



GOVERNMENT OF BERMUDA
MINISTRY OF NATIONAL SECURITY

PATI Information Statement

Name of Public Authority: Royal Bermuda Regiment

Introduction:

The Public Access to Information 2010 (PATI) legislation was designed to make central Government, and the larger public sector, more open and accountable by giving the public the legally enforceable right to request and access information subject to limited and prescribed exemptions. Each public authority is required to produce an information statement that gives the public an overview of the types of information accessible through the public authority. This information statement provides information on the functions and services of the Royal Bermuda Regiment and the classes of records held. Brief summaries of our administrative manuals, policies, rules, and guidelines are also provided.

Some records of the Royal Bermuda Regiment fall within Part 4 of the PATI Act and should therefore be viewed as exempt records. Therefore, not all records (in their entirety) can be accessed. As an employer, some records of the Royal Bermuda Regiment are confidential information pertaining to personnel, and so fall under the definition of "personal information" pursuant to Section 23 and 24 of the PATI Act. As a military service, records such as contingency plans for disaster relief efforts or operations in response to internal security needs should be classified as records of national security, defence and international relations pursuant to Section 32 of the PATI Act. Therefore, not all records can be accessed. This information statement will clarify these categories of information where required.

Through this Information Statement the Royal Bermuda Regiment hopes to provide assurance to the public that it is operating in line with best practices both locally and internationally, and operates in line with procedural and policy guidelines common to military organisations throughout the world.

The Head of the Royal Bermuda Regiment as a Public Authority is the Commanding Officer: Lt Col David F T Curley.

Contact Information:

In order to request information under the PATI Act, the request is to be submitted in writing (and in accordance with all other regulations) between 0830 – 1230hrs or 1400 – 1700hrs Monday – Friday at Regt HQ, Warwick Camp. Any costs incurred due to the generation of a PATI request will be borne by the requester as described in the PATI Act and in accordance with the Bda Govt Fee Schedule.

Physical Address:

Regimental Headquarters
Warwick Camp
1 South Road
Warwick WK01
Bermuda

E-mail: bermudaregiment@gov.bm
Website: <http://www.bermudaregiment.bm>

The Royal Bermuda Regiment

Regimental Headquarters
P O Box HM 1006
Hamilton HM DX,
BERMUDA
Tel: (441) 238-1045
Fax: (441) 238-8433

Information Officer (for PATI Queries):

Captain Duncan E R Simons

Email addresses: dersimons@gov.bm

Phone Contacts: dir: 441-238-1188 mob: 441-705-8204 fax: 441-238-8433

Section A: Structure, Organisation and Legislation [s5(1)a]**Structure and Organisational Chart:**

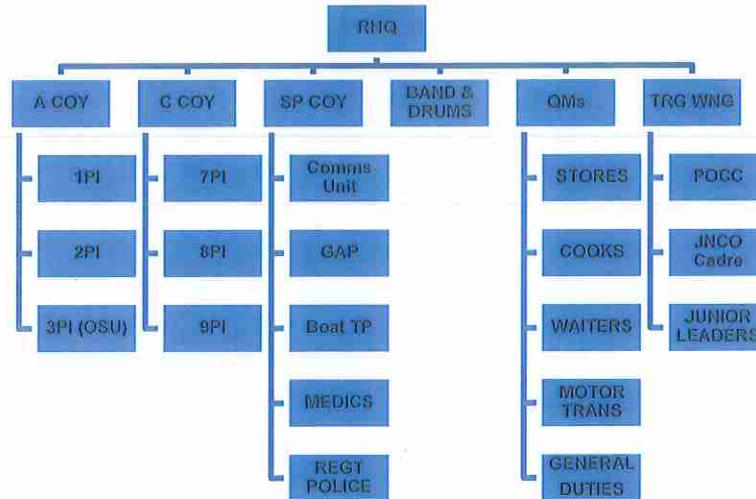
The Royal Bermuda Regiment operates under the command of the Commanding Officer (via Regimental Headquarters – RHQ – see below) and is divided into Units and Sub-units as detailed in the diagram below. In Bermuda, Governor's Orders provide the authority under which the Regiment is operated. Certain powers of the Governor are delegated to the Minister of National Security, in particular the following:

- a. Recruitment
- b. Community Relations
- c. Budget
- d. Answers to questions raised in the House of Assembly and the Senate

The Defence Act 1965 (as amended) details the legislated processes by which the Regiment is operated. The Commanding Officer of the Regiment reports directly to the Governor, and has overall authority and responsibility for all aspects of operational effectiveness. He delegates certain parts of the day-to-day running of the Regiment to subordinates within RHQ, as well as to the commanders of the Companies or Departments named in the second tier of the chart

below, and thereby exercises command and control from RHQ to the remainder of the Battalion.

Royal Bermuda Regiment Organisational Chart:



Key to Organisational Chart:

A Coy. Rifle Company. 1, 2 and 3 Platoons

C Coy. Rifle Company of 1st Year Recruits. 7, 8 and 9 Platoons (9 PI for Recruit Camp only)

Sp Coy. Support Company (the sub-units which support the operations of the remainder of the battalion). These are:

- a. **Communications Unit.** All radio, communications, and information systems equipment.
- b. **GAP** – Guns and Assault Pioneers; Ceremonial guns; other support e.g. the operation of chainsaw equipment, setup of forward (tactical, external to Warwick Camp) facilities such as tents, etc.
- c. **Boat Tp** – Marine sub-unit; in-shore security patrols.
- d. **Medics** – Trained providers of First Aid and emergency medical care.
- e. **Regt Police** – Military police unit responsible for custody of soldiers who are under disciplinary action or punishment and general security in Camp or elsewhere on duty or during deployments.

Band & Drums. The Regiment Band and Corps of Drums. Organised as a Company with the

same command structure as the remainder.

QMs = Quartermaster Company. Organised as a Company with the same command structure as the remainder; provides logistic support and provisions to the Regiment

- a. **Stores.** All clothing, kit and equipment.
- b. **Cooks / Waiters.** The provision of meals / rations.
- c. **Motor Trans (MT).** Motor Transport – all Regiment vehicles (cars, trucks, etc).
- d. **General Duties.** A variety of cleaning, maintenance and other tasks which are required throughout the other Companies and sub-units.

Trg Wg. Training Wing. Under the command of the Training Officer, who reports to the CO directly in the same manner as a Company Commander; responsible for all aspects of planning and coordinating training for the other units in the Battalion. Trg Wg also coordinates:

- a. **POCC** (Potential Officers Commissioning Course). Training for potential Commissioned officers.
- b. **JNCO Cadre** (Junior Non-Commissioned Officers Cadre). Training for potential JNCOs.
- c. **Junior Leaders.** Provides training and logistical support to the Junior Leaders who fall under command of the Junior Leader's Commandant.

Committees and Boards

Not noted on the Organisational Chart are several (internal and external) committees and boards which each fulfil specific tasks. They are not part of the Unit and report to His Excellency the Governor through the Deputy Governor. Such Boards are:

- a. Defence Board. Refer to the [Defence Act 1965](#), Part I par 6.(makes recommendations directly to the Governor)
- b. Exemption Tribunal. Refer to [Defence Act 1965](#), Part I par 8 (makes recommendations directly to the Governor).
- c. Defence Medical Board. Refer to [Defence Act 1965](#), Part I par 10 (makes recommendations directly to the Governor).
- d. Promotions Boards. (Internal and External) For the various levels of promotions throughout the Battalion, boards will sit which determine the suitability of candidates for promotion. There are fixed performance and time/age criteria for promotions which are laid out in Governor's Orders 1993 and Bermuda Regiment Standing Orders. There are two main classifications of "Promotion Boards". The "Promotions Board" as stipulated in Governor's Order 1993 sit to consider all

promotions for Officers and Warrant Officers and report directly to the Governor. All other Promotions Boards sit to consider promotion for soldiers below the rank Warrant Officer (Colour Sergeants and below) and report directly to the CO. Those promotion boards that report to the CO are:

- (1) JNCOs (Junior Non-Commissioned Officers).
- (2) SNCOs (Senior Non-Commissioned Officers).
- (3) Potential Officers Selection Board. Described in the Defence Act 1965.

e. **Boards of Inquiry.** For incidents or circumstances that require in-depth investigation, the CO from time to time will appoint Boards of Inquiry to determine the facts or chain of events pertaining to the matter which instigated the convening of the Board. Their findings and recommendations are provided to the CO who has final authority in any action which then takes place.

Legislation

The Regiment is governed by the Defence Act 1965 (as amended) as well as Governor's Orders and the Governor's (Bermuda Regiment Powers) Delegation Orders 1998. In matters of employment policy, where the Defence Act does not expressly cover any particular point, the Employment Act 2000 applies if appropriate.

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

Mission Statement and Duties

11. The Regiment's mission is to support the Civil Authority with the Security of Bermuda, its people, property, livelihood and interests in order to maintain normality.

The Regiment performs this mission through the following functions:

- a. Assistance to the Civil Authorities
- b. Assistance to the Civil Power
- c. Assistance to Bermudian Society
- d. Assistance to the International Community

Section B: 2) Obligations under PATI Act [s5(1)b]

The Royal Bermuda Regiment is obligated under PATI to provide information that may be requested, subject to the direction and exemptions as noted in the PATI Act.

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 Provided and Associated fees.

As a military unit, the Royal Bermuda Regiment provides services associated with its primary roles at no charge to the public. Funding for the Regiment is provided via the annual Ministry budget. In certain cases not relating to core business, (e.g. requests for accommodation, use of Warwick Camp venue) there will be a charge associated with the actual costs of providing the services. Please contact RHQ for these costs.

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

Strategic plans. The Regiment operates under the mandate given to it by the Governor. Its main focus is therefore to organize training in such a way as to maximize the Regiment's state of readiness in the event that they are called upon in an operational capacity. The Regiment's Mission (as noted above) is:

"To support the Civil Authority with the Security of Bermuda, its people, property, livelihood and interests in order to maintain normality."

The Regiment performs this mission through the following functions:

- i. Assistance to the Civil Authorities
- ii. Assistance to the Civil Power

- iii. Assistance to Bermudian Society
- iv. Assistance to the International Community

Business plans. The direction of the Commanding Officer is detailed in the CO's Command Plan, which is revised by each Commanding Officer in order to detail their points of focus, for the period of their command over the Regiment. There is also a Business Plan for Defence Head 06 produced by the Commanding Officer for the Ministry of National Security.

Audits. Third-party annual financial audits are managed via the Paymaster's Department as per the requirements of the Auditor General's Office. Audits of equipment and stores are managed by the Quartermaster's Department.

Inspection reports. Various reports are compiled throughout the training year. The Regiment has an annual inspection in the form of the Fit-for-Role (FFR) weekend exercise, which is run in conjunction with Bermuda's other uniformed services. Subject to the exemptions noted in the PATI Act, information from these reports can be made available.

Statistics. A variety of statistics are kept; mainly these are managed via the BRIMS system, which is the Regiment's branch of the Financial Management System (FIMS) managed by the Bermuda Government. Output Measures for the Regiment are noted in the [Budget](#) Book.

Public service agreements. Where necessary, the Royal Bermuda Regiment operates under Memorandums of Understanding (MOUs) with other Government agencies (e.g. Bermuda Police Service etc) and with other military units, for the purpose of procuring training and staff attachments. In matters of employment policy the Regiment operates within the guidelines set out in the Bermuda Public Services Union (BPSU) Collective Agreement, the Conditions of Employment and Code of Conduct (CECC) document enacted by the Bermuda Government.

Performance reviews. All members of staff are subject to annual reporting on their individual performance. These reports then factor in to an individual's eligibility for promotion in rank, and to hold more senior appointments as their career in the Regiment develops.

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

1. Defence Act 1965 (as amended) (Public Record)
2. Governor's Orders (Public Record)
3. Regimental Standing Orders (On-line except ones that contain sensitive material – weapons etc)
4. Part One Orders (published internally and sent by email, but not sent to general public)
5. SOPs (Standard Operating Procedures) (Restricted)
6. BRAMs (Bermuda Regiment Aide Memoire) detail the specific requirements of the various command levels in carrying out these functions (Restricted)

The latter two documents (pamphlets – SOPs and BRAMs) are modelled after similar documents that exist within the command structure of the British Army.

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

General. In a military unit, decisions are made in the first instance via the Chain of Command; the Commanding Officer holds delegated responsibility and authority for all matters pertaining

to the Regiment, as detailed in the [Defence Act 1965](#) and [Governor's Orders](#).

Committees. If the CO warrants, a planning committee may be put in place for the purposes of carrying out a large-scale project or task – e.g. Local or Overseas Camps, Tattoos, and the 2010 Presentation of Colours.

Boards. Boards are put in place where necessary, which then make recommendations to the Commanding Officer for final authorisation or approval. Promotions and Review Boards (e.g. investigating incidents or procedures) are the most common areas where Board participation is required. The composition of these Boards is laid out in Standing Orders, or in the case of a one-off occurrence, they are enacted via Part One Orders by the Commanding Officer. Boards of Inquiry (internal or external) may also be convened from time to time as required; refer to Boards of Inquiry under *Key to Organisational Chart* above.

Decisions by Cabinet.

Where required, Cabinet Papers are composed for subsequent review.

Public Consultation. The Regiment's channel of information to and from the general public is via the Public Relations Office (PRO). The Regiment's mandate is given by the Governor and as such, public consultation is not sought. The PRO will provide an interface for media and public relations, in order to assist with outside dissemination of information, as appropriate. In the carrying out of its mandate, the Regiment receives direction from the Governor.

Policy proposals. From time to time a review of policies is carried out and where necessary, updates or revisions to policy are made and are then disseminated via amendments to Standing Orders, or in certain cases by publication in Part One Orders. Whenever proposals are made, these are forwarded to Regimental Headquarters through the Companies' Chain of Command.

- *Internal decision making instructions (listed in order of Seniority from most to least):*
 - [Defence Act 1965](#) (as amended). (Public Record)
 - [Governor's Orders](#). (Public Record)
 - Regimental Standing Orders. (Some Restricted)
 - Part One Orders, as previously noted. (Restricted)
 - SOPs (Standard Operating Procedures) (Some Restricted)
 - BRAMs (Bermuda Regiment Aide Memoire) detail the specific requirements of the various command levels in carrying out these functions. (Restricted)
- These latter two documents (pamphlets – SOPs and BRAMs) are modelled after similar documents that exist within the command structure of the British Army.

Our policies and procedures

Written protocol. The Royal Bermuda Regiment undertakes written communication in accordance with JSP (Joint Service Publication) 101 (a style guide of military writing). As not all of the stipulations in JSP etc apply to Bermuda, these are used as a guide only where needed.

As previously noted, The Regiment operates in accordance with the procedures laid out in Standing Orders, the Defence Act and Governor's Orders, SOPs and BRAMs. These documents detail the process by which the Regiment can be embodied, the timelines involved,

and the powers / duties of Regimental personnel during operations. A written request to the Commanding Officer is the required initial documentation of any request of the Regiment.

As noted, where the [Defence Act 1965](#) (as amended) or Governor's Orders does not specifically cover a matter pertaining to employment policy, the [Employment Act 2000](#) is referenced. Typically, only military personnel are hired, so in the majority of appointments within the Regiment, personnel are taken on or promoted as full time staff from within the ranks of the part time staff.

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

Captain Duncan E R Simons
Adjutant

Royal Bermuda Regiment | P. O. Box HM 1006 | Hamilton HM DX | Bermuda
T. (441) 238-1188 | F. (441) 238-8433 | M. (441) 705-8204

Duty Mobile. (441) 335-8212

dersimons@gov.bm | www.bermudaregiment.bm

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

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

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: 28 February 2017

Locations of Information Statement:

- Your principal office: (Regiment Headquarters) Y/N
- The Bermuda National Library; Y/N
- The Bermuda Archives; Y/N
- Available electronically, Y/N
- Website for public authority (www.bermudaregiment.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



A handwritten signature in blue ink, appearing to read "Duncan Simons". To the right of the signature is a small number "9".