



GOVERNMENT OF BERMUDA

NON-MINISTRY

PATI Information Statement

Name of Public Authority: St. George's Parish Council

Introduction:

Overview of Public Access to Information Act 2010.

- The purpose of the Public Access to Information Act (PATI) 2010 is to:
- 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.
- Increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities
- Increase the accountability of public authorities
- Inform the public about the activities of public authorities, including the manner in which they make decisions
- Have more information placed in the public domain as a matter of course.

The purpose of this information statement is to provide interested parties information about (i) the structure, function and programs of the St. George's Parish Council, (ii) the types of records held by St. George's Parish Council, and (iii) how they can access this information.

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

The St. George's Parish Council is composed of 12 members appointed by the responsible Minister (at this time, the Minister of Home Affairs). The members as of April 8, 2015 are:

Thomas Harvey	Chair
Charles Hollis	Deputy Chair
Roslyn O'Brien	Secretary
Kristin White	Assistant Secretary
Shareena Hall	Treasurer
Dessiree Waldron	Assistant Treasurer
James Adderley	
Kenneth Bartram	
Angelique Burgess	
Karen Carlington	
Quinita Francis	
Kleita Pitcher	

The St. George's Parish Council meets generally on the third Wednesday of the month at 7pm at the St. George's Community Centre, Old Military Road, St, Georges.

Contact Information:

- Enquiries should be made to Mrs. Roslyn O'Brien, JP, Secretary by email at roslyn.obrien@gmail.com
- The Council's Postal address is PO Box GE 267, St. George's GEBX
- The Council's website www.stgeorgesparish.bm

Legislation

Parish Councils Act 1971

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

Mission Statement:

"Improve the quality of life for all residents."

Functions, powers, duties:

See Section C: Services and Programmes below

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 St. George's Parish Council Parish Council leases 4 burial plots for the use of needy families.

The Council owns the property at 18 Secretary Road, Town of St. George GE03, formerly the St. George's Rest Home. Portions of this building are leased as storage space and as a carpentry workshop.

Programmes:

- The Council has scholarship programme.
- The Council hosts an annual Christmas dinner at the emergency housing complex at Southside and provides Christmas hampers to needy families.
- The Council sponsors East End Primary School and hosts events such as an annual Pre-Father's Day breakfast.
- The Council hosts Keep Bermuda Beautiful community clean up days.
- The Council holds fundraising events throughout the year (Wine Tasting, Trash-a-thons etc.)
- The Council holds an annual community public meeting.

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

- Minutes of monthly meetings
- Annual financial statements
- Leases (See Section C: Services and Programmes above)

Most documentation is held electronically. Minutes are circulated to all members of the Council and are retained by the Secretary.

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

There are no administration manuals.

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

The St. George's Parish Council is presently guided by the Parish Councils Act 1971.

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

The Information Officer is Mr. Thomas Harvey - Chairperson

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

Further information is available on the St. George's Parish Council website:
www.stgeorgesparish.bm

Section I: Any Other Information To be Provided? [s5(1)i]

No other information

Section J: 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: April 8, 2015

Locations of Information Statement:

Confirm copies of Information Statement are available at the following sites:

- Your principal office: No Address N
- The Bermuda National Library; Y
- The Bermuda Archives; Y
- Available electronically, Y
- Website for public authority (www.stgeorgesparish.bm). Y
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y
- With the Information Commissioner. Y

Sign and Date:  April 8 2015