



**GOVERNMENT OF BERMUDA**  
**MINISTRY OF ECONOMIC DEVELOPMENT**

**PATI Information Statement**

**Name of Public Authority: REAL ESTATE ADVISORY BOARD**

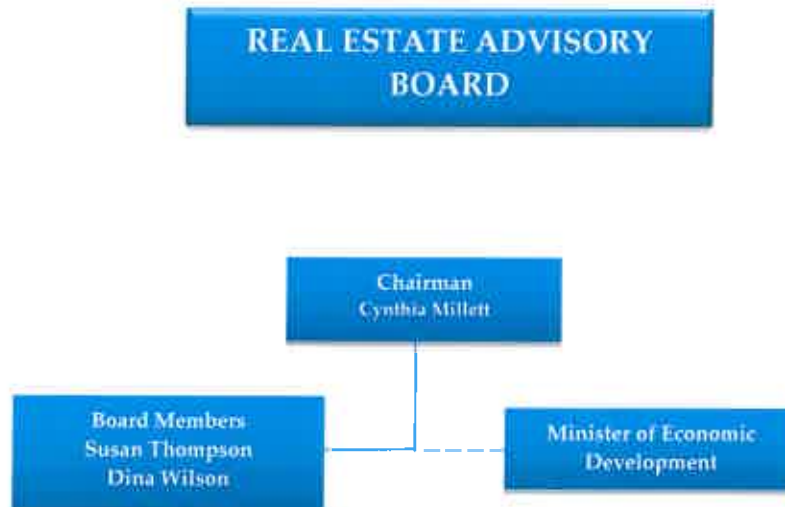
**Introduction:**

The Public Access to Information Act of 2010 not only gives the public the statutory right to information about how its government works, but also affirms an obligation on Government to provide information as requested. In an effort to be as transparent as possible in its operations, the Real Estate Advisory Board issues this statement to provide insight into its operations, services, and obligations to the public. The information provided includes operating procedures, documents that govern the way the Board makes decisions, as well as some broad and general information about what the Advisory Board does on a day-to-day basis.

Please note that any private business or individual's trade secrets or other information provided to the Department in strict confidence will not be available to the public.

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

**ORGANIZATION CHART 2015**



**Legislation**

The Real Estate Agents Licensing Act 1976

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

### **Powers of the Real Estate Advisory Board**

The composition, duties, and powers of the Real Estate Advisory Board are delineated in Section 8 of The Real Estate Agents' Licensing Act 1976.

### **Duties of the Real Estate Advisory Board**

As required by the Real Estate Agents' Licensing Act 1976, the Board's duties are to:

- Conduct inquiries into matters referred to it by the Minister of Economic Development; and
- Advise the Minister in the discharge of the Minister's functions under the Real Estate Agents' Licensing Act 1976.

## **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]**

The Real Estate Advisory Board provides the following services:

- Conduct inquiries as directed by the Minister of Economic Development.
- Report its findings to the Minister on the results of its inquiries.

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

### **Reports**

The Real Estate Advisory Board is asked to make reports to the Minister from time to time on important matters as requested by the Minister.

<b>Section E: Administration (all public access) manuals [s5(1)e]</b>
<b>Section F: Decision-making documents [s5(1)f]</b>
<ul style="list-style-type: none"> <li>• Real Estate Agents' Licensing Act 1976</li> </ul>
<b>Section G: The Information officer [s5(1)g]</b>
<b>Contact Gladwina O'Mara</b> <b>Phone number 295-5151, extension 1584</b> <b>Email address <a href="mailto:glomara@gov.bm">glomara@gov.bm</a></b>
<b>Section H: Any Other Information [s5(1)h]</b>
<b>Section I: Any Other Information To be Provided? [s5(1)i]</b>
<b>Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]</b>
<p>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]:</p> <p><b>Date Information Statement was updated: 31<sup>st</sup> March, 2015</b></p> <p><b>Locations of Information Statement:</b></p> <p><i>Confirm copies of Information Statement are available at the following sites:</i></p> <ul style="list-style-type: none"> <li>• Your principal office: 4<sup>th</sup> Floor Government Administration Building, 30 Parliament Street Hamilton HM12</li> <li>• The Bermuda National Library; Y</li> <li>• The Bermuda Archives; Y</li> <li>• Available electronically, Y</li> <li>• Website for public authority <a href="http://www.roc.gov.bm">www.roc.gov.bm</a> Y</li> <li>• Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y</li> <li>• With the Information Commissioner. Y</li> </ul> <p><b>Sign and Date:</b></p>

 , 14<sup>th</sup> April 2015