



BERMUDA GOVERNMENT
MINISTRY OF TRANSPORT
HEADQUARTERS

**Public Access to
Information
Information
Statement**

Name of Public Authority:
Ministry of Transport Headquarters

Introduction:

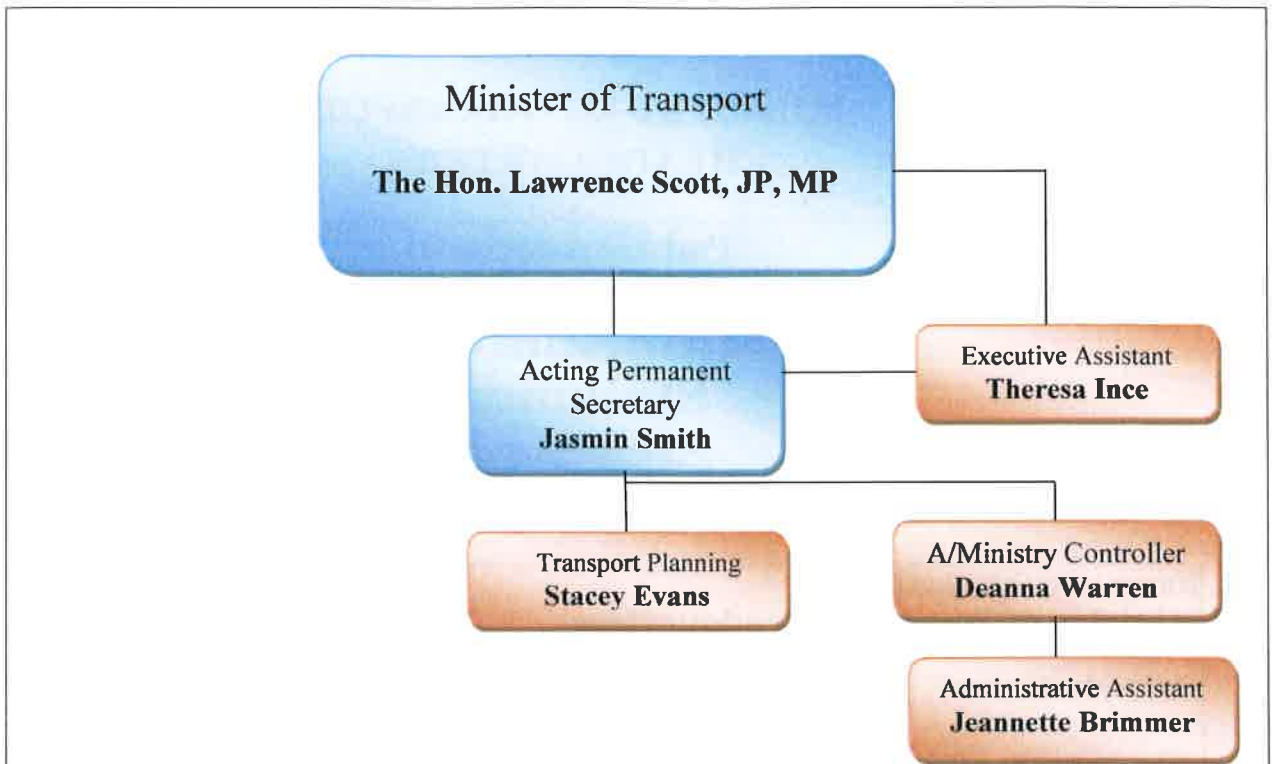
The Ministry of Transport Headquarters has a legal duty under the Public Access to Information Act 2010 to maintain and update annually an Information Statement. This will facilitate easy access to information by the public and increase the accountability and transparency of the Ministry Headquarters, which will endeavor to proactively publish as much information as possible.

The purpose of this Information Statement is to outline the information held by the Ministry of Transport Headquarters which will be readily available to the public under the Public Access to Information Act 2010.

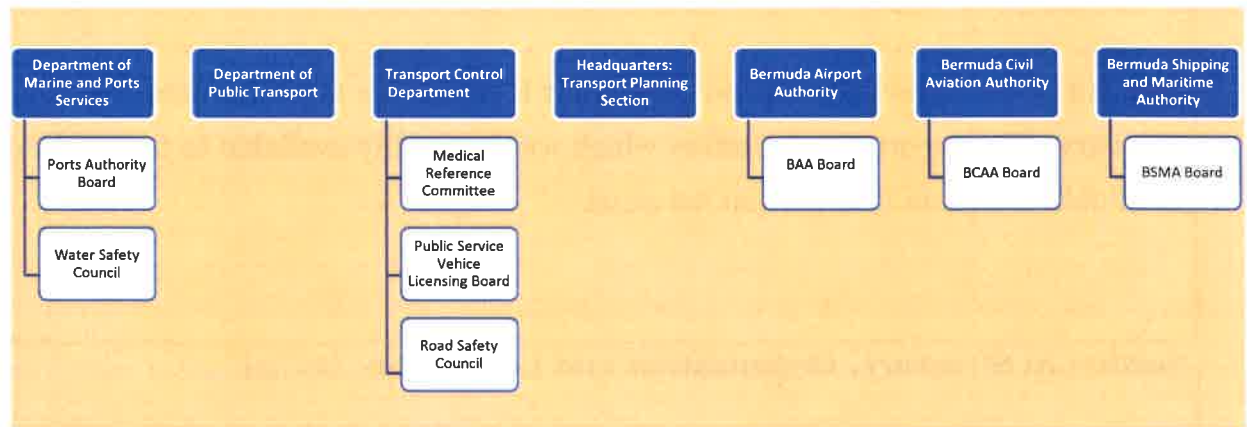
Section A: Structure, Organization and Legislation [s5(1)a]

The Ministry of Transport Headquarters is one of four (4) Departments. The other three (3) Departments are: Transport Control Department (TCD), Department of Public Transportation (DPT), Marine and Ports Services (M&P).

The Organizational Chart for the Ministry Headquarters



Departments, Sections, Authorities, Boards, Councils and Committees which fall under the Ministry of Transport's Remit:



The principal legislation that relates to the mandate of the Ministry Headquarters is as follows:

Bermuda Airport Authority Act 2017

Bermuda Civil Aviation Authority Act 2016

Bermuda Shipping and Maritime Authority Act 2016

Bermuda Tourism Authority Act 2013

Marine Board Act 1962

Merchant Shipping Act 2002

Motor Car Act 1951

Motor Car Insurance (Third-Party Risk) Act 1943

Public Transportation Act 1951

Road Traffic Act 1947

Auxiliary Bicycles Act 1954

Traffic Offences (Penalties) Act 1976

Traffic Offences Procedures Act 1976

Passenger Ships and Other Vessels Act 1972

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

The Mission Statement of the Ministry of Tourism & Transport Headquarters

The Ministry of Transport mission is three-fold: to develop effective transportation policy and provide transportation systems that meet the needs of Bermuda's residents and visitors; and, to direct and support, where necessary, the sectors and external Authorities associated with the Ministry.

Ministry Headquarters ensures the efficient operation of the Departments, Authorities and Business Units under the remit of the Ministry of Transport.

Ministry Headquarters coordinates the activities of the following departments:

1. Transport Control (TCD)
2. Marine & Ports Services (M&P)
3. Public Transportation (DPT); and

And, the following section:

4. Transport Planning Team

Department Objectives:

- (1) To develop and direct Government transportation policies and programs.
- (2) To undertake a leadership role in ensuring that all facets of the transportation system work together effectively.
- (3) To ensure the cooperation of other Government Ministries impacted by Transport initiatives.
- (4) To provide research and assistance to internal departments so Bermuda's public transport system can remain modern, efficient and world-class.
- (5) To develop and direct government policy on transportation to include maritime obligations, shipping and civil aviation.

Ministry Headquarters has oversight and provides an annual grant to:

- Bermuda Airport Authority (BAA)

Ministry Headquarters has oversight of the following Authorities:

- Bermuda Shipping and Maritime Authority (BSMA)
- Bermuda Civil Aviation Authority (BCAA)

The Headquarters is divided into two Cost Centres (Business Units); the Administration Team with 4 FTE; Transport Planning Team with 1 FTE;

Ministry Headquarters ensures that the policies of the Government are enacted.

It also cooperates with other Government Ministries which are impacted by the Ministry's initiatives.

The Ministry Headquarters achieves the above objectives by undertaking the following activities:

1. Working with the Departments within the Ministry to ensure that they maintain a long-term, solution oriented strategic view of challenges within their specific operations.
2. Ensuring that Departments address key cross-cutting transportation policy challenges and deal with the same efficiently.
3. Regularly review Departments' initiatives and projects to ensure progress is achieved and these are completed on time and with successful results.
4. Ensure that Departments within the Ministry establish and maintain good inter-Departmental and cross Ministry communications to ensure the efficient functioning of the Ministry in combination with Government as a whole.
5. The Ministry will also annually review its Cruise Ship Policy to ensure that it is aligned with the National Tourism Plan (NTP) in Bermuda.
6. The Ministry will take the lead, with the Departments of Marine & Ports Services and Public Transportation, to ensure that water-and-land-based public transportation is coordinated to achieve maximum efficiencies and cost effectiveness.
7. The Ministry will work closely with DPT to ensure that the bus timetable is regularly reviewed and changed to ensure maximum efficiency and cost effectiveness.

The Administration Team is primarily responsible for the activities previously detailed above. It provides research support to the Departments in support of their continued implementation of programmes and services, and explores new initiatives within the Ministry.

The Transport Planning team ensures improved efficiency and integration of transportation services throughout Bermuda. It is also responsible for cruise ship logistics; and, strategies

in partnership with the Bermuda Tourism Authority, that are sustainable, involving a high level of coordination with both on-and off-Island stakeholders.

The Boards and Committees under the Ministry's remit, see each Department and Public Authorities PATI Information Statement for full details:

Marine and Ports (M&P)

- Ports Authority Board
- Water Safety Council

Transport Control Department (TCD)

- Medical Reference Committee
- Public Service Vehicle Licensing Board
- Road Safety Council

Authorities

- Bermuda Airport Authority Board
- Bermuda Civil Aviation Authority Board
- Bermuda Shipping and Maritime Authority Board

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

1. To provide an information statement for the public and promulgate it [s5],
2. 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:
 - a. General information, e.g. activities of the Authority
 - b. Log of all information requests and their outcome
 - c. Quarterly expenditure (upon request) [s6(5)]
 - d. Contracts valued at \$50,000 or more.
3. To respond to information requests in a timely manner [s12-16]
4. To track information requests, and provide this data to the Information Commissioner
5. To respond to requests from the Information Commissioner [s9]

6. 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]
7. To conduct an internal review if formally requested [part 5]
8. To give evidence for review by the Information Commissioner [part 6, 47(4)], or for judicial review [s49], if required
9. To provide an annual written report to the Information Commissioner of the status of information requests [s58 (3)].
10. To do anything else as required under the PATI Act and subsequent Regulations [s59, 60], including:
 - a. Fees for requests for information
 - b. Management and maintenance of records
 - c. Procedures for administering the Act
11. To train staff and make arrangements so as to facilitate compliance with the Act [s61]
12. 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:

The Ministry Headquarters plays a coordinating and supporting role in the delivery of the Ministry's services and programmes. As such, it does not possess details of these services and programmes which are contained in individual Departments, but keeps records of policy decisions made with respect to services and programmes. The Ministry Headquarters also records ministerial statements, press releases and press statements and other official communications made by the Office of the Minister. The Ministry Headquarters records summaries of budget briefs, legislative briefs, departmental budget allocations, financial transactions, grant allocations, payroll allocations and other financial matters related to the services provided by the Ministry as a whole. The Ministry Headquarters also maintains records related to staff and the Boards and Committees under its remit.

Programmes: N/A

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

Hard and soft copy records of the Ministry of Transport are available upon written request; and
2019 Transport Green Paper available at: www.gov.bm/transportgreenpaper

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

Financial Instructions, and Quarterly Expenditures upon written request

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

1. Government of Bermuda Conditions of Employment and Code of Conduct
2. Collective Bargaining Agreement between the Government of Bermuda and the BPSU
3. Collective Bargaining Agreement between the Government of Bermuda and the BIU
4. Dignity at Work Policy and Complaints Procedures

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

Contact Information

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

N/A

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

N/A

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: 16 January 2020

Locations of Information Statement:

- Your principal office: 11 North Street, Hamilton, HM 17 Y
- The Bermuda National Library; Y
- The Bermuda Archives; Y
- Available electronically, Y
- Website for public authority 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



Date January 27, 2021

**Jasmin Smith
Acting Permanent Secretary
Ministry of Transport**

