



BERMUDA GOVERNMENT
MINISTRY OF COMMUNITY, CULTURE AND SPORT

Public Access to Information
Information Statement

Name of Public Authority: Department of Youth, Sport and Recreation

Introduction:

The Department of Youth, Sport and Recreation 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 the accountability and transparency of the Department, which will endeavour to proactively publish as much information as possible.

The purpose of this Information Statement is to outline the information held by the Department of Youth, Sport and Recreation which will be readily available to the public under the PATI Act 2010. The Information Statement is divided into several different categories to help the public access the information that they are seeking:

Section A deals with the structure, organization and legislation of the Department.

Section B describes the functions, powers and duties of the Department and its obligations under the Public Access to Information Act 2010.

Section C covers the services and programmes carried out by the Department.

Section D outlines the records and documents held by the Department.

Section E lists any administrative manuals used by the Department.

Section F describes any other decision-making documents held by the Department.

Section G provides the name and contact details of the Information Officer for the Department.

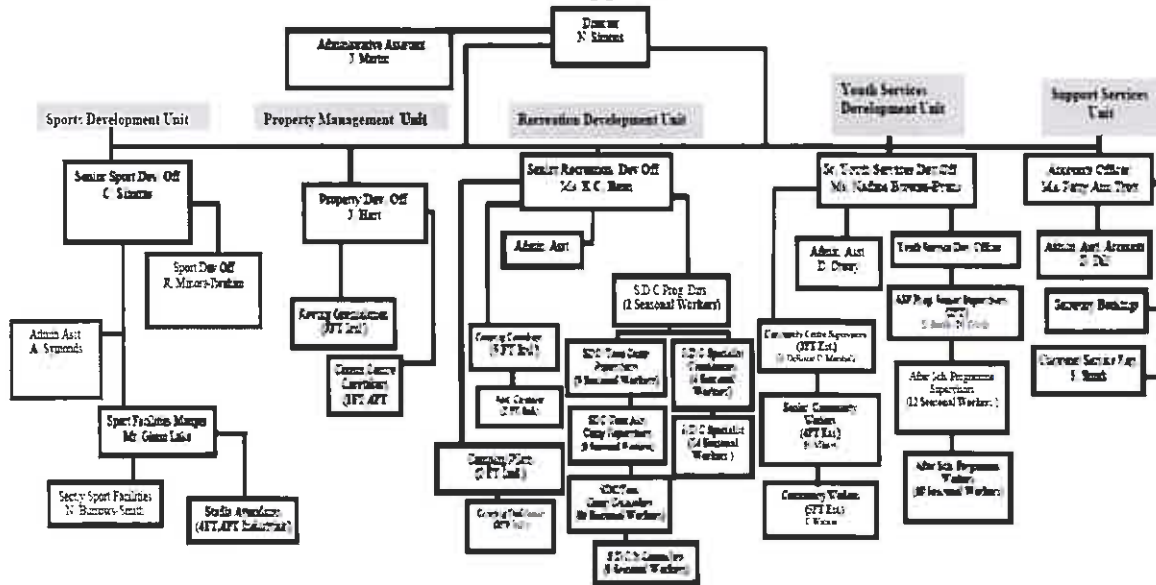
Section H contains any other relevant information held by the Department.

Section I explains where copies of the Information Statement may be obtained.

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

The Department of Youth, Sport and Recreation falls under the Ministry of Youth, Families and Sports. The organizational chart for the Department of Youth, Sport and Recreation is as follows:

**Dept. of Youth, Sport & Recreation
Current Organization & Staffing Structure
Cabinet Approve 15(3) 3**



FT=Full-time FT=Part-time

The principal legislation that relates to the mandate of the Department of Youth, Sport and Recreation:

1. The National Sports Centre Trustees Act 1988
2. The Anti-Doping in Sports Act 2011

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

The mission of the Department of Youth, Sport and Recreation is to advance amateur sport, recreation and youth development for all from leisure activity to athletic excellence and strengthen the significant contribution that these initiatives make towards the enhancement of the quality of life for the total community.

The Department of Youth, Sport and Recreation has three sectors under its remit: Youth; Sport, and Recreation: The Accounts Officer is responsible for overseeing all financial matters of the Department. This includes accounts payables and receivables, payroll, providing monthly budget reports and ensuring that financial instructions are adhered.

The Youth Section is responsible for Youth Services, Youth Development, Community Centres and the Afterschool Programmes.

Youth Services provides grants to the various youth agencies that applies for financial assistance, offers training and development in strength based youth development to government and private sector services. The Youth Section is also responsible for three community centres, St. George's Community Centre, The Centre, and the Sandys Community Centre. The Community Centres offer structured out of school programming to their local communities. They all offer Afterschool Programmes for primary and middle school aged children. Other services and programmes include Seniors, Music and free legal advice to name a few. The Afterschool programme caters to over 400 children at ten (10) schools throughout the community.

The Sports section provides grants to the various National Sports Governing Bodies, the National Sports Centre and the Bermuda Anti-Doping Sports Agency (BSADA), the latter two legislated bodies that are listed under Ministry Headquarters. The Sport section is responsible for maintaining the sports grounds and facilities under the remit of the department throughout the island. These include, but are not limited to:

- Garrison Field
- Shelly Bay Field and Basketball Court
- Smith's Parish Community Field
- Barnard Community Park
- Michael Preece Softball Stadium
- WER Joell Tennis Stadium
- Olive Bank Community Field
- Rubber Tree
- Death Valley Playground and Basketball Court
- The White Hill Field

The Sports section is mandated to organize the Annual Sports Awards, The National Youth Sponsorship Awards, the Annual Sports Conference and guidance and advice to those responsible for the development of sport in Bermuda.

The Recreation section is responsible for camping and recreation. There are five camping facilities under its remit: Paget Island, Darrell's Island, Port's Island, White's Island and Messina House. These facilities are primarily used for overnight camping and picnics. The various public and private schools use these facilities for camping, picnics and Duke of Edinburgh development. They are also used by churches and community groups. The Recreation section offers school aged activity camps during the summer school holiday. These camps provide a safe environment for families of Bermuda when school is out. The programme also provides the opportunity for summer employment for university / college students to gain hands on experience.

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 Department of Youth, Sport and Recreation provides services to the general public as described in Section B. As such records and reports are kept for each programme and grants provided for by each section. Records are kept of all financial matters, purchases, payments and receipts. Records are kept of all Cabinet Papers and conclusions as it relates to Youth, Sport and

Recreation. Minutes are kept of meetings held with Senior Officers. All reports received and written are filed.

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

Records are held by the Department of Youth, Sport and Recreation under each section: Administrative and Accounts, Sports, Youth and Recreation:

Administration and Accounts Records include:

- Cabinet Papers/Conclusion
- Accounts Payables
- Accounts Receivables
- Leases
- Contracts
- All Payroll documentaries
- Organizations/Services
- Budget
- Year End Submission
- NSBG's Files
- Correspondence to Minister
- Correspondence to all entities
- Department Minutes
- Personnel Files

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

Administrative manuals/guidelines used by the Department of Youth, Sport and Recreation include the following:

- Financial Instructions
- Annual Approved Estimates of Revenue and Expenditure
- Throne Speeches
- Departmental Business Plans
- Human Resource – Hiring Practices and Procedures for part-time staff
- Office Policy & Procedures

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

- Sports Policy 2014
- Youth Policy (under review)

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

The Information Officer for the Department will be Ms. Kimberly Charryse Bean, who is located at the Craig Appin House, 3rd Floor, 8 Wesley Street, Hamilton HM11. Her contact information is as follows:

Direct Telephone: 441-294-2755
Email: kcbean@gov.bm

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

Section I: 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: *March 27, 2015*

Locations of Information Statement:

Copies of this Information Statement are available at the following sites:

Your principal office: Craig Appin House, 3 rd Floor, 8 Wesley Street, Hamilton, HM11	Y/N
The Bermuda National Library;	Y/N
The Bermuda Archives;	Y/N
Available electronically,	Y/N
Website for public authority www.youthandsport.bm	Y/N
Have you published a notice in the Gazette indicating the places where the information statement is available for the public?	Y/N
With the Information Commissioner.	Y/N

Sign and Date: *[Signature]* 30/3/15