



**GOVERNMENT OF BERMUDA**  
**MINISTRY OF NATIONAL SECURITY**

**PATI Information Statement**

**Name of Public Authority: Royal Bermuda Regiment (“RBR”)**

**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 RBR and the classes of records held. Brief summaries of our administrative manuals, policies, rules, and guidelines are also provided.

Some records of the RBR 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 RBR 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 RBR 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 RBR as a Public Authority is the Commanding Officer (CO) : Lt Col Duncan Simons, ED

**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 0900 – 1200hrs or 1430 – 1700hrs Monday – Friday at Regimental 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.

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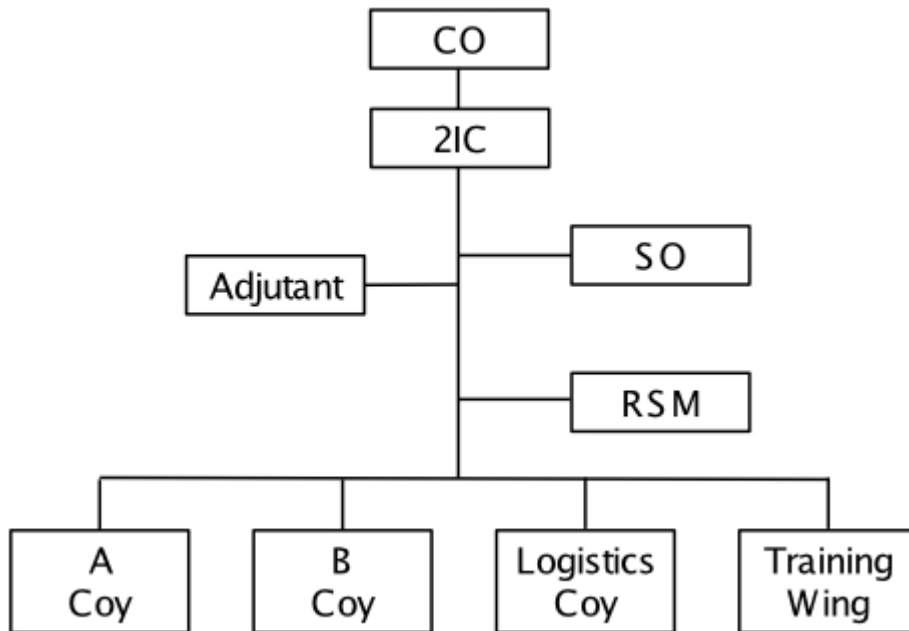
**Section A: Structure, Organisation and Legislation [s5(1)a]****Structure and Organisational Chart:**

The RBR 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 RBR 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 RBR is operated. The Commanding Officer of the RBR 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 RBR 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.** A Coy's primary role is to provide Military Aide to the Civilian Authorities. A Coy includes the Operational Support Units (OSU's), the Regiment Police, and the Explosive Ordnance Disposal (EOD) Section which form the Joint Service EOD unit within the Bermuda Police Service.

**B Coy.** B Coy's primary role is to provide Humanitarian and Disaster Relief to Bermuda. Its secondary role is to fulfil the Regiment's ceremonial responsibilities.

**Logistics Coy.** Logistics Company (Logs Coy) provides the logistical support to sustain RBR activities and those of outside organizations.

**Training Wing.** Training Wing (Trg Wg) is responsible for all aspects of planning and coordinating training for the other units in the Battalion. Trg Wg also coordinates:

- a. **Potential Officers Selection Course (POSC).** Training for potential Commissioned officers.
- b. **Junior Non-Commissioned Officers Cadre (JNCO 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 or Her 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 RBR 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) Junior Non-Commissioned Officers (JNCOs).
  - (2) Senior Non-Commissioned Officers (SNCOs).
  - (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 RBR 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**

### **Mission**

The Royal Bermuda Regiment is to provide military resources in order to protect Bermuda's interests.

### **Effect**

The primary utility of the Regiment is the provision of an agile, adaptable, and flexible force comprised of disciplined men and women to serve the needs of Bermuda in routine matters or times of emergency. The Regiment should be able to operate independently at home or overseas, but is more likely to work with, or in support of, other government agencies.

### **Tasks**

1. In order to achieve the desired effect, the RBR will be responsible for the following:
  - a. **Coast Guard.** In accordance with the Defence (Coast Guard Amendment) Act the Regiment is to maintain a standing maritime force for the protection and security of Bermuda's inshore waters, initially up to 12 nm and beyond pending sea state, including a 24 hour Search and Rescue capability in accordance with international obligations. It is to operate in conjunction with and in support of other agencies with maritime responsibilities such as BMOC, Marine and Ports, Environmental Protection, BPS, Customs etc. It will also act as the body which facilitates a response to maritime emergencies, especially those which pose an environmental threat such as oil spills.
  - b. **Force Protection.** The Regiment will provide the measures and means to minimize the vulnerability of personnel, facilities, equipment, materiel, operations, and activities from threats and hazards in order to preserve freedom of action and operational effectiveness. To include the following roles:
    - (1) **General.** Response to a national security threat with or without arms.
    - (2) **Military Security.** Protection in an environment presenting a potential or unknown threat.
    - (3) **Defence of High Value Assets.** Protecting facilities or locations that are essential to Bermuda's operations.
    - (4) **Public Order.** Management of large scale disorder or rioting.
    - (5) **Provost.** The use of Military Police for the security of military estates and personnel.
    - (6) **JSEOD.** Disposal of: unexploded ordnance, conventional munitions, and limited capability for improvised explosive devices.

(7) **Fire.** In support to the BFRS to assist in firefighting.

c. **Humanitarian Aid / Disaster Relief.** The Regiment will provide an organized response to alleviate the results of a man-made or natural catastrophe; the consequences of which put lives and/or livelihoods at risk, and exceeds the responsible agency's ability to cope using its own resources. Your priorities are to:

- (1) Save life;
- (2) Relieve suffering;
- (3) Limit damage;
- (4) Restore essential services to a level that enables local authorities to cope;
- (5) Set the conditions for recovery.

d. **Ceremonial:** The Regiment will provide a professional standard Military Band & Corp of Drums and accompanying Marching Troops to conduct National Ceremonial and Civic Events.

e. **International Assistance:** Upon request, the Regiment will provide military skills and resources to assist UN, NATO, regional, or international peace support operations or training thereby enhancing Bermuda's reputation in the international community.

f. **Enhancing Bermudian Society.** The Regiment will continue to provide an important role supporting the integration and development of Bermudian society in the form of:

- (1) The provision of a common military experience for volunteers drawn from across Bermuda's community.
- (2) The provision of youth engagement and development through the delivery of the Junior Leaders programme and facilitation of Outward Bound Bermuda.
- (3) The opportunity to enhance life and vocational skills.
- (4) Involvement in Regimental and wider community sporting and social activities.
- (5) An appreciation of discipline, leadership, followership, and the need to support civil authorities thereby becoming better citizens.

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

The RBR 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 RBR *ordinarily* does not charge fees for public duties and/or services associated with its primary roles. Funding for the RBR 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 RBR 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 RBR 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 RBR. 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 Regimental Administration Officer as per the requirements of the Auditor General's Office. Audits of equipment and stores are managed by the Regimental Administration Officer.

**Inspection reports.** Various reports are compiled throughout the training year. The RBR 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 RBR's branch of the Financial Management System (FIMS) managed by the Bermuda Government. Output Measures for the RBR are noted in the [Budget Book](#).

**Public service agreements.** Where necessary, the RBR 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 RBR 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 RBR 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 RBR'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 RBR 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 RBR 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 RBR 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 RBR 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 RBR.

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](#) applies. Typically, only military personnel are hired, so in the majority of appointments within the RBR, 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 Gavin S. Rayner  
Adjutant

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**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:** 2<sup>nd</sup> January 2025

**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