



GOVERNMENT OF BERMUDA

MINISTRY OF TOURISM AND TRANSPORT

PATI Information Statement

Name of Public Authority: Medical Reference Committee

Introduction:

The Medical Reference Committee has an information statement to provide the public with the right to obtain access to information, to increase transparency, and to inform the public about the activities of the Committee, including the manner in which decisions are made.

This statement comprises:

1. the organizational structure of the Medical Reference Committee;
2. the function of the Medical Reference Committee;
3. the functions, powers, duties and obligations;
4. a summary of services provided;
5. records and documents held;
6. an account of the policies, rules and guidelines used for decision-making; and
7. contact information for anyone wishing to access information from the Committee.

Under the Act, Bermudians and Bermuda residents have the right to request and have access to any record held by a public authority, other than an exempt record. Some records fall within Part 4 of the Act, such as information received in confidence pursuant to Section 26 and information related to the deliberative process pursuant to Section 29. Therefore, not all records can be accessed.

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

Under Schedule 3 of the Motor Car Act 1951, the Medical reference Committee shall consist of 5 medical referees.

Dr. Mahesh Reddy – Chairman

Dr. Lynette Thomas
Dr. Burton Butterfield
Dr. Milan Oleksak
Mrs. Marie Fay

Legislation:

The Medical Reference Committee is a Committee established under section 89 of the Motor Car Act 1951.

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

The Medical Reference Committee provides medical advice to the Minister of Tourism and Transport and carries out medical examinations in pursuance of the Motor Car Act 1951. Committee members (medical referees) have the powers and discharge the duties conferred or imposed under sections 89 and Schedule 3 of the Act.

Section B: 2) Obligations under PATI Act [s5(1)b]

To provide an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - General information, e.g. activities of the Authority
 - Log of all information requests and their outcome
 - Quarterly expenditure (upon request) [s6(5)]
 - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
 - **Fees** for Requests for information
 - Management and maintenance of **records**
 - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

Section C: Services and Programmes [s5(1)c]

Summary of Services

Provisions of the Motor Car Act 1951 apply – see Section B, 1) above.

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

- Minutes
- Examination Reports

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

Provisions of the Motor Car Act 1951 apply – see Section B, 1) above.

Section F: Decision-making documents [s5(1)f]

Provisions of the Motor Car Act 1951 apply – see Section B, 1) above.

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

Contact Information: All requests for information should be sent to:

Chairman
Medical Reference Committee
C/o Transport Control Department
11 North Street
Hamilton HM17
Bermuda
Tel: 441-292-1271
Email: ldurrant@gov.bm

Section H: Any Other Information [s5(1)h]

Request for information are facilitated by the Transport Control Department’s PATI Officer on behalf of the Medical Reference Committee Chairman.

Section I: Any Other Information To be Provided? [s5(1)i]

The Medical Reference Committee does not have standing meetings; the Committee only meets when matters arise.
Fees are paid to members of the Board in accordance with the Government Authorities (Fees Act 1971).

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

Date Information Statement was updated: 28 December 2018

Locations of Information Statement:

- Principal office: Transport Control Department, 11 North Street, Hamilton HM 17, Bermuda Y
- The Bermuda National Library; Y
- The Bermuda Archives; Y
- Available electronically, Y
- Website for public authority: N/A
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y
- With the Information Commissioner. Y

Sign and Date:

TH Spence 13/10/2020