



**GOVERNMENT OF BERMUDA**  
**MINISTRY OF COMMUNITY, CULTURE and SPORTS**

**PATI Information Statement**

**Name of Public Authority:** Department of Community and Cultural Affairs

**Introduction:**

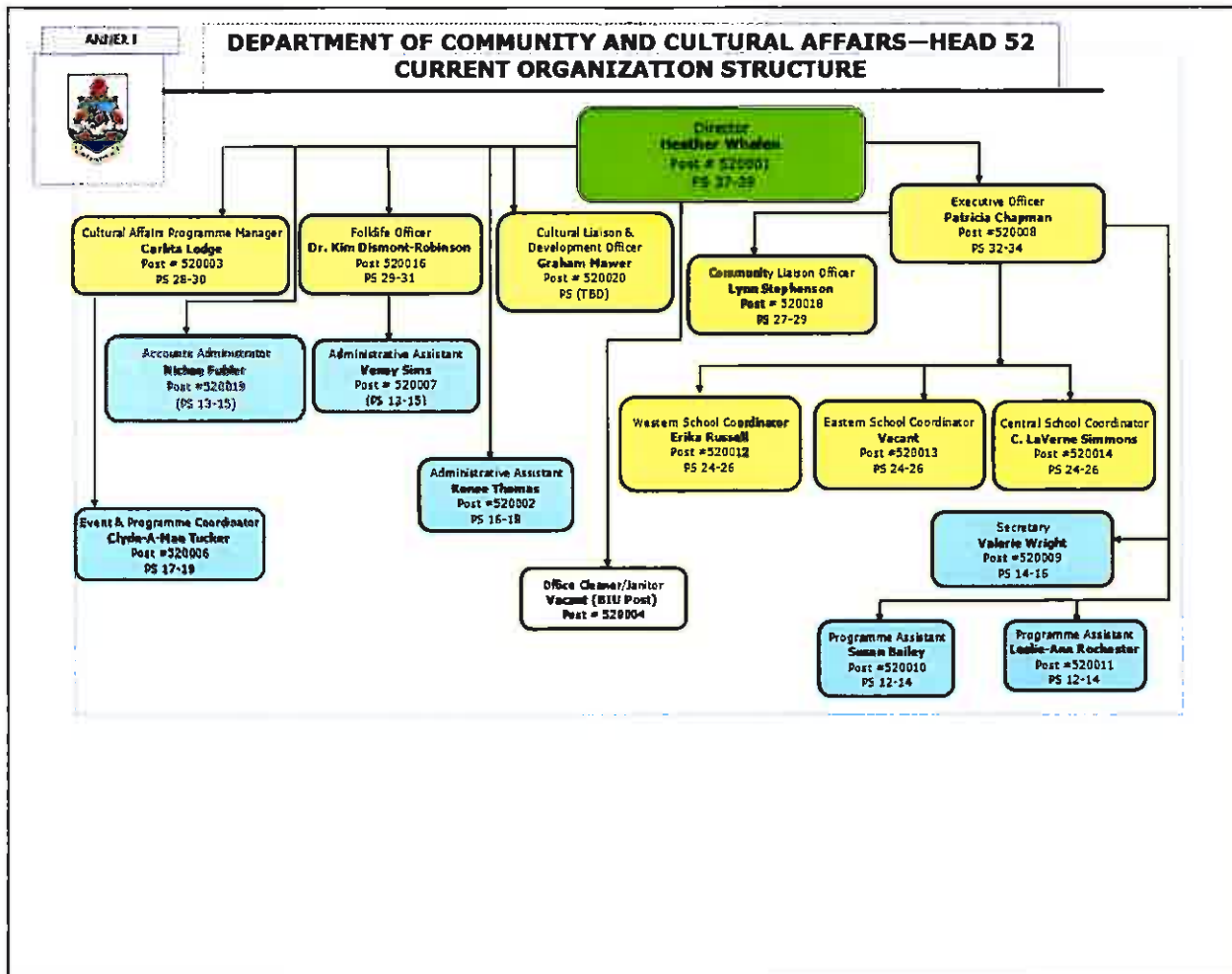
Every Public Authority covered in the Public Access to Information (Bermuda) Act 2010 (PATI) has a legal duty to maintain an Information Statement. The purpose of PATI is to make information easily accessible to the public and increase the accountability and transparency within public authorities.

The purpose of the Information Statement is to outline the information held by the Department of Community and Cultural Affairs, which will be readily available to the public under PATI. It is divided into different categories to help the public efficiently find the documents or resources they are looking for.

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

The Department of Community and Cultural Affairs consists of 16 members of staff.

Mrs. Heather Whalen – Director of Community and Cultural Affairs  
Dr. Patricia Chapman – Executive Officer, Community Education and Development Programme  
Dr. Kim Dismont Robinson – Folklife Officer  
Ms. Carlita Lodge – Cultural Affairs Programme Manager  
Mr. Graham Mawer - Cultural Liaison and Development Officer  
Mrs. Lynn Stephenson – Community Liaison Officer  
Ms. Erika Russell – Western School Coordinator  
Mrs. C. Laverne Simmons – Central School Coordinator  
Vacant – Eastern School Coordinator  
Ms. Renee Thomas –Administrative Assistant  
Mrs. Clyde-A-Mae Tucker – Event & Programme Coordinator  
Ms. Nichae Fubler - Accounts Administrator  
Ms. Valerie Wright – Secretary  
Ms. Veney Sims – Administrative Assistant  
Ms. Susan Bailey – Programme Assistant  
Ms. Leslie-Ann Rochester – Programme Assistant



**Legislation:**

Bermuda Arts Council Act 1969

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

The Department’s mission is to improve individuals’ sense of belonging to the Bermuda community through selected community-based activities, and to foster and develop a greater sense, understanding, appreciation and value for Bermuda’s culture, traditions and folklife; and to cultivate unity and pride in our identity as a people.

The Department of Community and Cultural Affairs plays a critical role in upholding Government’s commitment to cultivating community development as well as supporting our young people and families – Bermuda’s most precious resources.

This Department continues to provide high caliber cultural, heritage, artistic and folklife programmes as well as community based courses that promote lifelong learning.

The presence of such cultural, artistic and creative events and activities are important determining factors that influence our people, visitors, and enrich our island nation.

The Department of Community and Cultural Affairs is committed to providing social, cultural and educational services to the public. We endeavor to maintain Bermuda's traditions and create new opportunities that enhance community awareness. We will provide quality services through an effective, efficient and motivated team.

#### **Section B: 2) Obligations under PATI [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 PATI to obtain information [s6]. This includes:
  - General information, e.g. activities of the Authority;
  - Log of all information requests and their outcome [s6(2) & (3)];
  - Quarterly expenditure (upon request) [s6(5)]; and
  - Contracts valued at \$50,000 or more [s6(6)].
- To **respond to information requests** in a timely manner [ss12-16]
- 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 is wrong or misleading following a written request by or on behalf of 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, s47(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 PATI and subsequent Regulations [s59] and Codes of Practice [s60], including:
  - **Fees** for requests for information [s59(1)(a)];
  - Management and maintenance of **records** [s59(1)(c)]; and
  - **Procedures** for administering the Act [s59(1)(d)].
- To **train staff and make arrangements** so as to facilitate compliance PATI [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's objectives are to:

- Provide grants to organizations that promote the visual and performing arts as well as those organizations that help to promote Bermuda's cultural heritage;
- Promote and increase an understanding of Bermuda's cultural identity through education, research, publications and enrichment programmes for both locals and visitors;
- Stimulate the development of the arts through a variety of programmes and initiatives; and
- Offer Community based personal and professional courses that promote life-long learning through the Community Education and Development Programme.

### Programmes:

The Department offers the following programmes to the general public:

- **Community Education and Development Programme** – Provides a broad range of courses on a non-credit basis, available across our island, to capture and stimulate the interests of our residents. Community Education is a process that concerns itself with the well-being of our citizens. The courses are designed for learners of all ages, from children to seniors.
- **Community Outreach Programme - Summer Internship Programme** which provides work placement opportunities for students between the ages of 15 and 18 years of age, annually during July and August.
- **Cultural Programmes - Emancipation** – Organizes programmes that commemorate the 1834 emancipation of enslaved people in Bermuda. The Emancipation Programmes provide an opportunity to educate the public and make clearer all the reasons why we celebrate both Cup Match and Emancipation, telling stories of slavery, emancipation, post emancipation, black entrepreneurship, economic struggle, and fellowship. It has in more recent years also highlighted local heroes who have made significant and lasting contributions to their respective parishes.

**Gombey Festival** – Annual festival to provide exposure to the folk art and traditions of an important Bermudian cultural icon. The festival provides a positive explosion of culture and offers the public an opportunity to develop an

appreciation for the rich heritage and traditions displayed by our Gombey Dancers, Bermuda's most important symbol of folk art, music and dance.

Heritage Month – Organized to highlight and bring attention to aspects of our culture and heritage, promoting a sense of community understanding and pride amongst the people of Bermuda. Activities and programmes, which are held throughout May reflect and speak to the selected theme with an aim to educate and entertain, culminating in the annual Bermuda Day Parade on May 24th.

Uncover the Arts – Provides an array of activities and events that highlight and explore aspects of our environment, culture and traditions for residents and visitors.

National Heroes' Day – A celebration of Bermuda's National Heroes by commemorating their contribution to our country through ceremonies, plaques and/or monuments, thus engendering pride in Bermudians as a people.

- **Folklife:**

Bermuda Folklife Documentary Series – in conjunction with Bermudian filmmaker Kalilah Robinson, the Department produces a series of Folklife Documentaries to preserve our culture and make learning about different aspects of our traditions more readily accessible to the general public.

Historical Heartbeats Lecture Series - Features a monthly event highlighting our island's rich historical and cultural heritage, for Bermuda residents and visitors alike. Unlike traditional lectures, the series uses unusual locations and varied methods of presentation for an experience that is both educational and enjoyable.

Folklife Apprenticeship Programme - Fosters the development of a new generation of tradition-bearers by creating structured opportunities for tradition-bearers to work one-on-one with interested young people.

- **Promotion of the Arts** - Objective is to stimulate the development of the arts through a variety of programmes and initiatives and to support projects which are aimed at cultural preservation.

Premier's Concert – This annual concert features and celebrates outstanding young people in the visual and performing arts who are between the ages of 10 and 20 years.

Writer In Residence – An internationally renowned writer is brought to Bermuda to conduct a workshop on a specific genre with the aim of improving the overall quality of Bermudian literature and theatre.

- **Senior Citizens Programme** - A variety of programmes that honour our seniors and provide them with avenues through, which they may celebrate and be celebrated. This objective is realized through a number of programmes and initiatives including, Seniors' Seminars, Senior Citizen's Week, Seniors' Annual Cruise and the Seniors' Annual Christmas Luncheon.

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

- **Bermuda Entertainment Resource Directory (BERD)** – a central resource directory for anyone involved in the music entertainment industry in Bermuda. The directory is designed to help people in the entertainment industry communicate by allowing them to post profiles about themselves and what they do.
- **Cultural Affairs Digital Archive** – a database of interviews collected through the Folklife Documentary Series which preserves the knowledge of our most valuable natural resource – the Bermudian people.
- **Cultural Affairs Website** – intended to be an online resource of all the programmes, publications, projects, events, news, research, press releases, photos and multimedia this Department produces and sponsors. In addition it is intended to become a hub for community and cultural events and a gateway for accessing Bermuda's cultural heritage.

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

- **Government of Bermuda, Conditions of Employment and Code of Conduct**
- **Community Education and Development Procedures Manual**

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

- **Bermuda Arts Council Policy**
- **Cultural Legacy Fund Policy**
- **Folklife Apprenticeship Policy**
- **Literary Awards Policy**
- **Summer Internship Policy**

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

Mr. Graham Mawer  
Cultural Liaison and Development Officer  
Contact Number: 292-1681  
Email: gsmawer@gov.bm

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

**Section I: Any Other Information that may be Provided? [s5(1)(l)]**

**Section J: Information Statement: Copies and Updates [s5(2)-(5)]**

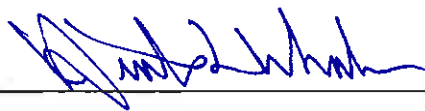
Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times [s5(1)-(5)].

**Date Information Statement was updated:** April 25, 2016

**Locations of Information Statement:**

- Department of Community and Cultural Affairs Office YES;
- The Bermuda National Library YES;
- The Bermuda Archives YES;
- Available electronically YES;
- Website for public authority ([www.communityandculture.bm](http://www.communityandculture.bm)) YES;
- Have you published a notice in the Gazette indicating the places where the Information statement is available for the public? YES; and
- With the Information Commissioner. YES.

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**Sign and Date:** 25 April 2016