

2021 ICO ANNUAL RETURN: TAB B - s. 5 INFORMATION STATEMENT, AS AT 31 DECEMBER 2021
NAME OF PUBLIC AUTHORITY: Marine & Ports Services

Please indicate if your public authority's Information Statement includes the following information.
If it does not, indicate in the Comments when you anticipate satisfying the requirement and publishing a current Information Statement.

Requirement Met
Comments
CONTENT OF INFORMATION STATEMENT

1	Name of the public authority is provided.	YES	
2	Description of the structure and organisation is provided. [s. 5(1)(a)] A legible organisational chart should be included or board/committee member listing is provided.	YES	The Department of Marine and Ports Services operates under the guidance of a Director who answers to the Minister and Permanent Secretary for Transport. The Organizational Chart is attached with this Information Statement.
3	Governing and other relevant legislation is provided. [s. 5(1)(a)]	YES	Legislation <ul style="list-style-type: none"> • 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 (Mooring) Regulations 2000 • Marine Board Amendment Act 1994 • Marine Board Amendment Act 1998 • Marine and Ports Authority (Port Dues) Amendment Regulations 2009
4	Functions, powers, duties of the public authority are provided. [s. 5(1)(b)]	YES	<p>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.</p> <p>Vision "Best in Industry, Best People, Best Service"</p> <p>Mission "The regulation and safe operation of Bermuda's maritime affairs including marine border security, search and rescue and public transportation".</p>

5	<p>Obligations under the PATI Act are listed. [s. 5(1)(b)]</p> <p>PLEASE NOTE: The obligations under the PATI Act are the same for all public authorities.</p>	YES	<p>To provide an information statement for the public and promulgate it [s5],</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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]
6	<p>Summary of services and ongoing programmes are provided. [s. 5(1)(c)]</p>	YES	<p>Services:</p> <p>CENTRAL (HAMILTON OFFICE)</p> <p>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.</p> <p>The primary function of the Hamilton Administration Office is to provide:</p> <ul style="list-style-type: none"> • 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 <p>WEST END (DOCKYARD)</p> <p>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:</p> <ul style="list-style-type: none"> • 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

6	Summary of services and ongoing programmes are provided. [s. 5(1)(c)] - Cont'd	YES	<p>EAST END The Department has an operational base at the Eastern end of the Island in St. George, which provides the following:</p> <ul style="list-style-type: none"> • 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. <p>Boats and Moorings Fees Fee Description Fee</p> <p>1 - Examining an applicant for a diving licence under section 102— (a) initial \$221.00 (b) renewal \$34.00</p> <p>2 - Dive shop licence 102 \$243.00</p> <p>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</p> <p>4 - Transferring the registration of a boat other than a boat mentioned in paragraph (3) of this item \$42.00</p> <p>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</p>
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6	Summary of services and ongoing programmes are provided. [s. 5(1)(c)] - Cont'd	YES	<p>6 Issuing a licence for an island boat under the Marine Board (Island Boats) Regulations 1965—</p> <p>(a) carrying 1 to 10 passengers \$250.00</p> <p>(b) carrying 11 to 25 passengers \$500.00</p> <p>(c) carrying 26 to 50 passengers \$750.00</p> <p>(d) carrying 51 to 100 passengers \$998.00</p> <p>(e) carrying over 100 passengers \$1,240.00</p> <p>(f) rental power-craft \$100.00</p> <p>(g) rental boat (other than power-craft) \$55.00</p> <p>7 Examining an applicant for the purposes of the Marine Board (Island Boats) Regulations 1965 for—</p> <p>(a) an engineer's licence \$200.00</p> <p>(b) an engine driver's licence \$130.00</p> <p>(c) a pilot's licence \$130.00</p> <p>(d) renewal (after 2 year probation) \$26.00</p> <p>8 Issuing a certificate under section 48(4) \$1,034.00</p> <p>9 Issuing a licence under regulation 4 of the Marine Board (Moorings) Regulations 2000</p> <p>(a) late fee on moorings \$25.00</p> <p>(b) transfer fee on moorings \$105.00</p> <p>(c) mooring reinstatement fee \$525.00</p> <p>(d) floating docks \$500.00</p> <p>(e) pylons \$200.00</p> <p>(f) new mooring application fee \$100.00</p> <p>(g) application for floating dock/pylon \$275.00</p> <p>(h) retroactive mooring application fee \$1,050.00</p> <p>(i) replacement decals \$25.00</p>
7	Description and sufficient detail of all records and documents held by the public authority is provided. [s. 5(1)(d)]	YES	<ul style="list-style-type: none"> • Pilots Licences • Engine Driver and Engineers Licences • Mooring and Boat Registrations • Ports Authority Board Minutes
8	Description of all administration manuals used by employees is provided. [s. 5(1)(e)]	YES	<ul style="list-style-type: none"> • Administration Procedures • Human Resources Procedures and Manuals
9	Description of decision-making documents, such as policy, rules and guidelines, are provided. [s. 5(1)(f)]	YES	<ul style="list-style-type: none"> • Government of Bermuda Conditions of Employment and Code of Conduct • Financial Instructions • 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 • Code of Practice for Project Management and Procurement

10	Name of current Information Officer and their contact details are provided. [s. 5(1)(g); s. 62]	YES	<p>Information Officer (for PATI queries)</p> <p>Lamumba Kenyatta Tucker Finance & Administration Manager kltucker@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 Tel: 441-295-6575 Fax: 441-295-5523</p>
11	Description of any other information provided that the Head of the Public Authority considers relevant for the purpose of facilitating the public's access to information, is provided. [s. 5(1)(h)]	YES	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.
12	Description of any other information that the public authority has chosen to make available to the public, is provided. [s. 5(1)(i)]	N/A	None
COPIES AND UPDATES			
13	The updated Information Statement is available for the public to inspect at the principle office of the public authority. [s. 5(3)(a)]	YES	
14	The updated Information Statement has been given to the Bermuda National Library and the Bermuda Archives. [s. 5(3)(b)]	YES	
15	The updated Information Statement is available on the public authority's website. [s. 5(3)(c)]	YES	
16	Places where the Information Statement is available for inspection by the public have been published in the Official Gazette. [s. 5(4)]	YES	
17	The updated Information Statement has been given to the Information Commissioner. [s. 5(5)]	YES	

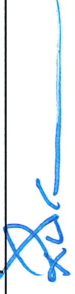
2021 ICO ANNUAL RETURN: TAB C - s. 6 PROVISION OF OTHER INFORMATION, AS AT 31 DECEMBER 2021**NAME OF PUBLIC AUTHORITY: Marine & Ports Services**

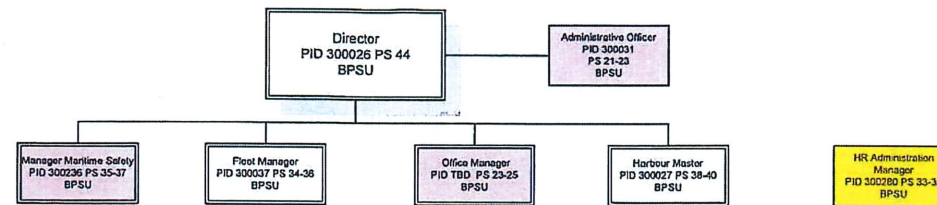
Does your public authority have the following readily available at its principle office for the public to view?		Requirement Met
1	PATI Request Log [s. 6(2)]	YES
2	Quarterly Expenditures [s. 6(5)]	YES

s. 6(6) GAZETTING OF CONTRACT DETAILS




3	Has your public authority gazetted, in the Official Gazette, the required details of all contracts with a total value of \$50,000 or more? [s. 6(6)]	N/A no qualifying contract
	If 'No' to question 3, please indicate the date by which all gazetting will be completed.	
	If 'Yes' to question 3, please choose one of the following options:	
	<i>OPTION 1:</i> Provide a scanned or print copy of the gazette notice with this return.	
	<i>OPTION 2:</i> Copy and paste the link to the online gazette notice. PLEASE NOTE: Online Official Gazette are available on gov.bm from 1 November 2018 to present.	
	<i>OPTION 3:</i> If gazetted prior to 1 November 2018, list the year and notice number of the gazette notice. (from April 2015 - 31 October 2018)	

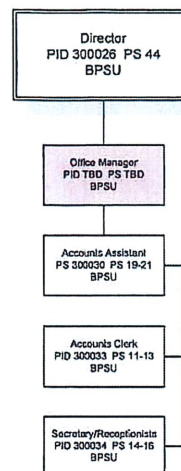
CONFIRMATION & SIGNATURE:

	Name of Accounting Officer, Chief Financial Officer or Treasurer confirming the status of contract gazette notices:	Rudolph Cann
	Signature of Accounting Officer, Chief Financial Officer or Treasurer:	
	Date:	7 January 2022



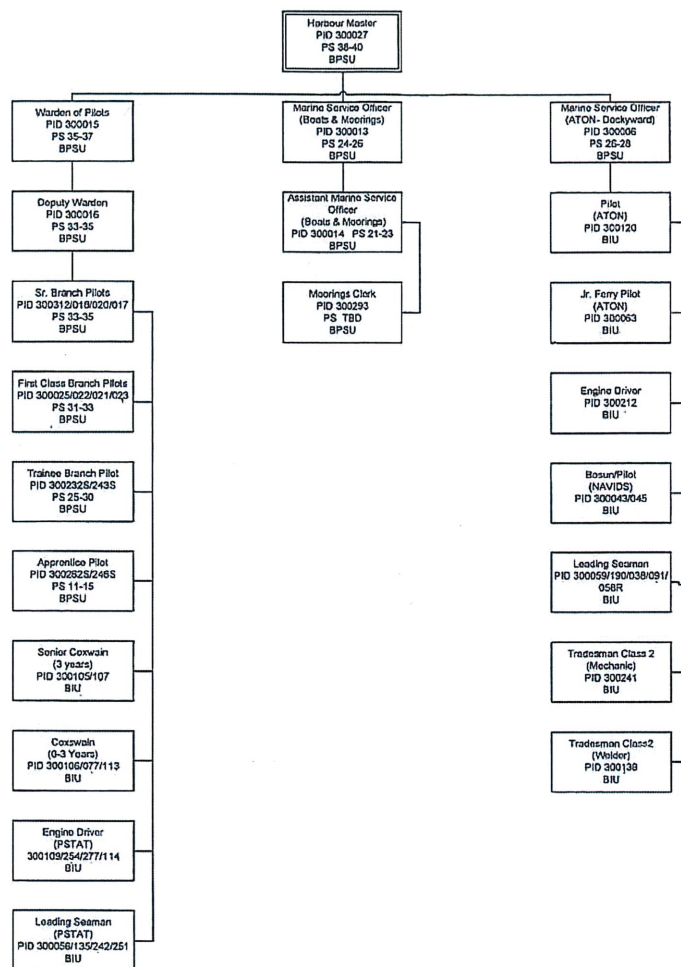
Legend

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





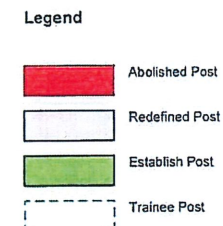
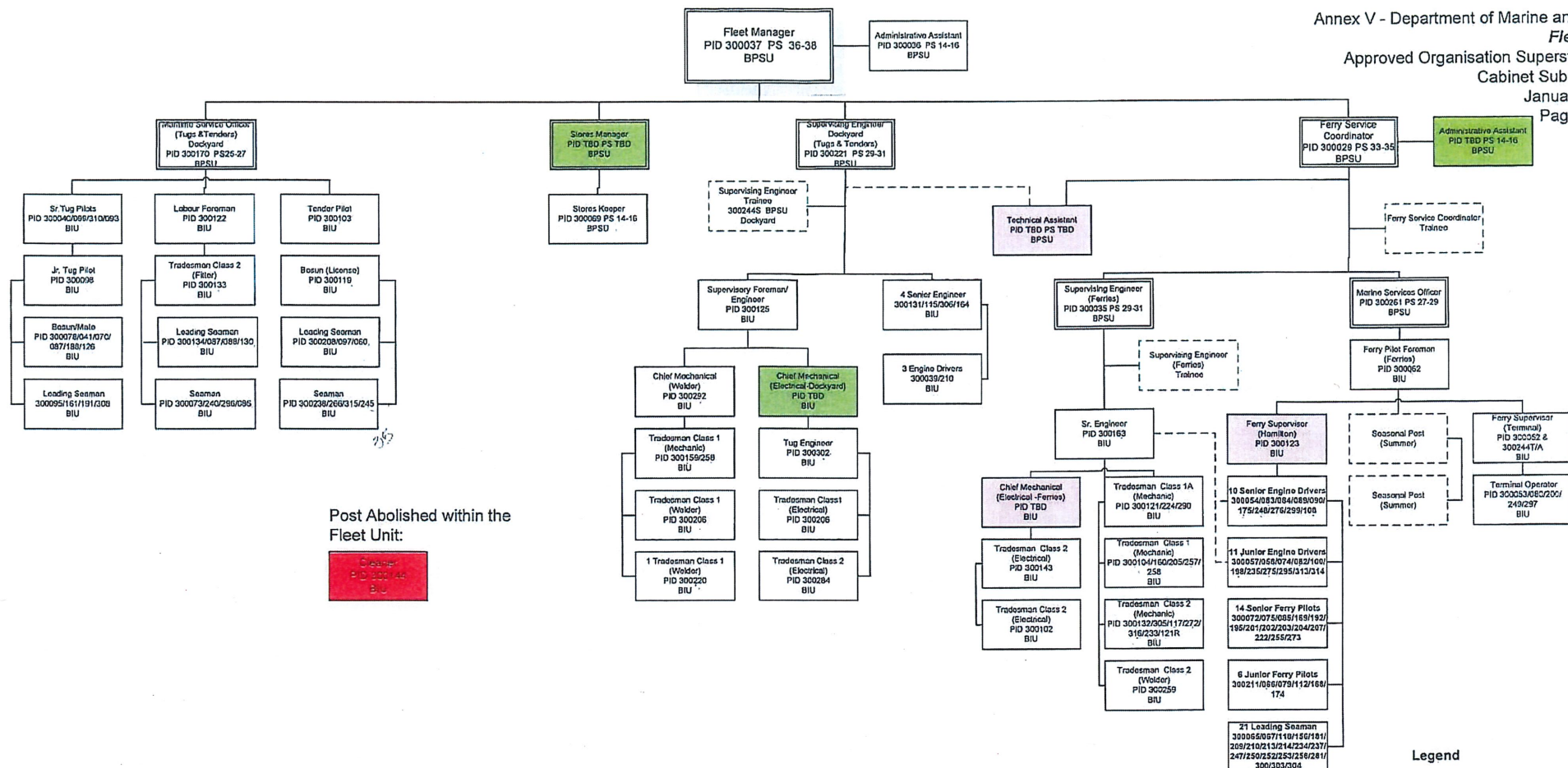
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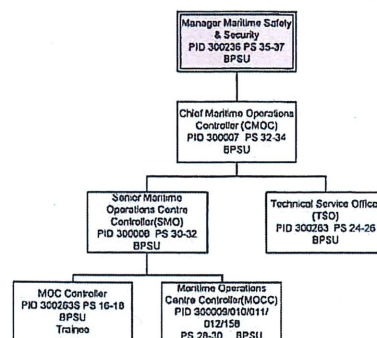
 Redefine/Revise Post



Legend

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





Legend

Redefined Post from Coordinator to Manager, Maritime & Safety