

ONE HUNDRED AND FIFTH REPORT OF THE SALARIES REVIEW COMMISSION

Determination of the salary and other conditions of service for the office of Transport Commissioner, Ministry of Works and Transport

By letter dated October 29, 2014, the President of the Republic of Trinidad and Tobago conveyed his approval for the Salaries Review Commission (SRC) to determine the salary and other conditions of service for the office of Transport Commissioner (TC), Ministry of Works and Transport. This office had been placed within the purview of the SRC by virtue of Legal Notice No. 295 dated October 09, 2014.

2. Section 4 of the Motor Vehicles and Road Traffic Act, Chap. 48:50 (MVRTA) provides for the TC to be the Licensing Authority charged with the responsibility for the registration and inspection of all motor vehicles and issuance of driving permits and such other matters assigned to him by the Act or any Regulations made thereunder. As such, the TC heads the Transport Division which is the primary institution responsible for regulating matters pertaining to land transportation in the country.

Role and Functions of the Transport Division

3. Under the MVRTA, the Division is responsible, inter alia, for the:
- (a) compilation and maintenance of a record of all motor vehicles in Trinidad and Tobago;
 - (b) maintenance of a register of all driving permits issued showing the name and address of the holder, date of issue, the class/classes of vehicle(s) the person(s) authorized to drive and a record of any convictions imposed by a competent Court;
 - (c) maintenance of a record of the change of ownership of motor vehicles;
 - (d) issuance, registration and cancellation of Dealers' Licences;

- (e) inspection of motor vehicles and issuance of certificates to designate premises where such vehicles may be examined by persons not in the employ of the Transport Division;
- (f) issuance of provisional permits to persons for the purpose of learning to drive a motor vehicle of any class;
- (g) conduct of driving tests and regulations for all classes of vehicles;
- (h) revocation, variance, amendment and upgrade of the country's Highway Code to serve as guidance for persons using the roadways.

4. In addition, we note that there have been significant changes in the operations of the Division over the years which have been impacted by the:

- introduction of 'roll-on roll-off' vehicles;
- introduction of a system to regulate the use of private school buses to transport school children during a school term;
- Maxi Taxi Act, Chap. 48:52;
- Insurance Act, Chap. 48:51; and
- Motor Vehicles and Road Traffic (Amendment) Administration and Enforcement Act, 2000.

5. We are advised that the Transport Division is staffed by approximately three hundred and eighty (380) persons spread over eight locations, namely, one (1) main office located in Port of Spain which directs the operations of two (2) secondary offices in San Fernando and Tobago and five (5) sub-offices located in St. James, Arima, Chaguanas, Point Fortin and Princes Town. In this regard, the Transport Division has a structure which comprises two (2) functional areas, one of which is directly related to its licensing function while the other is related to the administrative processes and procedures necessary for the proper operations of the Division which include human resource management, information technology, clerical, financial management and record keeping.

Duties and Responsibilities of the TC

6. The office of TC is the most senior public service position in the Transport Division. Consequently, the office holder is responsible for organizing, planning and directing the work activities of the organization including developing, monitoring and reviewing the work plan for the Division to ensure conformity with the MVRTA and other related laws. In the performance of his/her duties, the TC is required, inter alia, to:

- conduct periodic reviews of all operational systems through site visits and meetings to ensure compliance with regulatory requirements and to identify and resolve related challenges;
- monitor developments and legislation related to the work of the Division, evaluate its impact and recommend policy and procedural improvement;
- analyse the findings of a variety of surveys, investigations and operational studies in relation to the work of the Division and recommend modification to existing systems/procedures as appropriate;
- provide policy guidance and interpretation to relevant personnel to ensure that laws, ordinances and polices under the MVRTA and other related legislation are applicably enforced;
- develop annual budgetary proposals for the Division;
- serve as a member of the Trinidad and Tobago Transport Board.

Reporting Relationships

7. The holder of the office of TC reports to the Permanent Secretary in the Ministry of Works and Transport.

Educational Qualifications and Training

8. With regard to the educational qualification and experience necessary for the office, we are advised that the incumbent is required to be in possession of a Bachelor of Science Degree in either Management, Business, Engineering or one of the Social Sciences or a related field supplemented by courses in traffic

management and at least eight (8) years' experience in senior management or any equivalent combination of experience and training.

9. In determining the appropriate compensation package to be applicable to the office of TC, we considered the wide range of responsibilities an incumbent in this office is required to undertake, its national impact and the fact that the office holder performs his/her duties with a high degree of initiative, tact and judgement. We also took into account the depth of knowledge of the variety of makes and models of motor vehicles, whether industrial, commercial, agricultural or domestic, together with accounting principles and procedures, government procedures and principles and practices of Public Administration that the office holder must possess in order to direct the work of the Transport Division.

10. Against this background, we compared the responsibilities of the office of TC with those of certain offices in Group 3B of the Top Managers in the Public Service grouping and found that they share some similarities in terms of their line relationship vis-a-vis the office of Permanent Secretary, the variety of functions performed within the Division, the span of responsibility of the office holder, the specialized knowledge, skills and abilities and the minimum training and experience requirement.

11. We are mindful that the Job Evaluation Exercise and Compensation Survey of all offices within our purview commenced in February 2016 and will be completed in twelve (12) months. Given that the Exercise will, among other things, provide a more rational, transparent and defensible basis for evaluating all jobs, inclusive of the office of TC, as well as designing and implementing appropriate compensation structure(s) that will ensure equity and reflect the relative worth of all offices in the remit group, we are of the view that an interim remuneration package will be appropriate at this time.

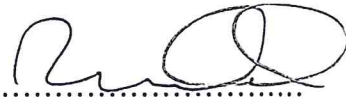
Recommendation

12. Having regard to the foregoing, we recommend that, as an interim measure, the office of TC be remunerated in Group 3B of the Top Managers in the Public Service grouping pending the results of the Job Evaluation Exercise and Compensation Survey. The recommended remuneration arrangements for the office are contained in Appendix I.


Effective Date

13. We recommend that the remuneration arrangements for the office of TC be made effective from October 09, 2014, that is, the date on which the office was placed within our purview.

Dated this 20th day of July, 2016.



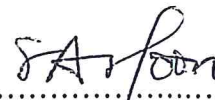
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Kyle Rudden
(Chairman)



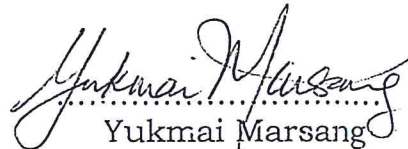
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Monica Clement



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Surendra Arjoon



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**Remuneration Arrangements for
the office of Transport Commissioner**

Salary

\$25,370 per month

Transport Facilities

- (i) A maximum loan of \$250,000 at a rate of interest of 6% per annum repayable over a period of six (6) years to facilitate the purchase of either:-
 - (a) a new motor vehicle with exemption from Motor Vehicle Tax limited to the amount payable on a vehicle with an engine capacity of 1999cc and exemption from Value Added Tax to a maximum of \$45,000; or
 - (b) a used motor vehicle with exemption from Special Motor Vehicles Tax limited to the maximum amount payable in respect of Motor Vehicle Tax on a vehicle at (a) above and exemption from Value Added Tax to a maximum of \$45,000.
- (ii) A loan to cover the cost of Motor Vehicle Insurance premium at a rate of interest of 6% per annum.
- (iii) A maximum loan of \$20,000 at a rate of interest of 6% per annum to effect repairs to a motor vehicle.
- (iv) A Transportation Allowance of \$3,900 per month.

Subsistence Allowance

- (i) \$200 per day when travelling on official business beyond a radius of sixteen (16) kilometres from official headquarters, and where it is necessary to purchase a meal(s).
- (ii) When assigned/transferred to Tobago (or to Trinidad where the office holder is stationed in Tobago), the following to be applicable:-

(a) Official duty or assignment of one (1) month or less

The office holder to be eligible for hotel accommodation and meals, as necessary. In the absence of the provision of any meal(s), to be paid \$200 per day. (The provision at (i) above shall not apply.)

(b) Temporary assignments in excess of one (1) month and not exceeding six (6) months

The office holder to be responsible for his/her accommodation and meals. However, the State may, at its option, provide accommodation only for the office holder.

(i) Where accommodation only is provided by the State, to be paid a Tobago/Trinidad Duty Allowance of \$2,775 per month.

(ii) Where accommodation is not provided by the State, to be paid a Tobago/Trinidad Duty Allowance of \$6,750 per month.

(c) Permanent transfer to Tobago/Trinidad (periods in excess of six (6) months)

The office holder to be responsible for his/her accommodation and meals.

(i) Where the office holder is eligible for a Housing Allowance, to be paid, in addition to such allowance, a Tobago/Trinidad Duty Allowance of \$2,775 per month for a period not exceeding two (2) years.

(ii) Where the office holder is not eligible for a Housing Allowance, to be paid a Tobago/Trinidad Duty Allowance of \$6,750 per month for a period not exceeding two (2) years.

(iii) For travel abroad on official business, the provisions of Minister of Finance Circular No. 1 dated March 14, 2016 or other relevant Circular to apply.

Housing Allowance

\$4,620 per month.

Entertainment

Actual expenses incurred for official entertainment to be met from an official Entertainment Vote under the control of the Ministry/Department to which the office holder is attached.

Vacation Leave

Thirty (30) calendar days per annum.

Telecommunication Facilities

\$400 per month.

Medical Benefits

Membership in and entitlement to medical benefits as provided under the UNIMED Group Health Plan.

Pension/Gratuity

Entitlement to superannuation benefits in accordance with the provisions of the Pensions Act, Chap. 23:52.