

1. DEPARTMENTS OF THE LOCAL AUTHORITIES

ADMINISTRATION DEPARTMENT

- 1.1 The Administration Department in the Local Authorities is responsible, among others, to: coordinate and monitor the activities of all Departments; implement local government policies/legislations and other relevant legislations; and exercise administrative and financial control. It comprises various sections, namely: Human Resource Management, Occupational Health and Safety; Internal Audit; Information Technology, Parks and Gardens, Library Services, Legal, Registry and Committee.
- 1.2 A Chief Executive is at the head of a Local Authority. He is supported in his functions by a Deputy Chief Executive, Assistant Chief Executives, officers in professional and technical positions as well as grades providing support service.
- 1.3 In the context of this Report, Management and the staff side requested among others, for a consolidation of the structure with additional levels, along with the restyling of a few positions. We consider the existing structure to be appropriate and are, therefore, maintaining it. Some proposals related thereto could not be examined further owing to want of information from parties concerned and certain others ought to be dealt with administratively. Demands were also made for enhanced Conditions of Service, including travelling and car benefits as well as for a review of work pattern and schemes of service and provision of protective equipment.
- 1.4 We are, however, providing for the grade of Internal Auditor/Senior Internal Auditor and Binder on the establishment of Local Authorities where there is need, allowing Assistant Chief Executives to move incrementally beyond their top salary up to a salary point subject to satisfying certain criteria, reviewing the qualifications requirement of the grade of Management Support Officer in line with what obtains in Parastatal Bodies; and restyling the grades of the Internal Control Officer Cadre, IT Officer/Systems Administrator and Assistant IT Officer in line with provisions made for their counterparts in other quarters.

Chief Executives in Local Authorities

- 1.5 Presently, appointment to the position of Chief Executive in the Local Authorities is either on contract with specified performance targets or on assignment basis for a period of two years. The grade is filled from dual streams, that is, from Deputy Chief Executives and from outside candidates. Request has been made by the Management of a Municipal Council for the grade to be filled solely from Deputy Chief Executives. The MoLG views that the present mode of appointment of the Chief Executive should be maintained to ensure recruitment of most suitable candidates.
- 1.6 After analysis, we consider that the prevailing provisions regarding the mode of appointment, tenure of office and remuneration when employed on contractual

terms or on assignment basis for Chief Executives in Local Authorities are appropriate.

Recommendation 1

1.7 We recommend that:

- (i) appointment to or filling of the position of Chief Executive in the Local Authorities should continue to be made on contractual terms or on assignment basis for a period of two years; and
- (ii) after expiry of the two-year period, the incumbent on establishment would be appointed in a substantive capacity subject to his performance and the continued relevance of his competence.

Remuneration when employed on Contractual Terms

Recommendation 2

- 1.8 We recommend that the salary of the Chief Executive employed on contractual terms shall be as determined for the substantive position. The package shall include a gratuity equivalent to two months' salary on completion of every 12 months' satisfactory service. The other terms and conditions of employment shall be as recommended for contract officers.**

Allowance for Assignment of Duties

Recommendation 3

- 1.9 We recommend that a public officer on permanent and pensionable establishment who has been assigned the duties of the position of Chief Executive, would continue to be eligible for the payment of an allowance representing the difference between the salary of the Chief Executive and the substantive salary of the officer. Upon retirement, the officer's pensionable emoluments shall be those of the Chief Executive, provided that he has:**

- (i) successfully served for a period of not less than 12 months;
- (ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or not been reverted at his own request; and
- (iii) reached the age of 55 years at the time of his retirement/reversion and he was still assigned the duties of the higher office;

OR

successfully served for a minimum period of six months and reached compulsory retirement age or attained compulsory retirement age while opting to cash his accumulated Vacation Leave in full.

Assistant Chief Executive

- 1.10 Representations have been made by the staff side for the creation of a grade of Senior Assistant Chief Executive for better promotion prospect. We consider that**

such a level would be superfluous as it would entail a major overlapping of duties with those of the Assistant Chief Executive. However, based on what obtains for comparable positions in the Civil Service, we are providing for the incumbent to move incrementally in the Master Salary Scale.

Recommendation 4

- 1.11 We recommend that Assistant Chief Executives should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 86750, provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

Human Resource

- 1.12 Human resource issues are handled by officers in the grades of Human Resource Management Officer, Senior Human Resource Officer (Personal) and Human Resource Officer/Senior Human Resource Officer.
- 1.13 Both Management and Union have requested for further promotional prospect for the Human Resource Management Officer and to demerge the grade of Human Resource Officer/Senior Human Resource Officer, thereby reinstating the grade of Senior Human Resource Officer.
- 1.14 After examining the proposals, **we consider that the structure of the HR Cadre in the Local Authorities is appropriate and should be maintained.**

Movement Beyond Top Salary

- 1.15 Presently, officers in the grades of Human Resource Officer/Senior Human Resource Officer and Human Resource Management Officer are allowed to move incrementally in the Master Salary Scale up to a salary point, subject to satisfying certain conditions. We are maintaining this provision, whilst revising the salary points.

Recommendation 5

- 1.16 We recommend that officers in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 60600 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**
- 1.17 We further recommend that officers in the grade of Human Resource Management Officer possessing a Degree in Human Resource Management or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

Management Support Officer

- 1.18 Presently, the grade of Management Support Officer is filled by selection from among officers in the grades of Clerical Officer, Clerical Officer/Higher Clerical Officer (Personal) and Clerk/Word Processing Operator (Personal) reckoning at least four years' service in a substantive capacity in their respective grade. We are reviewing its qualifications requirement in line with what obtains in the Public Sector.

Recommendation 6

- 1.19 **We recommend that appointment to the grade of Management Support Officer should be made by selection from among officers in the grades of Clerical Officer, Clerical Officer/Higher Clerical Officer (Personal) and Clerk/Word Processing Operator (Personal) reckoning at least four years' service in a substantive capacity in their respective grade. In the absence of qualified officers in the Local Authorities, appointment to the grade of Management Support Officer should be made by selection from among serving officers in the grades of Clerical Officer, Clerical Officer *formerly Clerical Officer/Higher Clerical Officer* and Clerk/Word Processing Operator and who reckon at least four years' service in a substantive capacity in their grade.**
- 1.20 Incumbents would be required, among others, to provide administrative support in general administration, human resource management, finance, and procurement and supply; carry out pay and cashier duties, as and when required; coordinate and supervise the work of subordinate staff; and ensure the accuracy, completeness and timeliness of processes and activities performed in small units.

Office Superintendent

- 1.21 The MoLG has requested to restyle the grade of Office Superintendent to Office Management Executive, the more so that provisions made in the 2016 and 2021 Reports regarding a review of the mode of appointment, have not been implemented. We hold that the proposed restyling is not appropriate as it entails an upgrading, for which there is no functional justification. We are, therefore, reiterating the recommendation made in the last Report, for a review of the scheme of service of the grade.

Recommendation 7

- 1.22 **We recommend anew that the MoLG, in consultation with the Ministry of Public Service and Administrative Reforms (MPSAR) and the Local Government Service Commission (LGSC) amends the scheme of service of the grade of Office Superintendent in Local Authorities to facilitate recruitment at this level.**

Internal Auditor/Senior Internal Auditor

- 1.23 Currently, the grade of Internal Auditor/Senior Internal Auditor and those of the Internal Control Officer Cadre exist in tandem in certain Local Authorities, mainly

in Municipal Councils. Management submitted that since similar services are provided by all Local Authorities, there is need for the professional level in District Councils, also, particularly as the functions of an Internal Auditor and Internal Control Officer Cadre are distinct and should be carried out separately.

- 1.24 After thoroughly examining the request, we consider that the grade of Internal Auditor/Senior Internal Auditor may be created in District Councils as well. We are, therefore, recommending accordingly.

Recommendation 8

- 1.25 We recommend that the grade of Internal Auditor/Senior Internal Auditor be created on the establishment of District Councils, only where there is functional need, as determined by Management.**

Internal Audit Officer Cadre

formerly Internal Control Officer Cadre

- 1.26 The Internal Control Officer Cadre presently comprises a three-level structure. In the last Report, recommendation was made for the grade of Chief Internal Control Officer to be phased out once all Principal Internal Control Officers in post as at 31 December 2015 are promoted thereto. For this review, the staff side requested for the eligible officers to be appointed to the grade of Chief Internal Control Officer, given that same has not been filled since nearly a decade. They were informed during consultations that the onus for filling of vacancies rests with Management.
- 1.27 We are, in this Report, reviewing the appellation of the grades of the Internal Control Officer Cadre to be attuned to the duties devolving upon the incumbents as well as harmonising the qualifications requirement of that of Internal Control Officer/Senior Internal Control Officer with what obtains across the public sector. As regards the existing provisions for the Cadre, we are reiterating them.

Recommendation 9

- 1.28 We recommend that the grades of the Internal Control Officer Cadre be restyled as follows:**

Grade	Restyled to
Chief Internal Control Officer	Chief Internal Audit Officer
Principal Internal Control Officer	Principal Internal Audit Officer
Internal Control Officer/Senior Internal Control Officer	Internal Audit Officer/Senior Internal Audit Officer

- 1.29 We further recommend that, henceforth, appointment to the grade of Internal Audit Officer/Senior Internal Audit Officer, *formerly Internal Control Officer/Senior Internal Control Officer*, should be made by selection from**

among serving officers who hold a substantive appointment and reckon at least four years' experience in finance/accounting/audit duties and who have successfully completed all papers of Fundamentals (Knowledge) and Paper F4 of Fundamentals (Skills) of the ACCA Examinations or obtained the Certificate in Business Accounting (Foundation Level) of CIMA Examinations (New Syllabus) or an equivalent qualification. In the absence of qualified serving officers, the grade should be filled by selection from among candidates possessing the required qualifications and reckoning at least four years' experience in finance/accounting/audit duties.

1.30 We also recommend that incumbents in the grade of Internal Audit Officer/Senior Internal Audit Officer, *formerly Internal Control Officer/Senior Internal Control Officer*, possessing all papers of Fundamentals (Knowledge) and who have obtained passes in Papers F4, F5 and F8 of Fundamentals (Skills) of the ACCA Examinations or possess the Certificate in Business Accounting (Foundation Level) and have obtained passes in Papers P1, P7 and P8 of the Advanced Diploma in Management Accounting (Managerial Level) of the CIMA Examinations (New Syllabus) or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 60600 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.

1.31 We additionally recommend that:

- (i) officers in the grade of Internal Audit Officer/Senior Internal Audit Officer *formerly Internal Control Officer/Senior Internal Control Officer*, in post as at 31 December 2015, possessing all papers of Fundamentals (Knowledge) and who have obtained passes in Papers F4, F5 and F8 of Fundamentals (Skills) of the ACCA Examinations or possessing the Certificate in Business Accounting (Foundation Level) and have obtained passes in Papers P1, P7 and P8 of the Advanced Diploma in Management Accounting (Managerial Level) of the CIMA Examinations (New Syllabus) or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale on a personal basis, up to salary point Rs 64200, provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume;
- (ii) officers in the grade of Principal Internal Audit Officer, *formerly Principal Internal Control Officer*, in post as at 31 December 2015, should be granted a revised personal salary scale as hereunder:
Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 – 69800
- (iii) the revised salary scale as recommended in the preceding paragraph should apply on a personal basis to Internal Audit Officer/Senior Internal Audit Officers, *formerly Internal Control*

Officer/Senior Internal Control Officers, in post as at 31 December 2015, upon being promoted to the higher grade of Principal Internal Audit Officer, formerly Principal Internal Control Officer;

- (iv) ***appointment to the grade of Chief Internal Audit Officer, formerly Chief Internal Control Officer, should be made by promotion, on the basis of experience and merit, of Principal Internal Audit Officers, formerly Principal Internal Control Officers, in post as at 31 December 2015;***
- (v) ***the revised salary scale of the grade of Chief Internal Audit Officer, formerly Chief Internal Control Officer, should be: Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600; and***
- (vi) ***the grade of Chief Internal Audit Officer, formerly Chief Internal Control Officer, should be gradually phased out once all Principal Internal Audit Officers, formerly Principal Internal Control Officers, in post as at 31 December 2015 have been promoted to the higher grade.***

Segregation of Duties/Roles

- 1.32 The Bureau's attention was drawn by several Unions that officers of the Internal Audit Officer Cadre *formerly Internal Control Officer Cadre*, are being called upon to perform certain duties which normally devolve on officers of the Finance Department, namely examination of bills. This practice is being viewed as inappropriate. Given the nature of the duties of the Cadre, it is not in order for incumbents to be involved in financial operations. **We hold that this issue should be addressed by Management, bearing in mind the principles of good governance.**

Library Clerk/Senior Library Clerk

- 1.33 In the 2021 PRB Report, following a request from the Union, the grades of Library Clerk and Senior Library Clerk were merged, as there was a major overlapping of duties between them. Alongside, provisions were made for the payment of an allowance to the seniormost Library Clerk/Senior Library Clerk wherever there is a need for supervision in a Local Authority and for officers who possess relevant qualification to be allowed to move beyond the Qualification Bar in the salary scale.
- 1.34 For this Report, request has been made from the staff side to demerge this grade. After examining the request, the Bureau holds that the present arrangement is appropriate and should continue to prevail.

Recommendation 10

- 1.35 **We recommend that the seniormost Library Clerk/Senior Library Clerk should be granted a monthly allowance equivalent to one increment at the salary point reached for performing supervisory duties, wherever there is a**

need for supervision in a Local Authority.

- 1.36 We further recommend that officers in the grade of Library Clerk/Senior Library Clerk possessing the Certificate in Information and Library Studies of the University of Mauritius or the Certificate in Library and Information Science of the City and Guilds of the London Institute or the Certificate in Librarianship and Information Science of the Mauritius College of the Air or an equivalent qualification, should be allowed to move beyond the Qualification Bar (QB) inserted in the recommended salary scale of their grade.**

IT Section

- 1.37** The IT Section is presently manned by officers in the grades of IT Officer/Systems Administrator, Assistant IT Officer and Database Supervisor (Personal). The Management of a Municipal Council requested for a review of the scheme of service of the grade of IT Officer/Systems Administrator in line with new changes and software implemented in the Local Authorities. We hold that such issues need to be looked into administratively. Moreover, the MoLG apprised the Bureau that the I-Council Project developed for the Local Authorities is now being administered by the Ministry as I-Local Government Project.
- 1.38** Both Management and Union requested for the creation of a grade of ICT Technician to perform additional duties of a technical nature. However, we observed that the proposed qualifications requirement and duties are more or less similar to those of the existing grade of Assistant IT Officer. We are, making appropriate recommendations to this end.

IT Analyst/Senior IT Analyst formerly IT Officer/Systems Administrator

ICT Technician formerly Assistant IT Officer

- 1.39** In view of the rationalisation brought for IT grades across the Public Sector, the grades of IT Officer/Systems Administrator and Assistant IT Officer are being restyled to IT Analyst/Senior IT Analyst and ICT Technician respectively.

Recommendation 11

- 1.40 We recommend that the grades of IT Officer/Systems Administrator and Assistant IT Officer be restyled to IT Analyst/Senior IT Analyst and ICT Technician respectively.**

Movement Beyond Top Salary

- 1.41** ICT Technicians *formerly Assistant IT Officers* possessing a relevant Degree are currently allowed to move incrementally beyond their top salary in the Master Salary Scale subject to satisfying certain conditions. We are maintaining this provision.

Recommendation 12

1.42 We recommend that officers in the grade of ICT Technician *formerly Assistant IT Officer* who:

- (i) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Degree in Computer Science or Information Technology or Computer Engineering or Information Systems or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64200 on a personal basis; and**
- (ii) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above mentioned qualification after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional qualification, should be allowed to move incrementally in the Master Salary Scale by one increment,**

provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.

Binder**Tradesman's Assistant (Binder)**

- 1.43 At present, the scheme of service of the grade of Binder provides for its establishment in Municipal Councils only. In most District Councils, binding duties are contracted out and employees in the grade of Office Auxiliary/Senior Office Auxiliary *formerly Attendant/Senior Attendant* are called upon to perform simple binding duties for preservation of official documents. The MoLG has submitted that there is functional need for a grade of Binder in all Local Authorities.**
- 1.44 After examining the request, we consider that in a first instance, the MoLG should initiate action to review the scheme of service of the grade of Binder to provide for its establishment in District Councils as well. **Thereafter the Ministry may, through the proper channel, request for the salary code of the grade in the different District Councils. In parallel, we are making the grade of Tradesman's Assistant (Binder) evanescent in the Local Authorities for consistency.****

Recommendation 13

- 1.45 We recommend that the MoLG, should in the first instance, amend the scheme of service of the grade of Binder to enable its establishment in District Councils also.**
- 1.46 We further recommend that the grade of Tradesman's Assistant (Binder) be made evanescent in Local Authorities.**

Office Auxiliary Cadre
formerly Attendant Cadre

Library Auxiliary Cadre
formerly Library Attendant Cadre

1.47 In line with what obtains in the Civil Service, we are harmonising the job appellation of grades of the Attendant and Library Attendant Cadres, as recommended in the ensuing paragraph.

Recommendation 14

1.48 We recommend that the grades of:

- (i) Attendant/Senior Attendant and Head Attendant be restyled Office Auxiliary/Senior Office Auxiliary and Head Office Auxiliary respectively; and**
- (ii) Library Attendant and Senior Library Attendant be restyled Library Auxiliary and Senior Library Auxiliary respectively.**

Legal Unit

Attorney (Part-time)

1.49 Certain Municipal Councils retain the services of a part-time Attorney against payment of an all-inclusive allowance, due to difficulties faced in filling the grade on a full-time basis. We are maintaining this provision and revising the quantum of the allowance.

Recommendation 15

1.50 We recommend that the all-inclusive monthly allowance (excluding travelling) payable to Attorneys employed on a part-time basis be revised to Rs 41935, subject to putting in a minimum of 10 hours per week.

Allowance to Attorney employed on a full-time basis

1.51 Attorneys employed on full-time basis in the Local Authorities are presently paid a yearly all-inclusive allowance to meet certain costs incurred in the performance of their duties. We are revising the quantum of allowance payable.

Recommendation 16

1.52 We recommend that the yearly all-inclusive allowance payable to Attorneys on permanent and pensionable establishment of the Local Authorities, as an assistance to meet certain costs incurred in the performance of their duties, be revised to Rs 26680.

Senior Usher/Prosecutor (Personal)

1.53 Incumbents in the grade of Senior Usher/Prosecutor (Personal) are paid a monthly allowance for assuming supervisory duties. We consider this arrangement to be appropriate and should continue.

Recommendation 17

- 1.54 We recommend that officers in the grade of Senior Usher/Prosecutor (Personal) should be paid a monthly allowance equivalent to two increments at the salary point reached in their salary scale to perform supervisory duties.**

Clothing Allowance to officers of the Usher/Prosecutor Cadre

- 1.55 Officers of the Usher/Prosecutor Cadre are paid a monthly clothing allowance since they are required to appear in coat and tie when attending court to act as Prosecutor. We are maintaining this provision while revising the quantum of allowance payable.**

Recommendation 18

- 1.56 We recommend that officers of the Usher/Prosecutor Cadre should be paid a monthly Clothing Allowance of Rs 470.**

Prosecution Duties**Recommendation 19**

- 1.57 We recommend that officers in the grades of Chief Building Inspector, Senior Building Inspector, Principal Health Inspector, Senior Health Inspector and Health Inspector who are designated to act as Prosecutor be paid a fee of Rs 185 per case.**

Allowance for Performing Cashier Duties**Recommendation 20**

- 1.58 We recommend that officers in the grades of Clerical Officer/Higher Clerical Officer (Personal) and Clerical Officer in all Local Authorities should be paid an allowance for performing cashier duties as below:**
- (i) Rs 45 per day for giving assistance to the officer performing cashier duties; and**
 - (ii) Rs 125 per day for replacing the officer performing cashier duties.**

Allowance to General Workers for performing woodcutting duties**Recommendation 21**

- 1.59 We recommend that General Workers who are called upon to perform woodcutting duties which involve the handling of a chainsaw machine be paid an allowance of Rs 90 daily.**

FINANCE DEPARTMENT

- 1.60 The Finance Department of the Local Authorities is responsible for the financial administration of the Councils. Its key accountabilities, among others, include the collection of revenues accruing to the Council; effecting all payment including**

salaries; carrying out purchases and preparing yearly estimates and financial statements.

- 1.61 For an efficient service delivery, the activities of the Finance department have been organised under four main sections viz. Expenditure, Income, Pay Administration and Stores. A Financial Controller heads the Department and he is supported in his tasks by Principal Accountants, Accountant/Senior Accountants as well as officers of the Financial Operations and Procurement and Supply Cadres.
- 1.62 In our last Report, we reinstated the grade of Cashier at the request of both Management and the Unions taking into consideration that the then prevailing arrangements were hampering effective service delivery. During the conduct of this review, we have taken note that these grades have remained unfilled in most of the Councils.
- 1.63 The Bureau has examined all the proposals pertaining to the Finance Department and considers that the existing structure is adequate to enable it to function effectively.

Financial Operations Cadre

- 1.64 Following the reinstatement of the grade of Assistant Financial Operations Officer in our previous Report, the Financial Operations Cadre now comprises three levels including the grades of Financial Operations Officer/Senior Financial Operations Officer and Principal Financial Operations Officer. Officers of this Cadre provide assistance to the professional grades in the conduct of the activities of the Finance Department. We consider the present structure to be adequate.

Specific Provision for the Financial Operations Cadre

- 1.65 Presently, Financial Operations Officer/Senior Financial Operations Officers are allowed to progress beyond their top salary provided they meet certain conditions. These provisions are being maintained along with the personal salary for Principal Financial Operations Officers in post as at 31 December 2015.

Recommendation 22

1.66 We recommend that:

- (i) **Financial Operations Officer/Senior Financial Operations Officers in post as at 31 December 2015 who hold a Diploma in Public Financial Management and Accounting or a Diploma in Accountancy should continue to be allowed to move incrementally in the Master Salary Scale on a personal basis, up to salary point Rs 64200, provided they meet the performance criteria as outlined in the Chapter on Observations and General Provisions of this Volume;**
- (ii) **officers in the grade of Principal Financial Operations Officer in post as at 31 December 2015, should be granted the following personal**

salary scale: Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800;

- (iii) the salary scale at sub paragraph (ii) above should continue to apply on a personal basis to Financial Operations Officer/Senior Financial Operations Officers in post as at 31 December 2015, upon their promotion to the grade of Principal Financial Operations Officer; and**
- (iv) Financial Operations Officer/Senior Financial Operations Officers possessing the qualifications mentioned at paragraph 1. 66 (i) above should be eligible for incremental movement in the Master Salary Scale up to salary point Rs 60600 subject to meeting the performance criteria as outlined in the Chapter on Observations and General Provisions of this Volume.**

Procurement and Supply Cadre

- 1.67 The main responsibility of the Procurement and Supply Cadre is to conduct procurement and supply, warehousing and stock control operations of the Local Authorities. The existing structure, which consists of the grades of Assistant Procurement and Supply Officer, Procurement and Supply Officer/Senior Procurement and Supply Officer and Principal Procurement and Supply Officer, is adequate.

Specific Provision for the Procurement and Supply Cadre

- 1.68 Specific provisions for movement beyond top salary exist for Procurement and Supply Officer/Senior Procurement and Supply Officers subject to them meeting the performance criteria. These provisions are being maintained along with the revision of the personal salary scale for officers in post as at 31 December 2015 in certain grades.

Recommendation 23

1.69 We recommend that:

- (i) Procurement and Supply Officer/Senior Procurement and Supply Officers, in post as at 31 December 2015, who hold a Diploma in Procurement and Supply Management or Purchasing and Supply Management, should continue to move incrementally in the Master Salary Scale on a personal basis, up to salary point Rs 64200, provided they meet the performance criteria as outlined in the Chapter on Observations and General Provisions of this Volume;**
- (ii) Principal Procurement and Supply Officers, in post as at 31 December 2015, should be provided the following personal salary scale: Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800;**
- (iii) the salary scale at sub paragraph (ii) above should also apply on a personal basis to Procurement and Supply Officer/Senior**

Procurement and Supply Officers in post as at 31 December 2015, upon promotion to the grade of Principal Procurement and Supply Officer; and

- (iv) **Procurement and Supply Officer/Senior Procurement and Supply Officers having the qualification mentioned at paragraph 1.69 (i) above should be eligible for incremental movement in the Master Salary Scale up to Rs 60600 provided they meet the performance criteria as outlined in the Chapter on Observations and General Provisions of this Volume.**

PUBLIC INFRASTRUCTURE DEPARTMENT

- 1.70 The Public Infrastructure Department in the Local Authorities is responsible for the construction, management, maintenance and improvement of public infrastructure of Local Authorities in accordance with the Local Government Act 2011. These infrastructures include, among others, roads, pavements, street and public lighting in parks and gardens, bus shelters, bridges, drain repairs and playgrounds.
- 1.71 The overall administration, management and discipline of staff as well as financial control of the Department rest upon the Head, Public Infrastructure Department. He is assisted in his functions by officers of the Engineering and Technical Cadres, employees in Tradesman's Cadre and other supporting staff.
- 1.72 In the context of this review exercise, the requests of the staff side pertain to the creation of a distinct Land Surveying Department to be managed by a Head, Land Surveying Unit. However, the submissions in relation thereto do not satisfy the criteria for favourable consideration. As regards the request for creating a grade of Lorry Attendant, taking into consideration the legal requirement, the Bureau is reinstating and restyling the grade of Lorry Loader (Personal) in the Public Infrastructure Department of all Local Authorities.
- 1.73 Additionally, Unions requested to fill in vacant positions in the grades of the Tradesman's Cadre and amend the schemes of service of certain grades. During consultations, the parties concerned were advised on the appropriate course of action as these issues fall outside the parameters of the Bureau.
- 1.74 Management on its part emphasised on the need for appropriate measures to retain officers in the grades of Civil Engineer and Mechanical Engineer. This proposal was studied along with relevant survey findings before arriving at the recommended salary. Concerning the request to restyle the grade of Handy Worker to Handy Worker (Special Class), this could not be acceded to as the grades of Handy Worker and Handy Worker (Special Class) already exist with distinct set of duties and responsibilities.
- 1.75 The MoLG has highlighted the functional need for the grades of Electrician (Roster-Day and Night) and Multi-Skilled Tradesman (Building Construction) on the establishment of all District Councils. It also requested for the creation of a grade of Quantity Surveyor based upon the operational needs of the Local

Authorities. In order to facilitate delivery of service, the Bureau is providing for these grades.

- 1.76 Overall, the structure in the Public Infrastructure Department is considered to be adequate. Nevertheless, we are providing for a few grades on the establishment of certain councils where such positions do not exist and we are also maintaining the recommendations that are still valid.

Tradesman's Cadre

Mason

Tradesman's Assistant (Mason)

- 1.77 To ensure judicious use of human resources, the last Report made recommendations for employees in the grades of Mason and Tradesman's Assistant (Mason) in post as at eve of the publication of the 2021 PRB Report, that is, 13 October 2021 to be provided with appropriate training for the execution of formwork and barbending duties. In addition, emphasis has also been laid on the importance of the training for efficiency purposes. However, according to a survey carried out on the implementation of this provision, the said training has not been dispensed.
- 1.78 The Bureau, while maintaining certain provisions, is also making appropriate recommendation to amend the schemes of service of the abovementioned grades to reflect that barbending duties and formwork form part of the duties devolving upon the grades of Mason and Tradesman's Assistant (Mason).

Recommendation 24

1.79 We recommend that:

- (i) Management should arrange for employees in the grades of Mason and Tradesman's Assistant (Mason) in post as at 31 December 2025 to be provided with appropriate training for the execution of formwork and barbending duties; and**
- (ii) employees in the grades of Mason and Tradesman's Assistant (Mason) in post as at 31 December 2025 executing formwork and barbending duties be granted a monthly non-pensionable allowance equivalent to two increments at the initial of their respective salary scale.**

- 1.80 We also recommend that the schemes of service of the grades of Mason and Tradesman's Assistant (Mason) should be amended to include execution of formwork and barbending duties. This element has been considered in arriving at the recommended salary of the grades.**

Electrician (Roster – Day and Night)**Multi-Skilled Tradesman (Building Construction)**

- 1.81 The MoLG has, on the basis of functional needs as well as in order to standardise the services provided across Local Authorities, requested that the grades of Electrician (Roster – Day and Night) and Multi-Skilled Tradesman (Building Construction) be created in all Councils. To enable the Local Authorities to ensure optimum use of human resources, the Bureau is recommending that **the creation of these grades should be on a needs basis only.**
- 1.82 Given that the grade of Electrician (Roster – Day and Night) should be created on a needs basis only, its salary scale is being provided as follows: **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110** and any Local Authority requiring the grade on its establishment should seek the appropriate salary code through the proper channel.

Recommendation 25

- 1.83 **We recommend that appointment to the grade of Electrician (Roster – Day and Night) should be made by selection from among employees possessing the National Trade Certificate (Level 3) or National Certificate (Level 3) in Electrical Installation Works awarded by the Mauritius Institute of Training and Development or an equivalent qualification.**
- 1.84 Incumbent would be required, amongst others, to: carry out the necessary measurements and calculations of the trade; use and keep in good condition the tools in general use in the trade; perform soldering work; carry out electrical installations and repair work in general; and perform ordinary maintenance on electric motors, dynamos, switch gears and domestic appliances.
- 1.85 **We further recommend that incumbents in the grade of Electrician should be given the option to join the grade of Electrician (Roster – Day and Night) and be granted two additional increments on joining the grade subject to the top salary of the new grade.**
- 1.86 On the basis of the observations made at paragraph 1.81 above, the Bureau is not providing for the grade of Multi-Skilled Tradesman (Building Construction) on the salary schedule of all District Councils. The salary scale for the grade is provided as follows: **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110** and any District Council requiring the grade should seek the appropriate salary code through the proper channel.

Recommendation 26

- 1.87 **We recommend that the grade of Multi-Skilled Tradesman (Building Construction) should be created on a need basis. Appointment thereto should be made by selection from among candidates possessing the**

National Trade Certificate (Level 3) or National Certificate (Level 3) in Building Maintenance awarded by the Mauritius Institute of Training and Development or an equivalent qualification.

- 1.88 Incumbent would be required, among others, to: read and work from sketches and drawings and to carry out the necessary measurements; prepare estimate in calculation for each of the trade namely plumbing and pipe fitting, masonry, paint work, carpentry and cabinet making; carry out accurate setting for all types of new structures; erect tarpaulin, tent and podium; and display flags, banderols and other decorative items and laying of red carpets.
- 1.89 **We further recommend that incumbents in the grades of Tradesman (Mason, Carpenter, Cabinet Maker, Plumber and Pipe Fitter, and Painter) possessing the qualification recommended at the above paragraph should be given the option to join the grade of Multi-Skilled Tradesman (Building Construction) and be granted one increment in all on joining the grade, subject to the top salary of the grade.**

Inspectorate Cadre

- 1.90 Following the restructuring of the Inspectorate Cadre in the Civil Service, broad provisions have been developed to ease recruitment challenges faced by various organisations. To ensure uniformity and fairness in implementation, these provisions should equally apply to the Inspectorate Cadre in all Local Authorities.

Recommendation 27

1.91 We recommend:

- (i) **that the grade of Assistant Inspector of Works be made evanescent; and**
- (ii) **the creation of a grade of Trainee Inspector of Works. Trainees should be enlisted from among candidates who hold a Cambridge School Certificate with credit in at least five subjects or an equivalent qualification.**

- 1.92 Incumbents would be required to undergo on-the-job training for a period of at least two years.
- 1.93 **We further recommend that Management should make necessary arrangement with relevant Training Institutions for the Trainees to follow a course leading to a Brevet in Building or Construction or an equivalent qualification to better equip them to perform their duties effectively.**
- 1.94 **We additionally recommend that, with the creation of a Trainee grade, consequential amendments should be brought to the scheme of service of the grade of Inspector of Works, such that, upon complete phasing out of the grade of Assistant Inspector of Works (Personal), appointment thereto should be made from Trainee Inspector of Works who have successfully completed their on-the-job training and acquired the prescribed**

qualifications.

- 1.95 We also recommend that the above provisions should apply across all Local Authorities where the cadre is established.**

Quantity Surveyor (New Grade)

- 1.96 The MoLG has informed that Civil Engineering works at the Local Authorities falls under the responsibility of Civil Engineers, however the lack of expertise in the field of quantity surveying was impacting the level of output. Hence, it has proposed that a grade of Quantity Surveyor be created in all Local Authorities. For judicious use of human resources and ensuring effective service delivery, the Bureau is recommending **that the creation of the grade should be on a needs basis only.**

Recommendation 28

- 1.97 We recommend the creation of a grade of Quantity Surveyor. Appointment thereto should be made by selection from among candidates who are registered as Professional Quantity Surveyor with the Professional Quantity Surveyors Council of Mauritius under Section 20 of the Professional Quantity Surveyors Council Act (No. 7 of 2013), as subsequently amended.**
- 1.98 Incumbent would be required to, *inter alia*, be responsible to the Chief Executive through the Head, Public Infrastructure Department in respect of building and civil engineering projects for the preparation of costs estimates, costs plans, activity schedules, bills of quantities and bidding documents, valuation of works in progress, preparation of cost and financial reports as well as final accounts; preparation and issue of certificates of payments; contract management; guide and co-ordinate the work of staff working under his responsibility; attend meetings and committees, as and when required; and participate in the evaluation of bids for building and civil engineering projects of the Public Infrastructure Department.
- 1.99 The salary scale of the grade should be **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750.** Any Local Authority requiring the grade on its establishment should seek the appropriate salary code through the proper channel.

Special Professional Retention Allowance (SPRA)

- 1.100 The Special Professional Retention Allowance (SPRA), introduced in the 2008 PRB Report to address skills shortages in the fields of Engineering, Architecture, and Quantity Surveying, was maintained in subsequent PRB Reports.
- 1.101 However, based on the findings of surveys carried out in the context of the 2016 PRB Report, the payment of SPRA was maintained up to 31 December 2016. Consequently, it was recommended that officers who have availed of this allowance and who leave or retire from the service should no longer be required to refund same. **We are reiterating this provision.**

Recommendation 29

- 1.102 We recommend that officers who benefitted from the Special Professional Retention Allowance (SPRA) up to 31 December 2016 and are now leaving or retiring from the service, should no longer be required to refund the amount received under this scheme.**

Special Professional Premium

- 1.103 A recommendation has been made for the payment of a monthly Special Professional Premium to registered professionals in the fields of Engineering, Architecture and Quantity Surveying, as provided under the Ministry of National Infrastructure in Volume 2 Part I of this Report. **This provision should equally apply to registered professionals serving in the Local Authorities.**

THE LAND USE AND PLANNING DEPARTMENT

- 1.104 The Land Use and Planning Department is responsible for processing and issuing Building and Land Use Permits or an Outline Planning Permission in accordance with section 117 of the Local Government Act 2011.
- 1.105 Fundamentally, the officers of this Department are responsible for the management of the cadastral system by attending to complaints received from members of the public and taking the necessary steps for prompt and remedial actions to serve Request Notices or press charges against illegal development or constructions.
- 1.106 For the day-to-day administration and Management of the Department, an officer in the grade of Head, Land Use and Planning Department is at the apex. He is supported by officers in the Planning and Development Cadre; Building Inspectorate Cadre and Cadastral Officer Cadre.
- 1.107 Unions' demands for this review exercise pertain to: salary upgrading; and general Conditions of Service, such as duty exemption on a car; travel grant and mileage refund. During consultative meetings, clarifications were, forthwith, given to the Union members. Furthermore, representations received with regard to the Building Inspectorate Cadre could not be entertained by the Bureau owing to the ongoing labour dispute lodged at the Commission for Conciliation and Mediation and the Employment Relations Tribunal. Union members were apprised thereof, accordingly.
- 1.108 Management, from various Municipal Councils, proposed to review the schemes of service of grades within the Building Inspectorate Cadre to ensure alignment with legislative updates concerning building and land use planning. Besides, a proposal was put forward to merge the Planning and Development Officer Cadre with the Building Inspectorate Cadre due to overlapping of duties. However, during discussions, it was clarified that the amendment of schemes of service falls under the jurisdiction of Local Authorities. Moreover, given the distinct nature of the two cadres, the proposed merger was ultimately dismissed.

- 1.109 Additionally, a request was made to place certain grades within the Inspectorate Cadre of the Land Use and Planning Department on a roster basis or staggered pattern of work. The matter was brought to the attention of the parent Ministry, which informed that this is currently under consideration.
- 1.110 The last PRB Report identified challenges stemming from Building Inspectors' reluctance to enroll in the sponsored diploma course. The Bureau has once again been informed that this issue remains unresolved.
- 1.111 Taken overall, the structure of the Land Use and Planning Department is deemed appropriate. In the context of the present review, we are only restyling and reviewing the mode of appointment of the grade of Planning and Development Officer to ensure conformity with the provisions of the Town Planners' Council Act.

Town Planner

formerly Planning and Development Officer

Recommendation 30

- 1.112 **We recommend that the grade of Planning and Development Officer be restyled Town Planner.**
- 1.113 **We also recommend that, henceforth, appointment to the grade of Town Planner *formerly Planning and Development Officer* should be made by selection from among officers in the grade of Planning and Development Inspector who are registered as Town Planners with the Town Planners' Council. In the absence of qualified serving officers, appointment thereto should be made by selection from among candidates who are registered as Town Planners with the Town Planners' Council.**
- 1.114 **We further recommend that consequential amendments should be brought to the scheme of service of the grade of Head, Land Use and Planning Department.**
- 1.115 This element has been taken into consideration in determining the salary recommended for these grades.

Special Professional Premium

- 1.116 A recommendation has been made for the payment of a monthly Special Professional Premium to registered professionals in the field of Town Planning, as provided under the Ministry of Housing and Lands in Volume 2 Part I of this Report. **This provision should equally apply to registered professionals serving in this field in the Local Authorities.**

WELFARE DEPARTMENT

- 1.117 The Welfare Department in Municipal Councils promotes the social and recreational sports and cultural needs of the local community through the organisation of socio-cultural, youth, sporting, athletic, recreational activities

besides being responsible for running of nurseries, pre-primary schools and kindergartens. It works in collaboration with several governmental/non-governmental organisations and socio-cultural agencies to organise exhibitions, civil receptions as well as other religious and social gatherings

- 1.118 At present, the Welfare Department is manned by officers of the Welfare Cadre, that is, Chief Welfare Officer, Principal Welfare Officer, Senior Welfare Officer and Welfare Officer along with officers in the grade of Infant School Teacher and other support staff. For certain activities, some Councils have recourse to employment of staff on a part-time or sessional basis.
- 1.119 For this review, requests from the staff side were mainly geared towards upgrading of salary and change in mode of appointment.
- 1.120 Management side of all Municipal Councils had no submission pertaining to the Welfare Department save for the Municipal Council of Beau Bassin-Rose Hill which only transmitted requests of the staff side. These comprise representations for upward review of salary and creation of grades, among others. The views of Management and the parent Ministry were sought thereof and the Bureau was informed that the current structure of the Welfare Department is appropriate and should be maintained.

Compensation for regular extra hours

- 1.121 Currently, a monthly *ad hoc* allowance is paid to officers of the Welfare Cadre, in the Local Authorities, who are called upon to put in a minimum of 20 hours over and above their normal working hours in a month. Provision has also been made for officers who put in less than 20 hours over and above their monthly normal working hours, to be compensated on a *pro-rata* basis.
- 1.122 The Bureau has been informed that these officers are still required to put in additional hours. We are, therefore, reviewing the quantum of the allowance.

Recommendation 31

- 1.123 **We recommend that officers of the Welfare Cadre in the Local Authorities who are called upon to put in extra hours beyond their normal working hours in a month, on a regular basis, be paid a revised monthly *ad hoc* allowance as follows:- Welfare Officer Rs 2405; Senior Welfare Officer Rs 2715; Principal Welfare Officer Rs 3180; and Chief Welfare Officer Rs 4000 provided they put in at least 20 additional hours beyond their normal working hours in the month.**
- 1.124 **We also recommend that, in case the officers put in less than 20 additional hours in a month, they should be compensated for the actual number of hours effectively put in beyond their normal working hours, on a *pro-rata* basis.**

Sewing Teacher (Part-time)

- 1.125 Union made a representation to review upward the salary of Sewing Teachers (Part-time) at the District Council of Grand Port on the ground that incumbents are putting in additional hours per week, against no extra compensation. In this respect, the Bureau carried out a study about the part-time position, among others, in all District Councils.
- 1.126 Upon obtention of additional information, it was observed that incumbents across the Local Authorities are required to put in between 15 to 28 hours per week and were all being paid at the same rate, except former incumbent at the District Council of Pamplemousses, who was drawing a personal salary. With a view to ensuring fairness and equity, we are reviewing the mode of remuneration of Sewing Teachers (Part-time) in the District Councils.
- 1.127 We further noted that the grade of Supervisor, Sewing classes exists in a full-time and part-time capacity, whilst Sewing Teachers operate on a part-time basis only. Hence, we are also reviewing the work pattern of Supervisor, Sewing Classes, wherever the grade exists, from a full-time to a part-time basis, as well as revisiting its mode of compensation. Moreover, we have been apprised that in a few Local Authorities, this position is not warranted or not filled and considered superfluous by Management. As a result, the grade is being abolished or made evanescent in certain Local Authorities.
- 1.128 Additionally, the mode of remuneration and work pattern of the grade of Dressmaking Teacher are being reviewed, where there is need. In tandem, certain grades involved in the same field across the Local Authorities are being abolished, as they are no longer required, as informed by Management.
- 1.129 Recommendations reflecting the above changes have been made under the relevant Local Authority and salary schedule concerned. We are also making a general recommendation regarding the salary of Sewing Teacher (Part-time).**

Recommendation 32

- 1.130 We recommend that Sewing Teachers (Part-time):**
- (i) should be paid a monthly allowance of Rs 16740 for putting in up to 15 hours per week; and**
 - (ii) who put in more than 15 hours per week, subject to a maximum of 20 hours per week, should be additionally compensated at the rate of Rs 625 per session of 3 hours for the extra hours worked.**

PUBLIC HEALTH DEPARTMENT

- 1.131 The Public Health Department has the overall responsibility for the creation, promotion and maintenance of a salubrious environment in Councils. Its functions are, *inter alia*, an effective and efficient refuse collection service; cleansing of public places, drains, canals and rivers; roadside weeding; maintenance of public

conveniences; rodent control; and management of cemeteries and markets.

- 1.132 Besides its role as service provider, the Department also acts as a regulatory body by enforcing statutory provisions concerning public health as well as ensuring that all individuals and economic operators are compliant with those regulations. The Department comprises officers of the Health Inspectorate Cadre, who are responsible for the regulatory and enforcement aspects, and employees belonging to the Workmen's Group.
- 1.133 Representations from the Unions of the different Municipal Councils were mainly geared towards review of salary scales; merging of grades at different levels in the Cadre; amendments to schemes of service; re-introduction of the grade of Assistant Health Inspector; and abolition of the Deputy Chief Health Inspector. Individual request was equally received from Incinerator Operators for provision of Health Surveillance. Several proposals pertaining to Conditions of Service such as grant of duty free facilities and payment of certain allowances were also made.
- 1.134 Submissions of the Management of the different Municipal Councils were, among others, to create the grades of the Trainee Health Inspector or Assistant Health Inspector in different Councils and Driver/Scavenging Supervisor (Roster) at the Municipal Councils of Curepipe and Quatre Bornes; and review the mode of appointment of various positions in the Health Inspectorate Cadre and upgrade their salaries. Additionally, the Local Government Service Commission submitted, among others, proposals such as restyling of the grade of Refuse Collector (Roster) to another appellation.
- 1.135 The request for the creation of a trainee grade or Assistant Health Inspector could not be retained for technical reasons. Moreover, the proposal for merging of the grades of Health Inspector and Senior Health Inspector could not be acceded to due to the element of supervision in the scheme of service of the higher level.
- 1.136 After examining all requests and based on the additional information provided to the Bureau, we are making appropriate recommendations.

LPG-Fired Human Crematorium Furnaces (Incinerators)

- 1.137 Provisions were made in previous Reports for the payment of an allowance to the Health Inspectors for the operation of the LPG-Fired Human Crematorium Furnaces (Incinerators) and for the parent Ministry to provide appropriate training to the Incinerator Operators in order to equip them with relevant skills to operate the incinerators. **Based on the information submitted, recommendations for payment of allowance to Health Inspectors and provision of training to Incinerator Operators have outlived their validity and are, therefore, being removed.**

Driver/Scavenging Supervisor (Roster)

- 1.138 In the 2008 PRB Report, the grade of Driver/Scavenging Supervisor (Roster) was created and that of Driver/Scavenging Supervisor was made evanescent.

Provision was also made for the creation of the grade of Driver (Roster) and the gradual phasing out of the grade of Driver/Scavenging Supervisor (Roster).

- 1.139 Requests have now been made for the creation of a grade of Driver/Scavenging Supervisor (Roster) at the Municipal Council of Curepipe as the scavenging services would no longer be contracted out; and re-instatement of the grade at the Municipal Council of Quatre Bornes, for better efficiency as the Driver (Roster) is posted in the Public Infrastructure Department.
- 1.140 We have studied the request and in view of the need for the grade, we are making appropriate provisions to that end.

Recommendation 33

- 1.141 **We recommend that the grade of Driver/Scavenging Supervisor (Roster) be re-instated where it previously existed.**
- 1.142 **The recommended salary of the grade of Driver/Scavenging Supervisor (Roster) is hereunder. Any Local Authority feeling the need may avail of the grade but should write to the Bureau for the obtention of the appropriate salary code.**

Rs 25145 x 300 – 26945 x 320 – 28865 x 350 – 30965 x 400 – 31765 x 425 – 33040 x 560 – 35840 x 725 – 37290 x 925 – 39140 x 970 – 41080

Allowance for Performing Refuse Collection Duties

- 1.143 At present, employees not belonging to the grade of Refuse Collector (Roster) are paid a daily allowance of Rs 105 for performing refuse collection duties. Given that the current arrangement is still valid, we are maintaining the allowance while revising the quantum.

Recommendation 34

- 1.144 **We recommend that employees not belonging to the grade of Refuse Collector (Roster) but who are performing refuse collection duties should be paid a revised allowance of Rs 115 daily.**

Special Provision for Refuse Collection Service

- 1.145 Overtime is exceptionally being paid for all additional hours put in above 30 hours to those employees working under the Bank System for the Refuse Collection Service, which comprises the Refuse Collectors (Roster), Driver/Scavenging Supervisors (Roster), Supervisors, Refuse Collection (Roster) and those of the Workmen's Group who are eligible for protective equipment. However, employees involved in task work should complete their daily task to qualify to work under the Bank System.
- 1.146 Given that this provision is still effective, we are, in this Report, retaining same.

Recommendation 35**1.147 We recommend that:**

- (i) employees working under the Bank System for the Refuse Collection Service, comprising Refuse Collectors (Roster), Driver/Scavenging Supervisors (Roster), Supervisors, Refuse Collection (Roster) and all employees of the Workmen's Group who are eligible for protective equipment should exceptionally be paid at applicable overtime rate for all additional hours of work put in above 30 hours; and
- (ii) employees involved in task work should complete their daily task to qualify to work under the Bank System.

Chemical Sprayer Operator

1.148 In line with what obtains in the Civil Service, the Bureau, in its last Report, extended the payment of an allowance to the Chemical Sprayer Operators who handle and are regularly exposed to noxious chemicals. We are maintaining the provision.

Recommendation 36

1.149 We recommend that employees in the grade of Chemical Sprayer Operator should continue to be paid a monthly non-pensionable allowance equivalent to one and a half increments at the initial of the salary scale for being regularly exposed to and handling noxious chemicals.

1.150 We further recommend that Management should make necessary arrangement with Health Authorities for Chemical Sprayer Operators and their immediate supervisors to undergo a Health Surveillance.

Health Surveillance

1.151 Request was made for the provision of Health Surveillance to some officers in the Public Health Department. **Recommendation related thereto has been made in the Chapter on Observations and General Provisions of this Volume.**

