



GOVERNMENT OF BERMUDA

MINISTRY OF TOURISM DEVELOPMENT AND TRANSPORT

PATI Information Statement

Name of Public Authority: Ports Authority

Introduction:

The purpose of the Public Access to Information Act 2010 is to:

1. Give the public the right to obtain access to information held by public authorities to the greatest extent possible, subject to exceptions that are in the public interest or for the protection of the rights of others;
2. Increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities;
3. Increase the accountability of public authorities;
4. Inform the public about the activities of public authorities, including the manner in which they make decisions; and
5. Have more information placed in the public domain as a matter of routine.

The Department of Marine & Ports Services has an information statement for the Ports Authority Board to provide the public with guidance with respect to accessing information, to increase transparency, and to inform the public about the activities of the Board.

This statement comprises of:

1. Structure of the Ports Authority and the governing legislation;
2. Functions, powers, duties and obligations;
3. Decision-making documents

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

The Ports Authority is legislated by the Marine Board Act 1962. The Authority shall consist of not more than eleven members appointed by the Minister as follows:

- A Chairman
- Maximum of two members from the Corporation of Hamilton
- Maximum of two members from the Corporation of St. George's
- One member from the West End Development Corporation
- Maximum of five members from persons who are not members of the above-mentioned corporations.

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

The Ports Authority provides guidance to the Minister on maritime related matters and the administration of the Department of Marine & Ports Services.

The Ports Authority regulates:

- Berthing, anchoring and moorings
- Capital works
- Foreshore encroachments
- Island Boats
- Control and maintenance of channels
- Recovery of light dues and pilotage dues

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]

None

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

Minutes and correspondence
Section E: Administration (all public access) manuals [s5(1)e]
None
Section F: Decision-making documents [s5(1)f]
Information from the Planning Department pertaining to docks, piles etc. for all applications.

Section G: The Information officer [s5(1)g]
<p>Information Officer (for PATI queries) Chamaigne Dill Manager – Administration cldill@gov.bm Tel: 441-295-6575</p> <p>Contact Information Department of Marine and Ports Services East Broadway 4 Crow Lane Hamilton HM19</p> <p>P.O. Box HM 180 Hamilton HMAX</p> <p>Website: www.marineandports.bm</p> <p>Tel: 441-295-6575 Fax: 441-295-5523</p>

Section H: Any Other Information [s5(1)h]
<p>Website</p> <p>Our website, www.marineandports.bm provides up to date information to the public in relation to the services that we provide including notices to the public. Each section within the Department is highlighted and general marine information, including the annual cruise ship schedule, weekly shipping schedule, employment opportunities, notices to mariners, weather information and tidal information can all be found on the site.</p>

Section I: Any Other Information To be Provided? [s5(1)i]
None

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: December 16th, 2019

Locations of Information Statement:

Confirm copies of Information Statement are available at the following sites:

- Your principal office: East Broadway, 4 Crow Lane, Hamilton HM19 Y
- The Bermuda National Library; Y
- The Bermuda Archives; Y
- Available electronically, Y
- Website for public authority www.marineandports.bm Y
- 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: