



**BERMUDA GOVERNMENT**  
**MINISTRY OF PUBLIC WORKS**

**PATI Information Statement**

**Name of Public Authority:** The Department of Parks

**Introduction:**

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

- a) 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;
- b) Increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities;
- c) Increase accountability of public authorities;
- d) Inform the public about the activities of public authorities, including the manner in which they make decisions; and
- e) Have more information placed in the public domain as a matter of routine.

This Act commits the Department of Parks to making information available to the public as part of its normal business activities. Through this commitment, the Department of Parks will aim to make the workings within the Department accessible and available to the public as part of its normal business activities.

The Department of Parks will:

- Specify the information held by the Department, which falls within the purview.
- Make routinely available information which is held by the Department.
- Describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the Public.
- List any fees charged for the access to information described in this scheme
- Regularly review and update the information made available.

The Department of Parks will generally not publish:

- Information in draft form
- Information that is not held by the Department of Parks, or which has been disposed of in

accordance with a legally authorized disposal schedule

- Information that is not readily available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access
- Information which is exempt under the PATI Act 2010, or otherwise protected from disclosure – for example: personal information; information likely to endanger the safety or health of individual, information received in confidence, Cabinet documents or commercially sensitive information. Please refer to Public Access to Information Act, 2010.
- Records containing exempt matter will be published in a redacted I form wherever it is practical to do so, indicating which exemptions apply. (I would like to cut and paste relevant information in to a separate document and make that available to the public).

In maintaining this information document our aim is to be as open as possible.

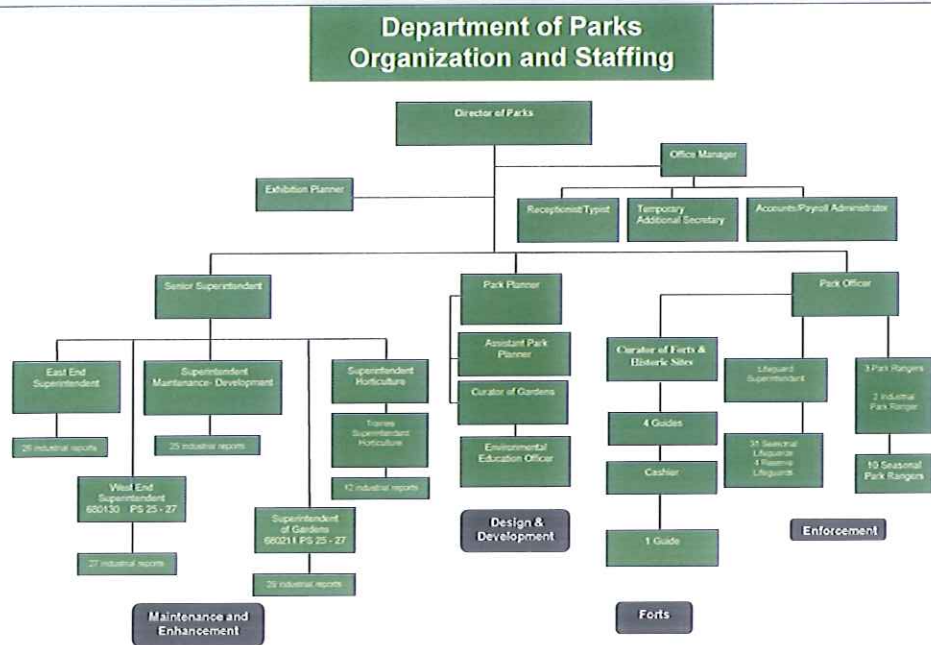
However, there may be limited circumstances where information will be withheld from one of the categories of information listed:

Information will only be withheld where the PATI Act, 2010 expressly mandates it. For example:

Where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department of Parks, or another organization's commercial interest, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

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



**Legislation**

The National Parks Act, 1986  
 The National Parks Regulations, 1988

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

The Department of Parks is a statutory body governed under the Bermuda National Parks Act, 1986. The Department of Parks is tasked with the responsibility of managing and administering the National Parks System for Bermuda. This system comprises different kinds of protected areas which are to be managed according to the National Parks Act 1986. The protected areas are to be managed in a manner that protects, maintains and enhances the natural and historic values of the protected areas for the use and enjoyment of present and future generations; and to regulate the use of such protected areas so as to ensure that the environmental, social and economic benefits deriving from the areas are sustained. The National Parks Regulations 1988 are enforced by Officers of the Department of Parks. We are in the process of updating the National Parks Act and Regulations and anticipate that the amended Act will



be in force by 2015, and the amended Regulations by 2015.

**Key Activities:**

- Maintain and manage all National Parks to the specified standards
- Maintain all other designated areas of responsibility to specified standards
- Provide a trained and professional Lifeguard service at 5 public beaches
- Protect and preserve Open Spaces for present and future generations
- Enforce Park Regulations under the Bermuda National Parks Act, 1986
- Manage cultural and natural resources within the National Parks system
- Produce the Annual Agricultural Exhibition
- Administration
- Park Rangers (patrol Parks and Nature Reserves) and Lifeguards
- Landscape Maintenance
- Planning

**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:

- Administration
- Camping Permits
- Special Permits
- Enforcement
- Enquiries

#### Programmes:

- Botany Camp
- Agricultural Exhibition
- Interpretive Tours
- Plant advisory
- First Aid and CPR Training
- Planning Plant Voucher Programme
- RLSS Life Saving Course

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

- National Parks Commission Minutes
- Safety & Health Committee Minutes
- Joint Consultative Committee Minutes
- Monthly Project reports
- Budget Reports (*see Approved Estimates of Revenue and Expenditure Book*)
- Incident Reports
- Special Permits
- Camping Permits

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

- Administrative Manuals
  - Parks Information
  - Emergency Measures Organization Handbook (EMO)
  - Lifeguard Operations Policies and Procedures
  - Business Plan

- Statistics on rescues and first aid
- Concessions in Parks
- Agricultural Exhibition Catalogue

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

- Park Ranger Handbook
- The National Parks Act, 1986
- The National Parks Regulations, 1988
- The Collective Bargaining Agreements for BIU and BPSU

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

	Information Manager	Alternate
	Ms. Lisa Dawn Johnston	Ms. Lana Hollis Mrs. Georgette Caines
Physical Address	Parks Residence 169 South Road Paget DV 04 Bermuda	
Mailing Address	P.O. Box HM 20 Hamilton HM AX Bermuda	
Office	(441) 236-5902	(441) 236-5902
Email	<a href="mailto:ljohnston@gov.bm">ljohnston@gov.bm</a>	<a href="mailto:lhollis@gov.bm">lhollis@gov.bm</a> <a href="mailto:gmcaines@gov.bm">gmcaines@gov.bm</a>
Email for PATI requests	<a href="mailto:pati.parks@gov.bm">pati.parks@gov.bm</a>	
DOP Website:	<a href="http://www.gov.bm">www.gov.bm</a>	
Government of Bermuda Website:	<a href="http://www.gov.bm">www.gov.bm</a>	

All documents can be obtained by writing or calling our Information Manager or her Alternate at the above address between the hours of 8:30 am – 5:00 pm, Monday to Friday.

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

**Name of Public Authority**  
Department of Parks

**Ministry**  
Ministry of Public Works



**Minister**

The Hon. L Craig Cannonier, J.P., M.P., Minister of Public Works , General Post Office Building, Parliament Street, Hamilton, Bermuda

**Name and Title of Head**

Ms. Lisa-Dawn Johnston, Director of Parks

Information available under our publication scheme will usually be accessible through the methods described below:

- Email  
We may be able to send you some information by email, send requests to [pati.parks@gov.bm](mailto:pati.parks@gov.bm) .
- Phone  
Documents listed in the information scheme can also be requested by telephone. Please call The Director of Parks or the Office Manager at (441)236-5902 to request information. In your request, please provide your name and address, full details of the documents you would like to receive.
- Post  
All information listed in the scheme will usually be available in hard copy. Requests may be addressed to the Director of Parks, P.O. Box HM 20, Hamilton HM AX, Bermuda. In your request, please provide your name and address, full details of the documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary.
- Personal visits  
You will be required to make an appointment to view information.

The Department of Parks aims to make our Information scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain please write or call the Director of Parks or the Office Manager at, The Department of Parks, P.O. HM 20, Hamilton HM AX, Bermuda, [pati@parks.gov.bm](mailto:pati@parks.gov.bm) , (441)236-5902.

- Our internal complaints process allows us to gain valuable information from the people it serves, and allows the organization to improve its reputation as one of the best government departments. Information given by people complaining often contains useful criticisms.
- Complaints made by the public can provide valuable decision and policy making information to management as well as highlight the challenges faced by employees.

You have legal rights to access information under this scheme, and a right to complain if you are dissatisfied with our response.

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

**National Parks Commission (NPC)**

The National Parks Act mandates the formation of a body called the National Parks Commission. Subject to the Act, the primary function of the Commission is to advise the Minister on matters affecting the long-term conservation and management of the System.

As per the National Parks Act, 1986, the National Parks Commission is made up of 12 members of whom, the Director (and Assistant Director) are ex-officio members. Ten members shall be appointed by the Minister as follows: one representative from the following organisations: the Bermuda National Trust, the Bermuda Audubon Society, the Bermuda Maritime Museum Association, and the Bermuda Zoological Society. The other members must be comprised of members whom possess expertise in environmental protection and conservation of natural and historical resources; two members of the general public who may be considered by the Minister to have a sufficient interest in historical, environmental and conservation matters; and two members who are users of the system.

The functions of the Commission shall include:

1. The periodic review of the National Parks Plan and providing advice and comments thereon as needed, in the opinion of the Commission to ensure that the plan is current and responsive to the policies and objectives of this Act;
2. Making recommendations to the Minister regarding any matter affecting protected areas within the scope of its functions, including recommendations on areas of priority for acquisition as protected areas and on amendments to the First Schedule;
3. Advising the Minister on any proposal to change the boundaries, use, classification or any other aspect of an existing protected area including the making of recommendations as to whether such change enhances or diminishes the conservation policies and objectives for the area;
4. Reviewing any draft or final management plan for a protected area specified in the First Schedule, and making recommendations to the Minister as to the adequacy of any such plan;
5. Undertaking activities to promote public awareness and education in matters relating to protected areas through seminars, public events, publications and other appropriate means;



6. Coordinating and exchanging information on protected areas and related matters within government and non-government organizations;
7. Establishing sub-committees and other formal and informal arrangements with other bodies, to use such expertise and services as may be available to enable the commission to perform functions under the National Parks Act, 1986;
8. Exercising such other functions and powers as may be conferred upon it by the National Parks Act or any regulations made thereunder.

The meetings of the National Parks Commission are generally held on the third Tuesday of each month, and may also involve additional meetings or site visits as required.

The Constitution for the National Parks Commission may be found in the National Parks Act, 1986, (Third Schedule).

### **Frequently asked questions**

1. Who is responsible for the Railway Trail?

*The Department of Parks, Park Planner*

2. Are you allowed to drive vehicles on the Railway Trail?

*Not unless you are accessing a residence whose entrance is off the Trail or you have been diverted for an emergency on the main road. In the western trail there is provision for 50 cc motorcycles.*

3. Who is responsible for Fort St. Catherine, Fort Scaur, St. David's Battery, Fort George, Martello Tower and Alexandra Battery?

*The Department of Parks is responsible for the above areas. For the Heritage Manager, Phone (441) 236-5902. You may obtain further information on Fort St. Catherine by calling (441) 297-1920.*

4. What are the opening times for Fort St. Catherine?

*Fort St. Catherine is open Monday to Friday from 9:30 am – 4:00 pm.*

5. What are the opening times for the Martello Tower, Ferry Point Park?

*Martello Tower is open by appointment. Please call the Department of Parks to organize a visit at (441) 236-5902 or Fort St. Catherine at (441) 297-1920.*

6. Can I take plants, flowers or cuttings from the Botanical Gardens?

*Not without the permission of the Department of Parks.*

7. Who can I contact for educational tours of the Botanical Gardens?

*Contact the Department of Parks, at (441) 236-5902.*

8. Who is in charge of the Bermuda Lifeguard Service?

*Under the direction of the Director of Parks, the Bermuda Lifeguard Service is managed by the Lifeguard Superintendent or in his absence the Park Officer.*

9. What is a Senior Lifeguard?

*The Senior Lifeguard is a lifeguard in a supervisory position. He or she reports directly to the Lifeguard Superintendent. The Senior Lifeguard is responsible for the day to day running of the beach and for the actions of the lifeguards on any given day. They have a key role in the development of the team and setting its goals for any given day.*

10. What beaches does the Bermuda Lifeguard Service cover?

*The Bermuda Lifeguard Service currently provides seasonal coverage to 5 beaches: Horseshoe Bay Beach, Southampton; John Smith's Bay Beach, Smith's; Clearwater Beach, St. George's; Long Bay and Turtle Bay located on Cooper's Island, St. George's. These areas are subject to change based on available resources.*

*Signs are used at the beach access points of patrolled beaches to inform the public that a lifeguard service operates there.*

11. When are Lifeguards on duty?

*Anytime a flag is flown from the Lifeguard tower indicates that lifeguards are on duty.*

12. What are the operating hours of the Bermuda Lifeguard Service?

*Beaches are patrolled by the Bermuda Lifeguard Service from 10:00 am to 6:00 pm, & days a week from May to October, but the dates may vary due to availability of resources.*

13. How do I become a lifeguard with the Bermuda Lifeguard Service?

*Lifeguards are recruited from December onwards for the following season (generally 1<sup>st</sup> May – 31<sup>st</sup> October). General recruitment instructions and applications are available from the office of the Department of Parks.*

14. What is the minimum age requirement to be a lifeguard?

*Potential lifeguard candidates must be 16 years of age and older at the time of commencement of a training course.*

15. What are the physical requirements to be a lifeguard?

*Potential lifeguard candidates are expected to be in good health and of a fairly high level of fitness prior to their taking part in a training course. All applicants are invited to perform in an initial timed swim assessment consisting of a 400 meters in a pool which must be completed in 8 minutes or less.*

16. What certification does the Bermuda Lifeguard Service use for their lifeguards?

*As leaders in water safety, the Bermuda Lifeguard Service has incorporated the Royal Life Saving Society's National Beach Lifeguard Qualification (NBLQ) as our entry level standard for life guarding at our national parks.*

*The Department of Parks is a member of the Royal Life Saving Society, UK.*

17. Does the Bermuda Lifeguard Service Offer swimming lessons?

*No.*

18. Does the Bermuda Lifeguard Service offer water safety talks?

*One of the mandates of the Bermuda Lifeguard Service is to educate the community in water safety. We welcome invitations to provide such talks with your school, community organization, etc. Please contact the Lifeguard Superintendent for availability at (441) 236-5902.*

19. When is the Agricultural Exhibition?

*The Agricultural Exhibition is normally held in April of each year, but was suspended for 2015.*

20. How can one enter?

*Enter by contacting the Agricultural Exhibition Office, at (441) 236-5902 or on the Exhibition web site: <http://www.bdaexhibition.bm>.*

21. What is the entrance fee to the Agricultural Exhibition?

- *Children under 16 years \$5.00*
- *Children 5 and under free*
- *Adults \$10:00*
- *Senior Citizens \$5:00*

22. When will the Agricultural Exhibition catalogue be available?

*The catalogue are available in December each year.*

23. How can I volunteer?



*You may volunteer by contacting the Agricultural Exhibition Office at (441) 236-5902.*

24. What ages can participate in the Agricultural Exhibition?

*You can participate at any age as long as you are capable of making the exhibit with no help or very little assistance.*

25. When is camping season and at what Park can I camp?

*Camping is permitted at the following camp grounds:*

- *Ferry Point Park*
- *Chaplin Bay (located in South Shore Park below Warwick Camp)*

*The camping season is from the second Saturday in May until the third Sunday in September in any calendar year.*

*There is no camping at Coney Island.*

26. What does it cost to camp?

*The fee to camp is \$12 a night per camp site.*

*In addition applicants must also pay a \$100 deposit which is refundable as long as all camping regulations and rules are adhered to.*

*The camping fees and the deposit must be paid when the camping permit is issued.*

27. When can I take my dog on the public beaches?

*Dogs are permitted on the beaches from the 1<sup>st</sup> November to 31<sup>st</sup> March the following year. From the 1<sup>st</sup> April to 31<sup>st</sup> October in the same year dogs are not permitted on public beaches.*

28. When are horses not allowed on the beaches?

*The regulations regarding taking or riding a horse on the beach is different depending on the time of year.*

*Between 1<sup>st</sup> May to 31<sup>st</sup> October in any year, horses cannot be taken or ridden on the following beaches:*

- *ALL beaches in South Shore Park from Horseshoe bay to Warwick Long Bay*
- *John Smith's Bay Beach*
- *Elbow Beach*
- *Shelly Bay Beach*

*However during the same time frame a person may take or ride a horse on all other public beaches below the high water mark between the hours of 5:00 am and 8:00 am. From 1<sup>st</sup> November to 30<sup>th</sup> April the following year, no person shall take or ride a horse on Horseshoe Bay Beach in South Shore park, John*

Smith's Bay Beach and Elbow Beach, but may take or ride a horse on all other public beached below the high water mark at any time.

29. How do I get a special permit for a function in the parks and beaches and what are the fees?

*Special permits are issued to applicants on a first come, first served basis for 20+ attendees at the Department of Parks Office which is located in the Botanical Gardens. At present the only fee is \$25 for a wedding which is subject to change. However, there are deposits based on the number of people which are as follows:*

- 20 – 50 ppl                 \$0
- 51 – 100 ppl                \$100
- 101 – 150 ppl              \$150
- 151 – 200 ppl              \$200
- 201-500 ppl                \$500

30. What are some of the popular parks and beaches for booking special permits?

Alexandra Battery Park	Clearwater Beach
Mullet Bay Park	Shelly Bay Park
Turtle Beach	John Smith's Bay Beach
Clearwater Beach	Parson's Road Playground
Admiralty House park	Spanish Point Park
The Botanical Gardens	Elbow Beach
Astwood Park	Warwick Long Bay/ Warwick Long Bay Playground
Jobsons Cove	Stonehole Bay
Chaplin Bay	Horseshoe Bay
Port Royal Cove	West Whale Bay
Somerset Long Bay	Daniels Head

31. Is it illegal to use a metal detector in a park?

*Metal detectors are only permitted to be used on the public beaches and operators must obtain a special permit from the Department of Parks in the Botanical Gardens.*

*At no time can metal detectors be used around forts or other historic sites such as graveyards or lime kilns.*

32. Can I have a camp fire or bonfire at my beach party?

*Camp fires or bonfires are permitted but they must be contained in or on a metal surface such as a barbeque. It is illegal to burn wood directly on the sand. Once the camp fire party is finished the wood must be doused with generous amounts of sea water to extinguish the burning and heat, then the wood deposited in the trash can. Under NO circumstances must the hot wood be buried in the sand as it can potentially burn the soles of people's feet. Bonfires are not permitted at John Smiths Bay.*

33. Can I sell food or snowballs or maybe tee shirts on a beach, a park or on the roadside?

*The Department of Parks has a limited number of locations that are designated for the operation of concessions such as lunch wagons and they are as follows:*

- Fort St Catherine
- Alexandra Battery
- Kindley Field Park
- John Smith's Bay Beach
- Ducking Stool Park
- Parsons Road Playground
- Admiralty House Park
- Elbow Beach park
- Astwood Park
- Warwick Long Bay (Playground)
- Warwick Long Bay (South Shore Park)
- Chaplin Bay Car park
- Church Bay Park Upper Turnaround

*In order to operate applicants must first apply in writing to the Department of Parks. The possession of a Peddler's License does not grant you the right to set up in a protected area without the approval of the Director of Parks.*

*Successful applicants are then issued a small lease which specifies the location, terms and conditions. The lease is normally for a two year period.*

*The restaurant concessions that operate at Shelly Bay Beach and Horseshoe Bay have their leases issued by the Estates Section of the Public Works Department.*

*The restaurant concession lease at Clearwater Beach is issued by the Bermuda Land Development Company.*

**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:** *30<sup>th</sup> March, 2015*

**Locations of Information Statement:**

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

- |  |   |
|--|---|
| • Your principal office: Parks Residence, 169 South Road, Paget DV 04                | Y |
| • The Bermuda National Library;  | Y |
| • The Bermuda Archives;  | Y |
| • Available electronically; <a href="mailto:pati.parks@gov.bm">pati.parks@gov.bm</a> | Y |
| • Website for public authority ; <a href="http://www.gov.bm">www.gov.bm</a>          | Y |



- Have you published a notice in the Gazette indicating the places where the information statement is available for the public?
- With the Information Commissioner.

Y/N  
Y/N

1st April 2015

Sign and Date:

