



GOVERNMENT OF BERMUDA

NON-MINISTRY
GOVERNMENT HOUSE

PATI Information Statement

Name of Public Authority: The Office of the Governor, including the Deputy Governor's Office

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 Office of the Governor and the classes of records held.

Through this Information Statement the Office of the Governor 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 organizations throughout the world.

The following information is not accessible, due to requirements of security or confidentiality, or exemption under the PATI Act 2010:

Information held in personnel files, unless that information is requested by the person themselves (subject to certain instances where disclosure may be allowed);

Exemptions according to the Act:

Health or safety: where disclosure would endanger the physical or mental health or the safety of an individual

Information received in confidence

Cabinet documents

Ministerial responsibility: where disclosure of records could undermine free and frank discussion and advice between Ministers, or between Ministers and public officers, in the course of their public duties

Deliberations of public authorities: where disclosure could undermine free and frank discussion and advice during the course of the deliberative process

Operations of public authorities: where disclosure could prejudice the effectiveness of operations of public authorities

Records for which disclosure could have an adverse effect on the **financial and economic interests** of Bermuda

National security, defence and international relations (e.g. Bermuda Regiment Aide Memoirs, Standard Operating Procedures)

Governor’s responsibilities and communications with the United Kingdom

Law enforcement records: where disclosure of certain types of information would prejudice law enforcement efforts or would endanger a person’s life or safety

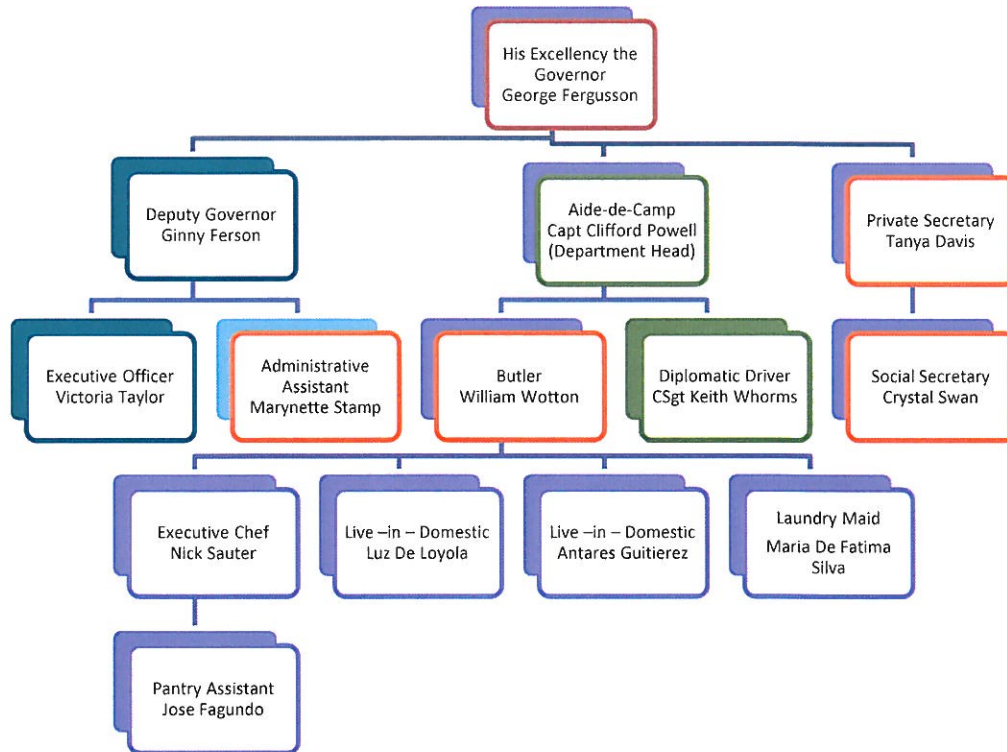
Legal professional privilege: where disclosure of records would be exempt from production in legal proceedings on the basis of legal professional privilege

Records for which disclosure would be in **contempt of court or a breach of parliamentary privilege**

Disclosure prohibited by other legislation

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

The Office of the Governor Organisational Chart April 2015



Legislation

Main legislation: The Bermuda Constitution 1968, sections 17 to 25.

Secondary legislation: See list at appendix A

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

The **Mission Statement** of the Office of the Governor is to work in partnership with other Government Departments and the community for a stable, prosperous and well-governed Bermuda.

The **Governor of Bermuda** is appointed by Her Majesty The Queen on the advice of the British Prime Minister. He or she is responsible for the matters set out in the Bermuda Constitution, and for such other matters as The Queen, through her Ministers in London, assigns to him.

The Constitution reserves to the Governor responsibility for external affairs, defence (including the armed forces), internal security and the police, except insofar as he chooses to delegate. The Governor is the Commander-in-Chief of the Bermuda Regiment; and is also responsible for certain public appointments: the Attorney General, the Chief Justice, the Secretary to the Cabinet, the Auditor General, the Director of Public Prosecutions, the Ombudsman, the Commanding Officer of the Bermuda Regiment, the Commissioner of Police and the Deputy Commissioner of Police and the Information Commissioner.

British Ministers expect Governors to ensure, in all the Overseas Territories, high standards of probity, governance and adherence to international obligations; and to protect key values, such as the independence of the judiciary, the political impartiality of the public service, and integrity in the administration of justice. All Governors in the Overseas Territories are expected to work in close partnership with the locally elected Governments.

The **Deputy Governor** is appointed by the Governor in pursuance of instructions given by Her Majesty The Queen through a Secretary of State. The Deputy Governor acts as Governor during the Governor's absences assuming his full constitutional and other responsibilities.

The Deputy Governor assists the Governor in the exercise of his functions relating to matters for which he is constitutionally responsible namely, the selection process for certain public appointments, external affairs, defence (including armed forces), internal security, and the police. In particular, the Deputy Governor chairs or is a member of various committees charged with work under these broad headings. He/She represents the Governor on the Emergency Measures Organization Executive Committee.

As a member of the Foreign and Commonwealth Office (FCO), the Deputy Governor is responsible to the Governor for ensuring that Bermuda meets the international obligations which the UK has assumed on its behalf, such as in relation to marine, aviation, environment and human rights issues. He/She also processes applications for naturalisation and registration as British Overseas Territories Citizens.

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:

- Naturalisations and Registrations
- Presentation of Queen's Certificates and Badges of Honour and Long-Service Awards to Police, Fire, Corrections and Regiment
- Sale of miniature Badges of Honours to recipients
- Housing of overseas guests (Government officials, members of the Royal Family, Foreign & Commonwealth officials)

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

Employee personnel files
Vendor Files
Files relating to various matters held by the Deputy Governor's office

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

Conditions of Employment and Code of Conduct
Employment Act 2000
Public Service Superannuation Act 1981
Financial Instructions
BPSU Collective Agreement
BIU Collective Agreement

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

Legislation as per Section A above

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

Deputy Governor
Government House
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Bermuda

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

The Office of the Governor, in addition to being an integral part of the Government of Bermuda, is also the Foreign & Commonwealth Office's representation in Bermuda. United Kingdom Government documents are not covered by PATI legislation; the UK does however have its own legislation: Freedom of Information Act 2000 (<http://www.legislation.gov.uk/ukpga/2000/36/contents>)

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

Further information can be found on the Government House website – www.gov.bm

Legislation listed may be found at Bermuda Laws Online – www.bermudalaws.bm

Annual expenditure for the past fiscal year can be found in the online Budget Book at www.gov.bm. [Select Ministry of Finance; then select the ‘Budget Book’ icon on the right-hand side; then select ‘Section B – Current Account Estimates’; then select ‘Non-Ministry Departments’.]

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]:

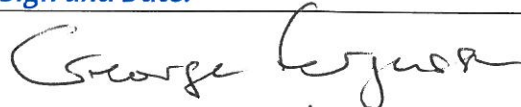
Date Information Statement was updated: 31 March 2015

Locations of Information Statement:

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

- Your principal office: (The Office of the Governor) Y N
- The Bermuda National Library; Y N
- The Bermuda Archives; Y N
- Available electronically, Y N
- Website for public authority (www.gov.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:


31 March 2015

Acquisition of Land (Arbitration and Appellate Proceedings) Rules 1971

Acquisition of Land (Compulsory Purchase) (Forms) Regulations 1971

Acquisition of Land Act 1970

Acquisition of Land Regulations 1956

Acts of the Legislature and Government Notices (Publication and Commencement) Acts 1827-1944

Advertisements Regulation Act 1911

Agriculture (Control of Animal Diseases) Regulations 1947

Agriculture (Inspection and Exportation of Nursery Stock) Regulations 1931

Agriculture (Inspection and Exportation of Produce) Regulations 1931

Agriculture Act 1930

Air Navigation (Fees For Certificates and Services) Regulations 2012

Antarctic Regulations 1998

Appeals Act 1911

Appointment (1992) of Official Gazette

Appropriation of Escheats Act 1870

ARCHITECTS REGISTRATION ACT 1969

Armaments (Control) Act 1964

Arms Exportation Act 1862

Audit Act 1990

Aviation Security and Piracy (Overseas Territories) Order 2000

Baha'i Marriage Act 1970

Base Lands Development 1996

Base Lands Development Act 1996

Bermuda Air Terminal (Fees) Regulations 1952

Bermuda Archives Act 1974

Bermuda Arts Council Act 1969

Bermuda Cadet Corps Act 1944

Bermuda Constitution Order 1968

Bermuda Economic Development Corporation Act 1980

Bermuda Fire and Rescue Service Act 1982

Bermuda Hospitals Board Act 1970

Bermuda Housing Trust Act 1965

Bermuda Immigration and Protection Act - Part VI Transitional Provisions

Bermuda Immigration and Protection Act 1956

Bermuda Immigration And Protection Amendment Act 1994

Bermuda International Conciliation and Arbitration Act 1993

Bermuda Monetary Authority Act 1969

Bermuda National Library Act 1946

Bermuda National Trust Act 1969

Bermuda Nursing Association Act 1957

Bermuda Police Association Regulations 1968

Bermuda Regiment Governor's Orders 1993

Bermuda Volunteer (Reserve Force) Act 1939

British Nationality (Supplemental Provisions) Act 1949

Broadcasting Commissioners Act 1953

Building Authority (Petroleum) Regulations 1962

Canadian Forces (Privileges and Immunities) Act 1965

Civil Airports Act 1949

Civil Airports Amendment Act 1994

Civil Airports Amendment Act 2008

Civil Establishment (Validation) Act 1998

Civil Establishment Act 1998

Code of Practice (Tape Recording of Interviews With Suspects) Order 2001

COLONIAL PRISON SERVICE MEDAL REGULATIONS 1978

Colonial Prisoners' Expenses Act 1892

Commission For Unity And Racial Equality Act 1994

Commissioners for Oath and Notaries Public Act 1972

Commissions of Inquiry Act 1935

Companies Act 1981

Condominium Act 1986

Constituency Boundaries Order 1996

Constitution Amendment (Consequential Provisions) Act 1973

Constitution of Bermuda (Constituency Boundaries) Order 2010

Consular Relations Act 1971

Contributory Pensions Act 1970

Copyright and Designs Act 2004

Coroners Act 1938

Corporate Bodies' Lands Act (No. 2) 1936

Court of Appeal Act 1964

Criminal Appeal Act 1952

Criminal Appeals (Vacation) Rules 1964

Criminal Code Act 1907

Criminal Code Amendment Act 2001

Criminal Injuries (Compensation) Act 1973

Criminal Justice (International Co-operation) (Bermuda) Act 1994

Crown Proceedings Act 1966

Customs Department Act 1952

Customs Tariff Amendment Act 1994

Customs Tariff Amendment Act 2013

Defence Act 1965

Defence Amendment Act 1998

Defence Amendment Act 2002

Dental Practitioners Act 1950

Dental Practitioners Amendment Act 2009

Development and Planning Act 1974

Development of Land (Airport Approaches) Act 1956

Diplomatic Privileges Act 1980

Director of Public Prosecutions (Consequential Amendments) Act 1999

Dockyard Port Act 1905

Education Act 1996

Education Act 1996

Efficiency Decoration (Bermuda) Regulations 1965

Electronic Communications (Integrated Communications Operating Licence) Regulations 2013

Electronic Communications Act 2011

Emancipation Act 1834

Emergency Powers Act 1963

Employment of Children and Young Persons Act 1963

Environment Protection (Overseas Territories) (Specified Amount) Regulations 1989

Escheats Act 1871

Evidence Act 1905

Explosive Substances Act 1974

Extending the Limits of the Fisheries Zone of Bermuda

Extradition Act 1877

Films (Control of Exhibition) Act 1959

Fines and Penalties Act 1864

Fire Services Amendment Act 2007

Firearms Act 1973

Firearms Amendment Act 2010

Food and Environment Protection (Designated Person) Order 1989

Foreign Recruiting Act 1874

Found in: Consolidated Laws

Friendly Societies Act 1868

Fugitive Offenders (Forms) Order 1968

Fumigation (Control) Act 1945

Golf Courses (Consolidation) Act 1998

Golf Courses (Consolidation) Act 1998

Government Employees (Disability etc. Benefits) Act 1953

Government Fees Amendment (No. 2) Regulations 2002

Government Fees Amendment Regulations 1996

Government Fees Amendment Regulations 1998

Government Fees Amendment Regulations 2000

Government Fees Amendment Regulations 2004

Government Fees Amendment Regulations 2006

Government Fees Amendment Regulations 2008

Government Fees Amendment Regulations 2010

Government Fees Amendment Regulations 2012

Government Fees Regulations 1976

Government House Act 1913

Government Housing Areas Act 1971

Governor's (Bermuda Regiment Powers) Delegation Directions 1998

Governor's Orders for the Bermuda Regiment (Long Service Badges) 1972

Governor's Passages Allowance Act 1963

Governor's Salary Act 1931

Hamilton Sewerage Act 1917

Hotels (Licensing and Control) Act 1969

Human Rights Act 1981

Internal Audit Act 2010

Internal Audit Act 2010

International Organizations (Immunities and Privileges) European Space Agency Order 2011

International Organizations (Immunities and Privileges) I.M.F. Order 1983

International Organizations etc (Immunities and Privileges) Act 1948

International Sanctions (Egypt) (Restrictive Measures) Regulations 2011

International Sanctions (Iran) (Nuclear Proliferation) (Restrictive Measures) Regulations 2012

International Sanctions (Iran) (Restrictive Measures) Regulations 2012

International Sanctions (Syria) (Restrictive Measures) Regulations 2011

International Sanctions (Tunisia) (Restrictive Measures) Regulations 2011

International Sanctions Notice 2013

International Sanctions Regulations 2013

Interpretation Act 1951

Interpretation Act 1978 UK

Jewish Marriage Act 1946

Judgements (Reciprocal Enforcement) (Australia) Order 1988

Judgements (Reciprocal Enforcement) Act 1958

Judgements Extension Order 1956

Jurors Act 1971

Justices of the Peace (Validation) Act 1994

Justices Of The Peace (Validation) Act 1994

Land Reclamation Act 1964

Land Tax (Exemption) Order 1967

Land Title Registration Act 2011

Land Valuation and Tax Act 1967

Law Reform Commission Act 2009

Legislature (Appointment, Election and Membership Controversies) Act 1968

Liquor Licence Act 1974

Magistrates Act 1948

Maintenance Orders (Reciprocal Enforcement) Act 1974

Marine Board Act 1962

Maritime Security Act 1997

Medical Practitioners Act 1950

Mental Health Review Tribunal Rules 1968

Merchandise Marks Act 1889

Merchant Shipping (Registration of Ships) Regulations 2003

Merchant Shipping Act 2002

Merchant Shipping Amendment Act 2009

Midwives Act 1949

Ministers (Change of Responsibilities and Style) Act 1974

Motor Car (Examination, Licensing and Registration) Regulations 1952

Motor Car Act 1951

Motor Car Insurance (Third-Party Risks) Act 1943

Municipalities Act 1923

National Drug Commission Act 1993

Ombudsman Act 2004

Parish Councils Act 1971

Parliament Act 1957

Parliamentary Election Act 1978

Parliamentary Election Amendment (No. 2) Act 1999

Parliamentary Election Amendment Act 1997

Parliamentary Election Amendment Act 2003

Parliamentary Election Amendment Rules 1999

Passenger Ships Act 1972

Patents and Designs Act 1930

Patents and Designs Rules 1903

Pensions and Gratuities (Additional War Service) Act 1954

Pensions and Gratuities (War Service) Act 1947

Pensions and Gratuities (War Service) Amendment Act 2009

Police (Conditions of Service) Order 2002

Police (Discipline) Orders 1975

Police Act 1974

Police Amendment Act 1997

Police Amendment Act 1998

Police Amendment Act 2003

Police Complaints Authority Act 1998

Post Office (Departmental Administration) Regulations 1933

Post Office Act 1900

Post Office Regulations 1933

Printed Publications Act 1971

Prisons Act 1979

Private Roads (Vesting) Orders 1949 To 1968

Professional Engineers Registration Act 1972

Prohibited Publications Act 1963

Prohibition of Gaming Machines Act 2001

Promissory Oaths Act 1969

Protection from Escheats Act 1943

Protection of Trading Interests Act 1981

Provisional Collection of Revenue Act 1975

Provost Marshal General Act 1965

Public Access to Information Act 2010

Public Carriage Act 1949

Public Funds Act 1954

Public Garage and Filling Station Regulations 1952

Public Health Act 1949

Public Holidays Act 1947

Public Order Act 1963

Public Service (Delegation of Powers) Amendment Regulations 2013

Public Service (Delegation of Powers) Regulations 2001

Public Service (Delegation of Powers) Regulations 2001

Public Service Commission Amendment Regulations 1997

Public Service Commission Regulations 2001

Public Service Commission Regulations 2001

Public Service Superannuation Act 1981

Public Treasury (Administration and Payments) Act 1969

Quarantine Act 1946

Racing (Control Commission) Act 1964

Radiation Act 1972

Registration (Births and Deaths) Act 1949

Regulations for the Award of the Colonial Fire Brigade Long Service Medal

Regulations for the Award of the Colonial Police Long Service Medal

Regulations for the Award of the Colonial Special Constabulary Medal

Rehabilitation of Offenders Act 1977

Rent Increases (Domestic Premises) Control Act 1978

Revenue Act 1898

Road Traffic Act 1947

Rules of the Court of Appeal for Bermuda

Rules of the House of Assembly

Rules of the Senate

Rules of the Supreme Court 1985

Rules of the Supreme Court Amendment Rules 2005

St. George's Sewerage Act 1943more

Statutory Instruments Act 1977

Summary Offences Act 1926

Supreme Court (Representation and Vacancy Petitions) Rules 1968

Supreme Court Act 1905

Survey of Bermuda (Parish Boundaries) Act 1899

Survey of Bermuda (Parish Boundaries) Act 1900

Telecommunications Act 1986

Telecommunications Amendment Act 2010

Timesharing (Licensing and Control) Act 1981

Town of St George (Protection of Buildings of Special Interest) Act 1950

Trading With The Enemy Act 1939

United Kingdom Forces (Jurisdiction of Courts) Act 1973

United States Bases (Termination of Agreements) Act 2002

United States of America Consular Establishment (Acquisition of Land) Act 1953

West End Development Corporation Act 1982

Wireless Telegraphy (Licence) Regulations1961

Workers' Compensation Act 1965

Young Offenders Act 1950