Parliamentary Registration Office

PATI Information Statement

Name of Public Authority: Parliamentary Registration Office

Introduction:

- The purpose of the Public Access to Information Act 2010 ("PATI Act") 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 the 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.

  Under Section 5 of the PATI Act, every public authority[1] in Bermuda must produce an information statement. Describing its organization, functions, policies and procedures and the name and contact person to when requests under the PATI Act are to be directed. The Parliamentary Registrars information statement aims to make it easy to access key information about the activities of the department.
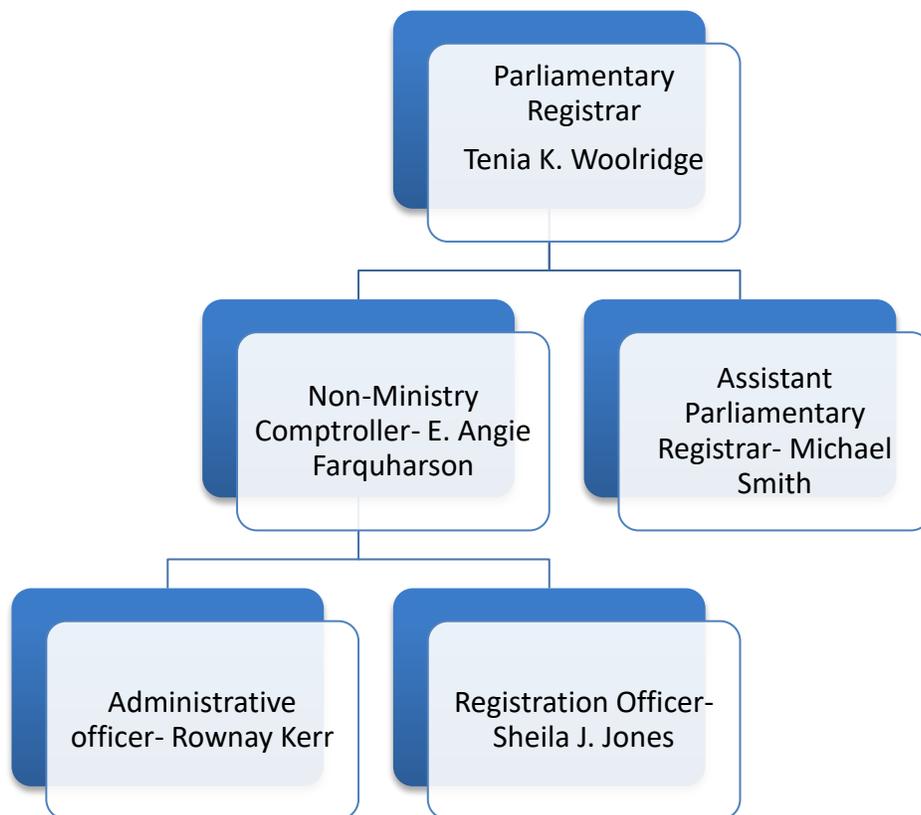
  Here is a summary of what is in the information statement;

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make our decisions
- Our policies and procedures
- Lists and registers

The information provided includes: Organisational structure of our office; governing legislation; functions and powers; services and programmes; information held - grouped into decision making; administrative or other record; further information (includes financial); contact details for the information officer and locations of the information statement.

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

The Parliamentary Registration Office was separated from the Registry General in 1999 to form an independent non-ministry department. The Parliamentary Registry is essentially an election management body, responsible for the administration and conduct of all Parliamentary and Municipal elections.

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                    │  Parliamentary          │
                    │  Registrar              │
                    │  Tenia K. Woolridge     │
                    └───────────┬─────────────┘
                ┌───────────────┴───────────────┐
    ┌───────────────────────┐      ┌───────────────────────┐
    │  Non-Ministry         │      │  Assistant            │
    │  Comptroller- E. Angie│      │  Parliamentary        │
    │  Farquharson          │      │  Registrar- Michael   │
    └───────────┬───────────┘      │  Smith                │
       ┌────────┴────────┐         └───────────────────────┘
┌──────────────┐  ┌──────────────────┐
│ Administrative│ │ Registration     │
│ officer-      │ │ Officer-         │
│ Rownay Kerr   │ │ Sheila J. Jones  │
└──────────────┘  └──────────────────┘
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Legislation
- *The Parliamentary Election Act 1978*
- *Municipalities Act 1923*
- *Referendum Act 2012*

Parliamentary Registrar- Information Statement

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

The Functions of the Parliamentary Registration office are;
   a) To manage and conduct all Parliamentary Elections, Municipal Elections and Referenda in Bermuda
   b) To maintain the voters list known as the Parliamentary Register
   c) To maintain a Business ratepayers' register for the Municipal areas of Hamilton and St. George's
   d) To promote voter awareness
   e) To issue apostille certificates on behalf of the deputy governor's office
   f) To issue voter registration cards

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:

The key services provided by the Parliamentary Registration office include:

- Ensuring that all voters are aware of any information effecting their registration or eligibility to vote
- issuing voters identification cards free of charge to all eligible voters
- Selling parliamentary registers (full version) for $250.00 each or registers by separate constituency at .30cents per page
- Issuing Apostille certificates at $55.00 per document in a timely manner for all of our external and internal customers
- Keeping the Parliamentary Register up to date by ensuring registrations are updated in a timely manner and deaths are recorded and removed from the register daily
- Providing address verification letters to voters who are correctly registered to assist them in conducting personal business throughout the island

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

The administrative officer in at the Parliamentary Registry is responsible for maintaining personnel records of the staff in the office. These records fall within part 4 of the PATI Act "Exempt Records", under s.23 and s.24 and, as such, are exempt from disclosure to the public on the grounds that they are personal information.

Accounting records for the office are kept by the Administrative officer at the Parliamentary Registry. Records that are accessible to the public are as follows;

- Travel
- Office supplies
- Building and Equipment Rental
- Consultant services contracts
- Salaries
- Audit files

In addition the Parliamentary Registry has Parliamentary Registers and Results from previous elections dating back as far as 1976 in some instances. These are available for public viewing.

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

The Parliamentary Registry does not produce a an employee handbook/ manual , instead we are guided by the Government of Bermuda Conditions of Employment and Code of Conduct, and the Collective Bargaining agreement set out by the Bermuda Public Service Union. Furthermore, our finances are guided by Financial Instructions set out by the Accountant General.
Additional we provide election manuals for training purposes as listed below;

- Returning officer manuals
- Presiding officer manuals
- Justice of the Peace Manuals

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

The Legislation that governs decision making within the Parliamentary Registry, with respect to maintenance of the voter register, electoral processes and procedures and conduct during elections is the Parliamentary Election Act 1978, The Municipalities Act 1923 and the Bermuda Constitution

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

Miss Tenia K. Woolridge, Parliamentary Registrar
Parliamentary Registration Office
3rd Floor Craig Appin House
#8 Wesley Street, Hamilton HM 11
Tel: 441-293-8683| Fax: 441-292-0207| Email: pro@gov.bm

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)]

Pursuant to s.5 (2)-(5) of the PATI Act, 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.

Date Information Statement was updated: 9 September 2022

Locations of Information Statement:

- The Parliamentary Registration Office , locate at Craig Appin House 3rd floor, 8 Wesley Street, Hamilton HM11

Parliamentary Registrar- Information Statement

- The Bermuda National Library
- The Bermuda Archives
- The Information Commissioner's Office
- Website: www.elections.gov.bm

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Tenia K. Woolridge JP MSc.
Parliamentary Registrar

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Date