



GOVERNMENT OF BERMUDA

MINISTRY OF TOURISM DEVELOPMENT AND TRANSPORT

PATI Information Statement

Name of Public Authority: Marine & Ports Services

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 to provide the public with guidance with respect to accessing information, to increase transparency, and to inform the public about the activities of Marine & Ports Services, including the manner in which decisions are made. The goal of this information statement is to advise the public of the process and information required to efficiently facilitate all operations of the department.

This statement comprises of:

- 1. Organizational structure of Marine & Ports Services and the governing legislation;
- 2. Listing and description of the Boards and Committees that function under the umbrella of Marine & Ports Services;
- 3. Functions, powers, duties and obligations;
- 4. a summary of services provided;

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

The Department of Marine and Ports Services operates under the guidance of a Director who answers to the Minister and Permanent Secretary for Tourism and Transport. The Organizational Chart is attached to the back of the Information Statement.

Legislation

- Marine Board Act 1962
- Marine and Ports Authority (Ships Wharfage) Regulations 1969
- Marine and Ports Authority (Dumping) Regulations 1967
- Marine and Ports Authority (Hamilton Channels) Regulations 1967
- Marine Board (Navigation) (Ship Channels) Regulations 1962
- Marine and Ports Authority (Navigation) Regulations 1967
- Marine and Ports Authority (Fire Prevention) Regulations 1967
- Marine and Ports Authority (Port Dues) Regulations 1969
- Marine and Ports Authority (Prohibited Areas for Mooring) Notice 1993
- Marine and Ports Authority (Berthing and Anchoring) Regulations 1967
- Marine and Ports Authority (Seabourne Services) Regulations 2009
- Maritime Security Act 1997
- Marine Board (Moorings) Regulations 2000
- Marine Board Amendment Act 1994
- Marine Board Amendment Act 1998
- Marine and Ports Authority (Port Dues) Amendment Regulations 2009

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

The primary role of the Department of Marine and Ports Services is to oversee maritime affairs in the Islands of Bermuda. The Department is responsible for the safe operation of both international shipping and recreational boats in local waters but also contributes to the Public Transportation System through the operation of the Ferry Service. Responsibility for port operations includes pilotage, tug and line boat assistance, the maintenance of all marine aids to navigation and offshore marine search and rescue. Salvage work, boat and mooring registration, oil spill response and seaport security are other areas of responsibility.

Vision
“Best in Industry, Best People, Best Service”

Mission
“The regulation and safe operation of Bermuda's maritime affairs including marine border security, search and rescue and public transportation”.

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]

Services:

CENTRAL (HAMILTON OFFICE)

The current Director of Marine and Ports, Rudolph Cann, is responsible for the management of this Department and its approximately one hundred and fifty employees and fleet of twenty-two vessels in the three operational centres located at the East End, West End and Central parts of Bermuda.

The primary function of the Hamilton Administration Office is to provide:

- Overall control of all shipping within these islands
- Administration of the Ferry Service
- Examination of local Pilots and Island boats
- Regulating resort dive operations
- Investigation of marine incidents and accidents
- Drafting of Marine Legislation

WEST END (DOCKYARD)

The Department has an operational technical support and maintenance base at the West End of the island, including a working slipway. This facility sets out to:

- Supply tug services to international shipping including cruise ships
- Maintain properly marked channels, lighthouses and aids to navigation
- Supply tender service to cruise vessels
- Operate a boat slip and maintenance facility to support the department’s vessels

EAST END

The Department has an operational base at the Eastern end of the Island in St. George, which provides the following:

- Branch Pilot service to international shipping including the operation of two Pilot Boats servicing International Shipping and providing an Offshore Search and Rescue capability
- Bermuda Maritime Operations Center encompassing the operations of the Rescue Co-ordination Centre (Search and Rescue) and Administration of Seaport Security and a 24 hour emergency point of contact for Bermuda flagged vessel and aircraft operations worldwide.

Boats and Moorings Fees

	Fee Description	Fee
1	Examining an applicant for a diving licence under section 102—	
	(a) initial	\$221.00
	(b) renewal	\$34.00
2	Dive shop licence 102	\$243.00
3	Registering, or transferring registration, under section 102—	
	(a) any surf-board propelled by sail	\$12.00
	(b) any boat of an overall length of 16 feet or less, being a boat propelled by an attached sail	\$12.00
	(c) any boat propelled otherwise than by motor or sail	\$12.00
4	Transferring the registration of a boat other than a boat mentioned in paragraph (3) of this item	\$42.00
5	Annual registration of a boat other than a boat mentioned in paragraph (3) of this item—	
	(a) up to and including 12’ 11" in length	\$48.00
	(b) and for each additional foot of length or part thereof	\$6.00
6	Issuing a licence for an island boat under the Marine Board (Island Boats) Regulations 1965—	
	(a) carrying 1 to 10 passengers	\$250.00
	(b) carrying 11 to 25 passengers	\$500.00
	(c) carrying 26 to 50 passengers	\$750.00
	(d) carrying 51 to 100 passengers	\$998.00
	(e) carrying over 100 passengers	\$1,240.00
	(f) rental power-craft	\$100.00
	(g) rental boat (other than power-craft)	\$55.00
7	Examining an applicant for the purposes of the Marine Board (Island Boats) Regulations 1965 for—	
	(a) an engineer’s licence	\$200.00
	(b) an engine driver’s licence	\$130.00
	(c) a pilot’s licence	\$130.00
	(d) renewal (after 2 year probation)	\$26.00
8	Issuing a certificate under section 48(4)	\$1,034.00
9	Issuing a licence under regulation 4 of the Marine Board (Moorings) Regulations 2000	
	(a) late fee on moorings	\$25.00

(b) transfer fee on moorings	\$105.00
(c) mooring reinstatement fee	\$525.00
(d) floating docks	\$500.00
(e) pylons	\$200.00
(f) new mooring application fee	\$100.00
(g) application for floating dock/pylon	\$275.00
(h) retroactive mooring application fee	\$1,050.00
(i) replacement decals	\$25.00

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

- Pilots Licences
- Engine Driver and Engineers Licences
- Mooring and Boat Registrations
- Ports Authority Board Minutes

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

- Financial Instructions
- Administration Procedures
- Human Resources Procedures and Manuals

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

- Government of Bermuda Conditions of Employment and Code of Conduct
- Collective Bargaining Agreement between the Government of Bermuda and the BPSU
- Collective Bargaining Agreement between the Government of Bermuda and the BIU
- Dignity at Work Policy and Complaints Procedures

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

Information Officer (for PATI queries)
Chamaigne Dill
Manager – Administration
cldill@gov.bm
Tel: 441-295-6575

Contact Information
Department of Marine and Ports Services
East Broadway
4 Crow Lane
Hamilton HM19

P.O. Box HM 180

Hamilton HMAX

Website: www.marineandports.bm

Tel: 441-295-6575

Fax: 441-295-5523

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

Website

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. Any information of current public interest such as ongoing projects like the Channel Study capital investment plans will also be included in the interests of effective dissemination.

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]:

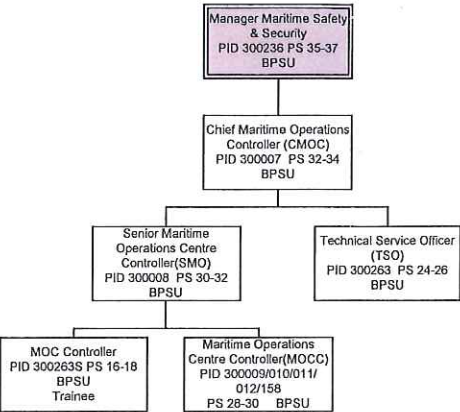
Date Information Statement was updated: December 16th, 2019

Locations of Information Statement:


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

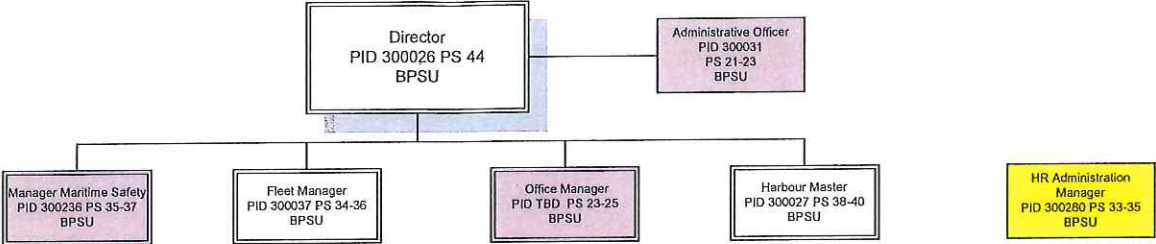
- | | |
|---------------------------------------------------------------------------------------------------------------------------------|---|
| • Your principal office: East Broadway, 4 Crow Lane, Hamilton HM19 | Y |
| • The Bermuda National Library; | Y |
| • The Bermuda Archives; | Y |
| • Available 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:  16 December 2019






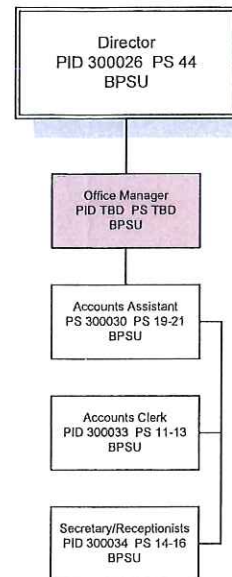
Legend

 Redefined Post from Coordinator to Manager, Maritime & Safety




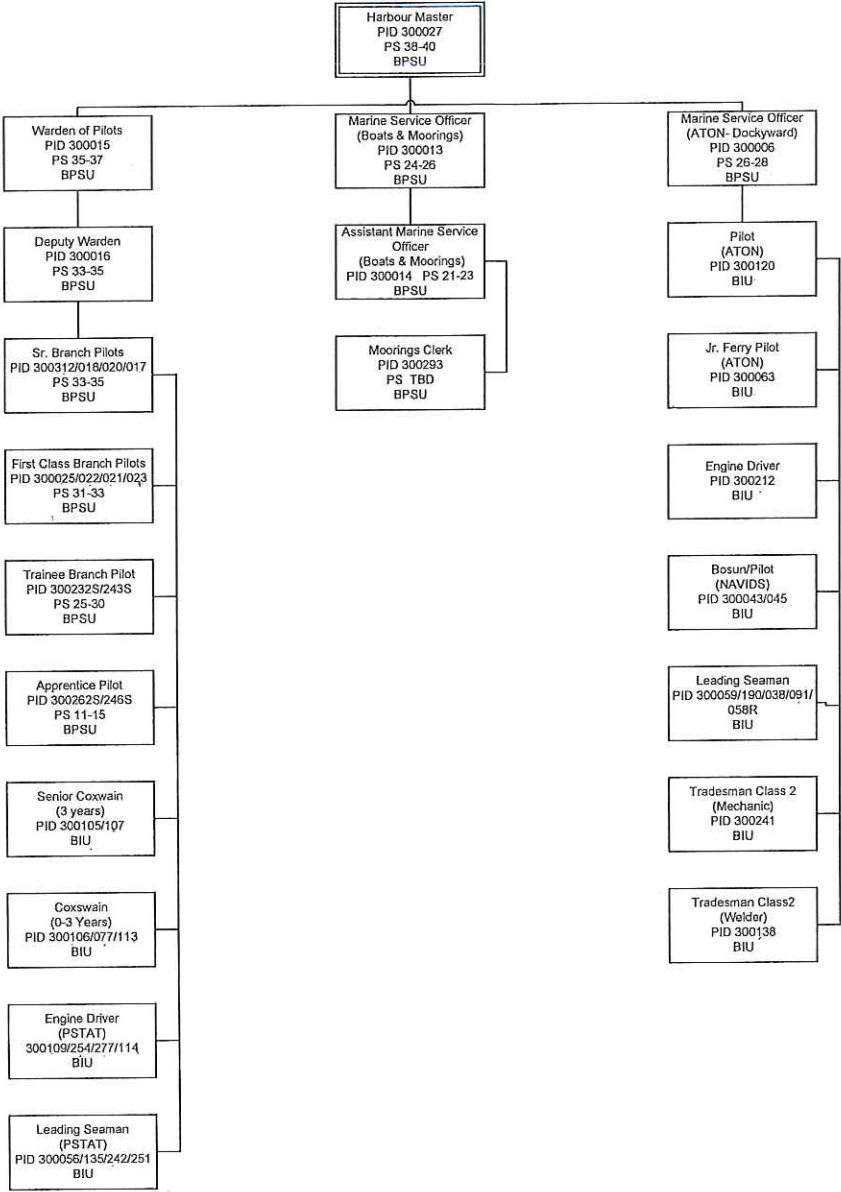
Legend

-  Redefine Post
-  Establish Post
-  Transferred to DHR as part of the 2015 HR Operational Strategy



Legend

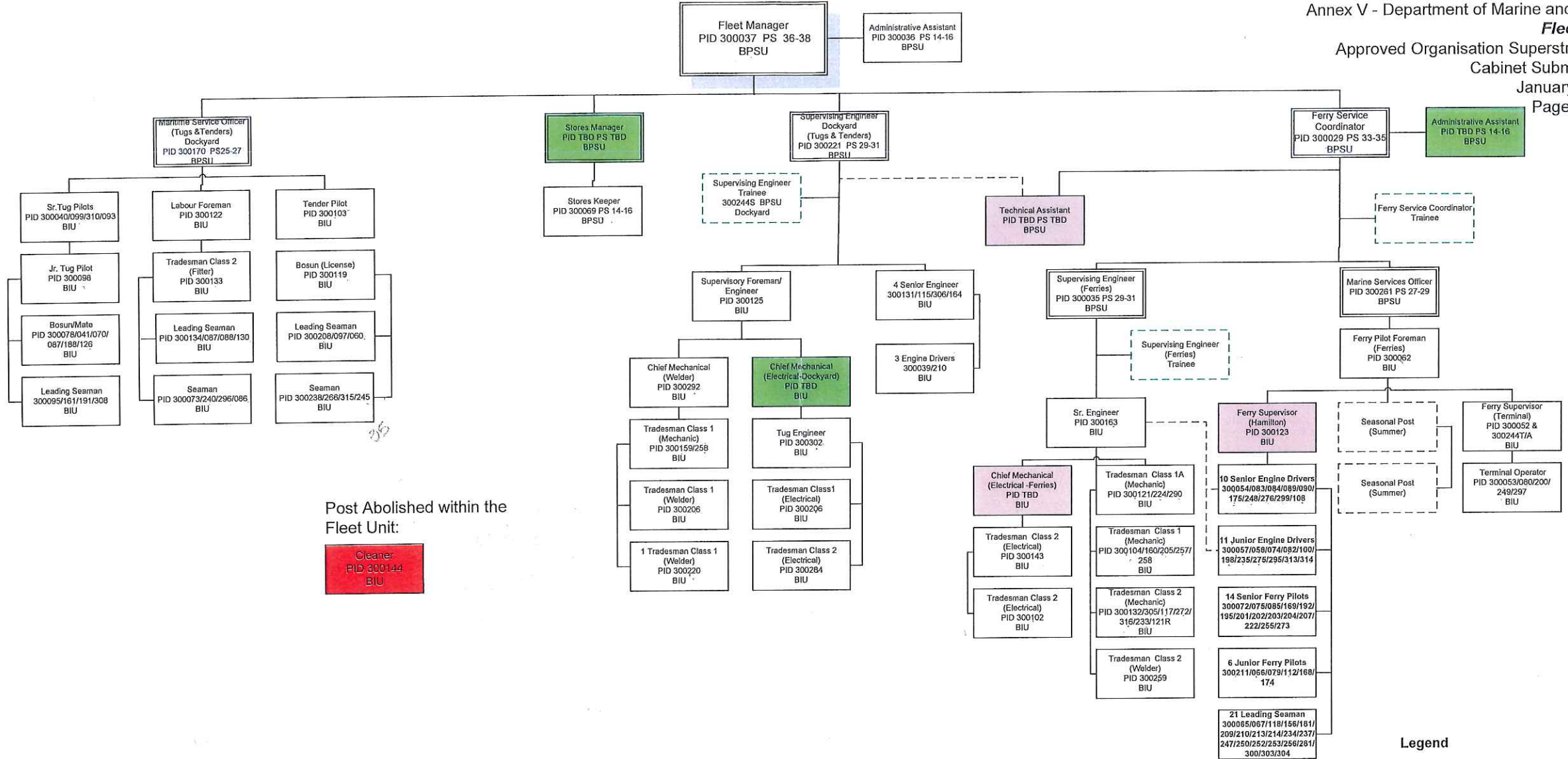
 Redefine/Revise Post



Legend

Abolish the Temporary
Additional post and establish
the post as Permanent due to
operational requirements.

Establish post



Post Abolished within the Fleet Unit:

Cleaner
PID 300144
BIU

Legend

- Abolished Post
- Redefined Post
- Establish Post
- Trainee Post