



GOVERNMENT OF BERMUDA

Port Royal & Ocean View Golf Courses



Information for Both Golf Courses is accessible at the Port Royal Golf Course Administration Office

Physical Address:

5 Port Royal Golf Course Road, Middle Road Southampton, Bermuda SB03

Mailing Address:

P.O. Box SN 189, Southampton SN BX Bermuda

Telephone:

(441)234-0974

Website:

www.bermudagolf.bm

ACCESS TO INFORMATION STATEMENT

Port Royal & Ocean View Golf Courses

December 31st, 2025

Name of Public Authority: Port Royal & Ocean View Golf Courses

Introduction:

The Port Royal & Ocean View Golf Courses are public golf courses owned by the Government of Bermuda and operated under an Act of Parliament (Consolidated Golf Course Act 1998). The Golf Courses 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 accountability and transparency of the Golf Courses, which will endeavor to proactively publish as much information as possible.

1.1. Overview of Public Access to Information Act 2010

- 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, about information held by public authorities.
- c) Increase the accountability of public authorities.
- d) Inform the public about the activities of public authorities, including the way they make decisions.
- e) Have more information placed in the public domain as a matter of course.

The PATI Act 2010 requires each public authority to prepare an information statement describing the following information about the authority:

- Section A deals with the structure, organization, and legislation of the Golf Courses
- Section B describes the functions, powers, duties of the Golf Courses and their obligations under the PATI ACT 2010
- Section C covers the services and programs provided by the Golf Courses
- Section D outlines the classes of records held, to facilitate the exercise of right of access
- Section E lists any administrative manuals used by the Golf Courses
- Section F describes policies, rules and guidelines used for decision-making
- Section G provides the name and contact details of the Information Officer for the Golf Courses
- Section H contains any other relevant information held by the Golf Courses
- Section I explains where copies of the Information Statement may be obtained.

In summary, the purpose of the information statement is to provide people wanting access to information held by a public authority a 'window' of the types of documents held by that public authority, what that public authority does and how a person can access the information they require.

Section A: Structure, Organization and Legislation [§5(1)(a)]

The Consolidated Board of Trustees are the governing body of both Golf Courses. The Board consists of a minimum of seven and no more than eleven people who are appointed annually. The Golf Courses come under the Ministry of Tourism, Culture and Sport. The Minister appoints a Chairman and Deputy Chairman along with the Trustees as follows:

Trustees

- **Mr. Jason Wade – Chairman**
- **Mr. Vincent Hollinsid – Deputy Chairman**
- **Mr. Allan DeSilva**
- **Mr. Azeem Khan**
- **Mr. Clarendon LaMel Burch**
- **Mr. Dalton Burgess, Jr.**
- **Mr. David Sabir**
- **Mr. Eric West**
- **Mr. Quinton Ming**
- **Ms. Ianthia Butler**
- **Ms. Tione Darrell**

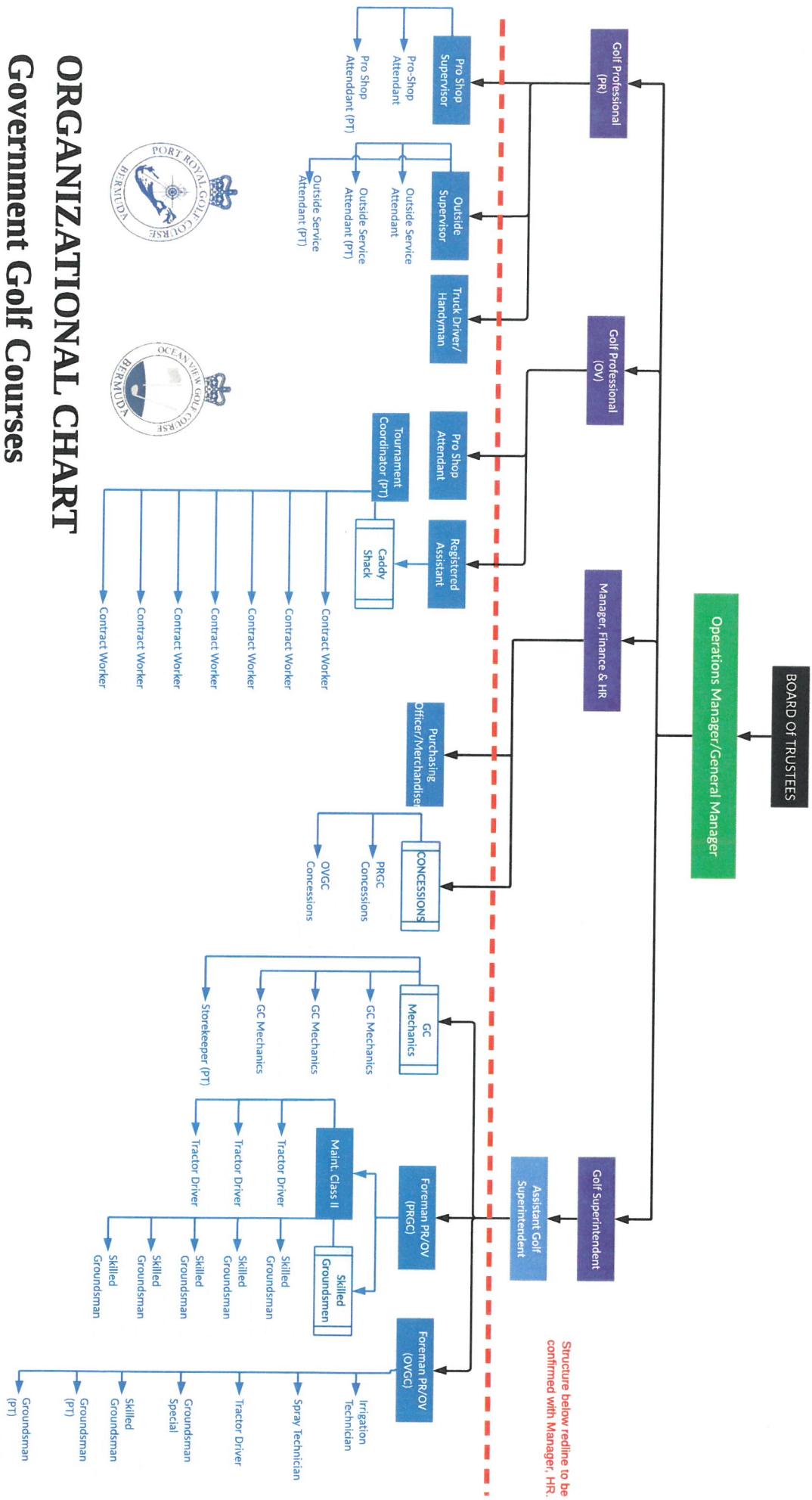
Mrs. Erika Wales – Acting Director, Finance, HR & Administration (ex-officio)



ORG Chart
Proposal6 03012024

ORGANIZATIONAL CHART

Government Golf Courses



1.2. Access to Information:

Subject to PATI Act 2010 every person who is Bermudian or a resident of Bermuda has a right to and shall, on request, be given access to any record that is held by a public authority, other than an exempt record.

The following are exempt records by Port Royal & Ocean View Golf Courses:

- 1) Health & Safety of Individual: if disclosure would endanger the physical or mental health or safety of the individual.
- 2) Personal information, unless it relates to the position or function of an officer or employee within the Golf Courses under contract and it relates solely to the services performed including the terms of the Contract. Or it relates to any discretionary benefit of a financial nature, including the granting of a license or permit that was conferred upon the individual.
- 3) Commercial Information – such as trade secrets or where the commercial value of the information would be destroyed or diminished by disclosure.
- 4) Information Received in Confidence – Information that was given in confidence to the Golf Courses by a third party.
- 5) Cabinet Documents – documents that were created for and submitted by the Golf Courses to Cabinet for consideration. This also includes records that are proposed to be submitted to Cabinet.
- 6) Golf Board responsibility – this includes discussion and advice between the Board of Trustees and the Minister and between the technical officers of the Golf Courses.
- 7) Deliberations of the Golf Courses where disclosure of the information would or could reasonably be expected to undermine the deliberative process of the Board of Trustees.
- 8) Operations of the Golf Courses – where the disclosure of information could prejudice the effectiveness of tests, examinations, investigations or audits conducted on or on behalf of the Golf Courses. Or have a significant, adverse effect on the performance of the Golf Courses and their functions relating to management (including industrial relations and management of its staff) Or disclose positions taken, or to be taken, plans, procedures, criteria or instructions used or followed or to be used or followed, for the purpose of any ongoing negotiations by or on behalf of the Golf Courses.
- 9) Law Enforcement: - whether the disclosure would or could reasonably be expected to, prejudice prevention, or detection or investigation of a breach or possible breach of the law.

Legislation

Port Royal and Ocean View Golf Courses are subject to the Golf Courses (Consolidation) Act 1998. This Act mandates the functions and activities of the organizations.

Section B: 1) Functions, powers, duties of the Authority [§5(1)b]

The Consolidated Board of Trustees are the governing body of both Golf Courses, and the functions of the Board are-

- (a) To have the general control, management and administration of the Golf Courses; and

(b) To maintain the Golf Courses in good and proper condition.

Vision Statement

We are the premier establishment for the promotion of golf and the provision of golf services in Bermuda. We are known as the center for youth development in this sport. In addition, our hallmark is the promotion of golf techniques and skills enhancement through instruction leading to the highest-level golf experience and exceptional value for money. To provide a professional Golf Course organization that will offer quality infrastructure and excellent services in a sustainable way that will contribute to making Bermuda the most desirable place to work, live and play.

Mission Statement

As a Public Government Golf Course, the Mission of the Golf Courses is their commitment to offer an unforgettable, affordable, culturally relevant, Bermuda golfing experience for all their citizens, patrons, residents and guests through our outstanding customer service and world-class golf Facilities, in particular, Port Royal Golf Course, home and Host to the PGA Golf Tour Events.

Core Values

Respect

In all interactions, we treat our guests, staff and business partners with dignity and respect.

Responsible

We operate in a financially sound, transparent manner, compliant with policy and legislation.

Responsive

We constantly strive to improve the quality of our facilities, services, grounds and equipment.

Relevant

We embrace and share our rich history and culture which drives our commitment to providing the highest-level golf experiences.

Section B: 2) Obligations under PATI [§5(1)b]

To provide an information statement for the public and promulgate it [§5]

- 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 [§6]
 1. General information, e.g. activities of the Authority
 2. Log of all information requests and their outcome
 3. Quarterly expenditure (Upon request) [§6(5)]
 4. Contracts valued at \$50,000 or more.
- To respond to information requests in a timely manner [§12-16]
- To track information requests, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [§9]

- 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 [§19]
- 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 [§49], if required.
- To provide an annual written report to the Information Commissioner of the status of information requests [§58 (3)].
- To do anything else as required under the PATI Act and subsequent Regulations [§59, 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 PATI [§61]
- To designate one of its officers to be the person to whom requests are directed [§62]

Section C: Services and Programmes

Port Royal and Ocean View golf Courses are revenue generating Government entities and their mandate is outlined within the Act [§8] Golf Courses (Consolidation) Board of Trustees 1998.

About Us:

The Board is mandated to meet regularly and appoint officers to manage both golf courses. The Board has customarily divided itself into sub-committees, namely Finance, HR, Administration, Marketing, Re-organization, Capital Development, Agronomy PR & OVGC, Course Redevelopment and Ocean View Concessions.

The Trustees have subcontracted accounting services of the golf courses to Accounting Bookkeeping, Consulting & Advisory Services with Rawlinson & Hunter under authority provided by the Act.

Both golf courses are managed by the Director of Finance, Human Resources and Administration. All other employees on both courses report directly to their respective Supervisors, and the current management structure is outlined in the organizational chart.

PATI Responsibilities:

All Managers will ensure that:

- Their staff are aware of this Access to Information Statement
- Their staff are aware of the law and the guidance available on accessibility issues
- Information is managed in accordance with best practice to facilitate retrieval and disclosure
- Material for the Publications Scheme and website is regularly updated and improved

- The content and style of documents produced internally is such that they are suitable for disclosure
- Requests for information are dealt with fairly and promptly
- Requests for and decisions on release of information are recorded
- Decisions not to release information are properly taken and clearly communicated; and
- Complaints about refusal to release are reviewed impartially

Obligations under PATI Act:

Golf Course Service

Both Government golf courses provide services to their patrons who consist of the public, members, and visitors. The management and clubhouse administrative staff oversee the daily operation of the Pro Shop.

Bar, Restaurant, Halfway House & Beverage Cart

These services listed are leased out as Concessions as per the Concessionaire contracts.

At Port Royal the concession is held by FIGLI Ltd., trading as Bella Vista Grill who commenced operations on November 29, 2013.

The Ocean View Golf Course is operated by Kara's Kitchen who commenced operations on May 1st, 2025.

Pro Shop Merchandise and Equipment Rentals

Both golf courses have Pro Shops which sell logo merchandise (i.e., shirts, shorts, pants, skirts, hats, skorts, shoes, miscellaneous accessories, clubs, balls and various gift items). All merchandise is the property of the Trustees, paid for by management on their behalf and sales paid to the credit of each respective golf course.

Golf Coaching Services

Golf Lessons are offered at both golf courses with the Professional Golfers on staff. Lessons are also offered by Contracted Professionals, and the golf course receives 10% of the revenue from these lessons.

Rental Properties

Port Royal owns and operates five residential properties.

- A two (2) bedroom apartment adjoins the Clubhouse
- Duplex with two (2) studio apartments below #10 tee
- Detached two-bedroom cottage next to #3 Green
- Detached two-bedroom cottage next to #4 Green

Online Booking – Golf Now

Port Royal has a contract with Golf Now (USA) which sells Port Royal and Ocean View tee times online through their worldwide service.

Daily rates are accessed by calling the courses or visiting the website at Bermudagolf.com

Cost of Services

The management prepares annual budgets for the approval of the Board of Trustees on a similar timetable to that of all Government departments.

Through the services of a contracted accounting firm – Rawlinson & Hunter – all expenses related to the operation, maintenance and management of Port Royal and Ocean View are paid for in accordance with [§12(2) of the Act.

Capital Works

The Act prescribes that, “any proposed capital development expenditure shall be subject to the approval of the Minister of Finance and shall be included in the annual estimates for revenue and expenditure”.

Standard of Service

Every effort is made to maintain the highest standards possible on both courses. These are standards that are set for the golf courses, related physical plants of the clubhouse, maintenance buildings as well as for staff at both golf courses.

Programs:

Port Royal

Throughout the continuation of the PGA Grand Slam of Golf, the plan is to maximize the golf courses’ activity by ensuring that the course is maintained to the highest level.

Ocean View

There are no immediate plans for any capital works or programs at Ocean View.

Section D: Records and Documents Held

Port Royal and Ocean View golf courses maintain requisite records for its operating and service departments. In accordance with the PATI Legislation records can be made available once a request is made to the Administrative Officer. The records are as follows:

- Golf Board of Trustees Minutes and Resolutions
- Yearly Operational Budget Details for Port Royal and Ocean View Golf Courses
- Yearly Capital Budget Details for Port Royal and Ocean View Golf Courses

- Vendor Payment Records
- Customer Account Receivables Records
- Payroll for Weekly Employees
- Payroll for Monthly Employees
- Fixed Asset Transactions
- Job Descriptions for BIU Employees
- Job Descriptions for BPSU Employees
- BIU Collective Bargaining Agreement
- BPSU Collective Bargaining Agreement
- Golf Course's Marketing Strategy

Section E: Administration (all public access) Manuals

Port Royal and Ocean View Golf Courses adhere to the following manuals:

- Financial Instructions
- Policy manuals for Port Royal and Ocean View Golf Courses are available at Port Royal Golf Course Manager's Office
- Board Minutes for Port Royal and Ocean View Golf Courses are available at Port Royal Golf Course Manager's Office

Section F: Decision Making Documents

Port Royal and Ocean View Golf Courses comply with the following manuals:

- Golf Courses (Consolidation) Act 1998
- Financial Instructions
- Board of Trustees Terms of Reference

Section G: The Information Officer

A request for access to a record at Port Royal and Ocean View Golf Courses must be made in writing to the following address:

Mrs. Erika Wales, Acting Director of Finance, HR & Administration
 Administrative Office at Port Royal Golf Course
 Middle Road Southampton SB03
 Bermuda

In the absence of the Director of Finance, HR & Administration, the following people will be authorized to act as information officers in the following order:

- 1) Operations Manager, Mr. Andrew Trott
- 2) Port Royal and Ocean View Courses' Golf Professionals, Steven Lambert, Andrew Trott-Francis PR and Oliver Pitcher OVGC

In all circumstances a request for access to a record at Port Royal and Ocean View Golf Courses must be made in writing to the address given above.

The request must contain sufficient details for Port Royal and Ocean View Golf Courses to identify what it is referring to. The Golf Courses will acknowledge receipt of any request within five working days. If the request is valid, the record is accessible and does not contain any exempt information and the Golf Courses decide that the information is to be disclosed, a decision notice will be sent within six weeks of receiving the request.

SECTION H: Any Other Information [§5(1)(h)]

SECTION I: Information Statement: Copies and Updates [§5(2)-(5)]

Every public authority should update its information statement at least once a year and make it available for inspection by the public at reasonable times [§5(1)-(5)].

Date Information Statement was updated:

Location of Information Statement:

• Port Royal Golf Course Office:	✓ Y/N
• The Bermuda National Library:	✓ Y/N
• The Bermuda Archives:	✓ Y/N
• Available electronically:	✓ Y/N
• Website for public authority www.bermudagolf.bm :	Y/N
• Published notice in the Government Gazette where the information statement can be made available for the public:	✓ Y/N
• With the Information Commissioner:	✓ Y/N

Information Officer signature:


Mrs. Erika Wales

Date:

December 15, 2025