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#### **1. About the Publication Scheme**

Every public authority covered by the Freedom of Information Act, 2021 has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The Publication Scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This Publication Scheme commits the NRA to making information available to the public as part of its normal business activities.

The NRA will:

- Specify the information held by the Authority, which falls into the categories below;
- Proactively publish or otherwise make routinely available, information which is held by the Authority and falls within the categories below;
- Describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- List any fees charged for access to information described in this scheme;
- Publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- Make this publication scheme available to the public;
- Regularly review and update the information made available under this scheme.

#### **2. Information that may be withheld**

The NRA will generally **not** publish:

- Information in draft form;
- Information that is not held by the NRA, or which has been disposed of in accordance with a legally authorized disposal schedule;
- Information that is not readily available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- Information which is exempt under the FOI Act or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted<sup>1</sup> form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this Publication Scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *Section 7: Categories of Information*.

Information will only be withheld where the FOI Act expressly permits it.

For example: where disclosure would breach the Act of confidentiality, infringe personal privacy, harm the NRA's (or another organization's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *Section 6: Complaints*.

### **3. Methods of access**

Information available under our Publication Scheme will usually be accessible through the methods described below.

*Section 7: Categories of information* provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

#### Online

Many of our documents are published electronically on the NRA website at [www.caymanroads.com](http://www.caymanroads.com) and can be downloaded in PDF format.

If you are still having trouble locating information listed using the NRA website, please contact the Information Manager at 946-7780 or email [foi.nra@gov.ky](mailto:foi.nra@gov.ky).

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<sup>1</sup> A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.  
Email

If information is listed in our Publication Scheme but is not published on the website, we may be able to send it to you by email. You can email us at [foi.nra@gov.ky](mailto:foi.nra@gov.ky) to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

#### Phone

Documents listed in the Publication Scheme can be requested by telephone. Please call 946-7780 or email at [foi.nra@gov.ky](mailto:foi.nra@gov.ky) to request information.

#### Post

All information listed in the Publication Scheme will usually be available in hard copy. Requests may be addressed to:

Information Manager  
National Roads Authority  
370 North Sound Road  
PO Box 10426  
Grand Cayman KY1-1004

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details).

#### Personal visits

In limited cases, you may be required to make an appointment to view information listed in the Publication Scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

#### Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the Information Manager, at 946-7780 or email at [foi.nra@gov.ky](mailto:foi.nra@gov.ky).

The NRA will adhere to its obligations under section 10 of the FOI Act and any requirements relating to disability or discrimination, when providing information in accordance with this Publication Scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the NRA is legally required to translate any information, it will do so.

### **4. Fees and charges**

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The NRA strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

#### Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of CI\$1.00 per copy (black & white – 8 ½ X 11 & 8 ½ x 14) and CI\$1.50 per copy (colored – 8 ½ x 11 & 8 ½ x 14) and computer discs at a rate of CI\$2.00 per disc as per the FOI Act.

The NRA will charge CI\$3.00 per copy (black & white – 11 x 17) and CI\$3.50 per copy (colored – 11 x 17).

#### Postage costs

The NRA will pass on to the requester the actual costs of postage or courier delivery.

Deliveries of any individual charges which differ from the above policy are provided within section 7: Categories of information.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the NRA has received your payment.

### **5. Requests for information outside the Publication Scheme**

Information held by the NRA that is **not** published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Act by contacting the Information Manager at 946-7780 or email at [foi.nra@gov.ky](mailto:foi.nra@gov.ky) to request information.

### **6. Complaints**

The NRA aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this Publication Scheme, please contact the Information Manager at 946-7780 or email at [foi.nra@gov.ky](mailto:foi.nra@gov.ky) and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from the Information Manager at 946-7780 or email at [foi.nra@gov.ky](mailto:foi.nra@gov.ky) .

#### **Office of the Ombudsman**

You have legal rights to access information under this scheme, and a right to complain to the Office of the Ombudsman if you are dissatisfied with our response.

Office of the Ombudsman,  
5<sup>th</sup> Floor, Anderson Square  
64 Shedden Road  
George Town  
Grand Cayman, Cayman Islands

P.O. Box 2252  
Grand Cayman, KY1-1107  
CAYMAN ISLANDS

Telephone: 345 946 6283  
Email: [info@ombudsman.ky](mailto:info@ombudsman.ky)

## **7. Categories of Information**

- About Us
  - 1. Ministry
  - 2. Organization & Function
  - 3. Acts & Regulations
  - 4. Board & Committees
  - 5. Permits Granted
- Policies and Procedures
- Strategic Management
  - 1. Governance
  - 2. Corporate Management
- Finance & Administration
  - 1. Financial Management
  - 2. Administration
- Our Services

### **ABOUT US**

The NRA was created July 1<sup>st</sup>, 2004 by the National Roads Authority Act (2004). The NRA was created to administer, manage, control, develop and maintain the Cayman Islands public roads and related facilities such as signals, storm water facilities, roadway lighting, roadway directional signage, etc. It performs the following: collects information on the performance of the existing transportation system, forecasts future traffic demand, and identifies possible solutions to anticipated issues in system performance and deficiencies. The NRA will publish a long-term National Roads Plan (NRP) every four years to be updated annually. The NRP which is a general planning document will be the provision on which medium to long-term plans for road development will be identified. It also will be used to seek approval for funding of NRP projects that will be implemented according to the objectives of this long-term plan.

A Board of Directors governs the NRA and members of the Board are appointed by the Governor in Cabinet. The Managing Director oversees daily operations, supported by the Deputy Managing Director.

According to the NRA Act, the Managing Director is charged with specifying a three-year public roads development plan that included construction programmes for new public roads.

### **Ministry**

The NRA operates under the Hon. Minister Jay Ebanks of the Ministry of Planning, Agriculture, Housing and Infrastructure, (PAHI) Government Administration Building, Grand Cayman, CAYMAN ISLANDS. The Ministry is responsible for the authority and

may give general policy directions to the Board. The Board is then responsible for enacting NRA policy and the general affairs and business of the Authority.

Chief Officer

Chief Officer Eric Bush  
Ministry of Planning, Agriculture, Housing & Infrastructure (PAHI)  
Government Building, George Town  
Grand Cayman

Principal Officers

**Mr. Edward Howard**  
Managing Director  
National Roads Authority

**Mr. Olsen Bush**  
Chief Financial Officer  
National Roads Authority

Information Manager

Mrs. Marion Pandohie  
Transportation Planner/Information Manager  
National Roads Authority  
PO Box 10426  
Grand Cayman KY1-1004  
Tel # 1-345-946-7780  
Fax # 1-345-946-4151  
Website: [www.caymanroads.com](http://www.caymanroads.com)

Organization and Functions

The Mission of the NRA is to contribute to sustainable transport and land development in the Cayman Islands by building and maintaining a safe and efficient network of national roads, in partnership with Cabinet and the Private Sector, having regard to national and economic growth strategies.

The vision of the NRA is that commitment to our mission will enhance the quality of life, promote economic prosperity, and improve access and mobility for all residents and visitors to the Cayman Islands. We will be a recognized leader in the Caribbean for providing high quality roads and transport related infrastructure.

The NRA's primary function is to secure the provision of a safe and efficient network of national roads. It has overall responsibility for the planning and supervision of construction and maintenance of national roads. In addition, the NRA has a number of specific functions under the National Roads Authority Act 2006, including:

- Provision of medium to long term plans for road development that make up a National Roads Plan (updated every four (4) years)
- Implementation of a management system for planning, organizing, directing and controlling routine and periodic maintenance activities performed by employees of the Authority or through independent contractors

- Securing the carrying out of construction, improvement and maintenance works on national roads
- Carrying out on a permanent basis such necessary engineering traffic and economic studies that it may consider necessary for the maintenance and improvement of public roads
- Training, research or testing activities in relation to any of its functions.

National Roads Authority  
PO Box 10426  
Grand Cayman KY1-1004  
CAYMAN ISLANDS  
Website: [www.caymanroads.com](http://www.caymanroads.com)

National Roads Authority  
Office location: 370 North Sound Road  
Public Works Department Compound  
George Town  
Operating hours: Monday to Friday – 8:30am to 5:00pm

#### Acts and Regulations

- The National Roads Authority Act 2006
- The Roads Act 2005 (Revision)
- The Traffic Act (2011) & Regulations 2012

#### Board and Committees

The NRA Board of Directors

Chairman (NRA Board of Directors)

This Board meets twice a month (or more if required). The Minutes are available on the NRA's website and can also be obtained in a hard copy from the Information Manager. There are two (2) sub-committees of the Board, the Personnel Sub-Committee which reviews HR matters and the Finance Sub-Committee which reviews the finances of the NRA. Select members of the Board are members of both committees.

Members of the Senior Management of the NRA staff also sit on the following committees:

- The Traffic Management Panel
- The Aggregate Assessment Committee
- The Utilities Committee
- Hazard Management Cayman Islands
- The Development Planning Review Committee

Permits/Licenses Granted

The NRA grants permits for the importation, transportation and storage of explosives and also grants licenses to blasters in the Cayman Islands.

## **POLICIES AND PROCEDURES**

The following are policies and procedures of the NRA, the ones with red asterisk \* are awaiting approval:

- Absence Management
- Management of Leave
- Overtime Working, TOIL, Flexible Working, Flexible Hours
- Staff Development
- Capability
- Health & Safety
- Sickness Absence
- Recruitment Selection
- Promotion
- Performance Management
- Discipline & Dismissal
- Redundancy
- Talent Management & Success Planning
- Grievances
- Drug & Alcohol Abuse \*
- Complaints handling Procedure
- Information Management Policy
- Disposal schedule (records retention policy)
- Operating policies & procedures
- Standards of service
- Probationary Employment \*
- Managing Staff Reductions \*
- NRA Corporate Strategic Plan 2022-2024

## **STRATEGIC MANAGEMENT**

Administering the Authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the authority's overall performance and progress towards established targets; managing programs to improve business procedures and ensure consistent service delivery; preparing or revising acts and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

### **Governance**

- The National Roads Authority Act (2006)
- The Roads Act 2005 (Revision)
- The Traffic Act (2011) & Regulations (2012 Revision)
- The Labour Act (2007)
- The Public Management, Finance Act (2012 Revision)
- The National Archive & Public Records Act
- The Freedom of Information Act 2021



### Corporate Management

- Corporate Plans
- Annual Reports
- Audit reports on overall operations and major projects
- Monthly NRA Management Report
- Compliance assessments; inspections; reviews; performance evaluations
- Statistics (collect traffic counts)
- Asset Management (pavement, street lights, storm water management, structure, traffic signs and signals)
- Plans for business continuity, hazard management and disaster recovery
- Access Management Plan (this details access points on primary arterial roads especially the newly constructed Esterley Tibbetts Highway & the East/West Arterial)
- Long-Range Transportation Plan

### **FINANCE & ADMINISTRATION**

Administering the authority's internal functions and managing its resources efficiently and effectively. This includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

The NRA now has a dedicated Road Fund of 10 million per annum for basic maintenance and operation costs from fuel duties and vehicle licensing.

### Financial Management

- Annual Budget
- Financial Statements; monthly reports
- Sources of revenue; payment of invoices
- Accounting procedures; contracting procedures
- Board members allowances and expenses
- List of current tenders, contracts or quotations; recently awarded contracts

### Administration

- Insurance Policies
  1. Health Insurance for staff
  2. Motor Vehicle Insurance
  3. Property Insurance
  4. Liability Insurance (Risk Management)
- Press Releases
  1. Information regarding road projects
- Job vacancies
- Staff pay and grading structures
- Records management file plan or classification scheme

## **OUR SERVICES**

The architecture of a country defines its culture; the efficiency of its transportation systems defines its intellect.

Roads are one of the first indicators of the stability and strength of any country's infrastructure. They are the avenues to social and economic growth, providing access to health centres, financial institutions, supermarkets and most importantly, to family and friends.

Not only does the NRA build and maintain roads, we also collect information on the performance of the existing transportation system; forecast future traffic demand; and identify possible solutions to anticipated issues in system performance and deficiencies.

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**Amended September 11th 2023**