking project on the land surveying function within the Building and Engineering Department. Other benchmarking projects targeting specific activities within different Works Division departments, including activities within the Manufacturing and Services Department, the Construction and Maintenance Department and the Building Construction Industry Department are also underway and different stages of maturity have been reached in 2004. The Ministry will be pursuing further such initiatives with its corresponding benchmarking partners during 2005.

Quality Service Charters

In 2004, the Ministry identified various departments where Quality Service Charters are to be introduced. Enquiries have already been made with the Charter Support Unit within the Office of the Prime Minister to introduce Charters in the departments/units listed hereunder:

- Finance and Administration One-Stop-Shop
- Restoration Unit
- Central District Office and Supporting Services Unit
- Quality Assurance Unit
- Health and Safety Unit
- Manufacturing and Services Department
- Cleansing Services Department

CUSTOMER CARE SYSTEM

The Customer Care System is an electronic system across ministries and other government departments that links the use of information systems with the conventional idea of a customer care office. The system makes public institutions electronically accessible to the citizen for the purposes of logging a complaint, obtaining information, or for making suggestions of any kind to a government ministry or department.

During 2004, the Ministry received a total of 92 electronic enquiries on its customer care system from local councils, Maltese citizens, foreign citizens and the Malta SOLVIT Centre. Save for one exception that was still pending in 2004, all cases were addressed and explanations provided accordingly.

MASTER PROJECT DATABASE

The Master Project Database is a central database within the Ministry that stores information on the Ministry's projects. Details of projects captured in the database are available online through a *Forum* system that is accessible to the Ministry's Directors, Architects and other senior members of staff. During 2004, the database captured details of 27 ongoing projects, including multi-year projects, and is updated quarterly.

INFORMATION MANAGEMENT UNIT

During 2004, the Information Management Unit embarked upon a number of projects primarily aimed at enhancing the Ministry's IT capacity and infrastructure. Projects embarked upon in 2004 include:

- Upgrading of Wide Area Network Links that connect different departments to the IT hub at Project House;
- The laying of new dark-fibre to meet the requirements of the Ministry's EU Affairs Directorate;
- Connection of four district offices along with the Mrieħel Stores to MAGNET via new ADSL Links;
- The upgrading of infrastructure and the installation of new IT equipment;
- Restructuring of the Ministry's website to include information on the Ministry's projects;
- Dissemination of CIMU approved Maltese language software to the Ministry's knowledge workers;
- The launch of a digitised ID Card System covering all employees at departments within the Ministry for Resources and Infrastructure;
- The consolidation of file servers into one Project House Data Centre;
- The design and development (with MITTS Ltd.) of a new software application for use by the Contracts and Procurement Section;
- The updating of the Ministry's Software and Hardware inventory;
- Assignment of certain IT tasks to the IT Unit and to Information Technology Facilitators at different departments;
- The handling of all ICT-related contract negotiations;
- Procurement of ICT requirements through CIMU's e-procurement facility that also provides for better supplier management.

VICTOR SANT
Director (Corporate Services & Programme Implementation)

EU Affairs and Policy Development Directorate

The objective of the EU Affairs and Policy Development Directorate is to act as the Ministry's focal point on EU related affairs and as a fulcrum in the development of Government's policies in respect of resources and infrastructure.

The EU Affairs and Policy Development Directorate is part of the Ministry, and its Head reports directly to the Permanent Secretary.

STRATEGIC OBJECTIVES OF THE EU AFFAIRS AND POLICY DEVELOPMENT DIRECTORATE

- To spur a formal reporting and co-ordinating process between line departments and entities under the Ministry's portfolio;
- To develop policies within the Ministry, in full view of legislation governing the activities of the Ministry;
- To ensure that all EU draft proposal requests submitted to the Directorate by the EU Office in Brussels and the EU Secretariat are dealt with expeditiously;
- To develop information and training seminars with the aim of dissipating EU knowledge across line departments;
- To organise meetings/seminars with counterpart ministries in other EU countries for determining methods of best practice on policy formulation and policy development;
- To maintain a strong rapport between line departments and the Ministry's Secretariat.

EU FUNDING

Following an adjustment in the allocation of ministerial portfolios in March 2004, the Ministry for Rural Affairs and the Environment assumed responsibility for Capital Projects, including Waste Management projects that used to fall under this Ministry's portfolio. Waste Water Treatment Plant projects have also been transferred to the Water Services Corporation along with responsibility for the Drainage Department.

The Ministry was responsible for two projects included under the 5th Italian Financial Protocol in conjunction with the Valletta Rehabilitation Programme, namely the restoration of the 16th century organ at St John's Co-Cathedral and the restoration of the Chapel of the Italian Langue at St John's Co-Cathedral.

PROJECTS UNDER SUPERVISION OF THE EU AFFAIRS AND POLICY DEVELOPMENT DIRECTORATE

Pre-Accession Programmes

Malta Resources Authority – Technical assistance in the reform of the electricity sector.

Structural Funds 2004 to 2006

Malta Resources Authority – Renewable Energy – Either purchase of electric buses and solar panels or use of solar panels in Phase 3 of the Mater Dei Hospital.

GEORGE FARRUGIA
EU Co-ordinator (EU Affairs and Policy Development Directorate)