

3. BEACH AUTHORITY

- 3.1 The Beach Authority (BA) was set up as a corporate body under the Beach Authority Act 2002. It operates under the *aegis* of the Deputy Prime Minister's Office, Ministry of Housing, Land Use Planning and Tourism.
- 3.2 It envisions to ensure an integrated approach in the proper control and management of public beaches both in Mauritius and Rodrigues in providing the infrastructure and facilities for the benefit of the general public as well as tourists.
- 3.3 The functions of the Authority are, *inter alia*, to implement projects for public beaches pertaining to the conservation and protection of the environment, upliftment and landscaping works; infrastructural development including provision of amenities for public use; and the enhancement of quality of sea water. It also issues traders' licence for activities on the public beaches and ensure the security and safety of the public.
- 3.4 A General Manager is at the apex of the organisation. He is responsible for the execution of the policy of the Board and the control and management of the day-to-day business of the Authority. The staffing complement consists of officers from the Administrative Unit and Project Management/Technical Unit.
- 3.5 Representations from Union were mainly for the creation of some grades and the grant of several allowances whereas Management has requested for the creation, abolition and merging of a few grades. All the proposals have carefully been examined by the Bureau. With a view to enabling the Authority to deliver on its mandate, we are making appropriate recommendations.

Administrative Officer (New Grade)

- 3.6 The Administration Department at the BA is currently led by an Administrative Manager. Representations have been made that the latter has to oversee all the departments comprising the Registry, Finance, Procurement and Supply, Licensing, Human Resources, Complaints, General Administration, IT and Transport and Logistics of the Authority.
- 3.7 Request has been made for an additional level to assist the Administrative Manager as well as to provide appropriate administrative support to the Authority. We are agreeable to the request and are making the appropriate recommendation.

Recommendation 1

- 3.8 **We recommend the creation of a grade of Administrative Officer. Appointment thereto, should be made by selection from among candidates possessing a Degree in Management and/or Administration or in any relevant field from a recognised institution and reckoning at least three years' proven experience in the fields of administration and management.**
- 3.9 Incumbent would be required, *inter alia*, to give general assistance and support to the Administrative Manager in the day-to-day administration of the Authority; act as

Secretary to Board meetings and any other Committee as and when required; be responsible for all matters pertaining to tender, quotations and procurements; be responsible for office accommodation, repairs and maintenance of all office and its sub-offices' requisites and furniture; assist in the formulation and implementation of Board's policies; assist in the preparation of various reports and magazines relating to the Authority; and to prepare programmes aiming at enhancing organisational efficiency and effectiveness and participate actively in their implementation.

Documentation Unit

- 3.10 The BA is setting up a Documentation Unit to collect all books, magazines, brochures and all information pertaining to the Organisation in a systematic manner. In that regard, Management has requested for a trained personnel who would help in the setting up and head the new Unit. After examining the proposal along with its justifications, the Bureau considers that the operations of the Documentation Unit would not warrant a dedicated grade. Consequently, for the sake of ensuring the smooth running of the Unit, the Bureau views that same should be manned by officers belonging to the General Services and is recommending accordingly.

Recommendation 2

- 3.11 We recommend that the Beach Authority considers the advisability of staffing the Documentation Unit with officers of the General Services.**

Human Resource Officer/Senior Human Resource Officer

- 3.12 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

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SALARY SCHEDULE

BA 1	:	Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150
		General Worker
BA 2	:	Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950
		Office Attendant
BA 3	:	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400
		Driver

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- BA 4 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
Field Supervisor
- BA 5 : Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225**
Handy Worker (Skilled)
- BA 6 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875**
Receptionist/Telephonist
- BA 7 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000**
Word Processing Operator
- BA 8 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerical Officer/Higher Clerical Officer (Personal to officers in post as at 31.12.15)
Clerk/Word Processing Operator
- BA 9 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- BA 10 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Assistant Procurement and Supply Officer
Executive Officer (Personal to officers in post as at 31.12.15)
- BA 11 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 40300**
Technical Design Officer
- BA 12 : Rs 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250**
Beach Works Inspector

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- BA 13 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200**
Beach Enforcement Officer
- BA 14 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary
- BA 15 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Accounts Officer
Higher Executive Officer
Procurement and Supply Officer
- BA 16 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100**
Human Resource Officer/Senior Human Resource Officer
- BA 17 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
ICT Technician
formerly IT Support Officer
Technical Officer (Civil)
- BA 18 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
Senior Beach Works Inspector
- BA 19 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**
Senior Beach Enforcement Officer
- BA 20 : Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900**
Accounting Technician
- BA 21 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Administrative Officer (New Grade)

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- BA 22 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Internal Auditor
- BA 23 : Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Project Officer
- BA 24 : Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Administrative Manager
- BA 25 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 73800**
Technical Manager
- BA 26 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500**
Deputy General Manager
- BA 27 : Rs 110125**
General Manager



