

2 November 1982.

His Excellency Sir Edward Youde, K.C.M.G., M.B.E.,
Governor of Hong Kong.

Your Excellency,

The Driving Supervisor Grade

During our first examination of individual grades, we were advised that a review was then being undertaken of the staffing of the Driving Test Section of the Transport Department. In our First Report on Civil Service Pay (Report No. 2), we therefore recommended no change to the pay or structure of the Driving Supervisor grade pending the findings of this review. We have recently received these findings, and after due consideration, we now tender our advice on the re-classification and re-structuring of this grade.

2. Driving Supervisor is at present a Group II Technical Inspectorate grade under the management of the Transport Department. It was created as a two-rank grade in April 1973 to replace the Driving Test Examiner grade. Subsequently the one-rank grade of Driving Instructor (which then existed in the Public Works Department to give on-road driving instruction to civil servants) was merged with the Driving Supervisor grade. The present structure, pay scales and establishment of the grade are as follows :

<u>Rank</u>	<u>Pay Scale</u>	<u>Establishment</u>
Driving Instructor	MPS 13 - 21	10
Assistant Driving Supervisor	MPS 17 - 26	71
Driving Supervisor	MPS 27 - 36	2

3. Driving Instructors are now employed mainly on giving driving instruction to members of the public in the Indoor Instruction Centre whereas Assistant Driving Supervisors are mainly responsible for conducting driving

tests. Driving Supervisors are responsible for the supervision of both Assistant Driving Supervisors and Driving Instructors. Because there is a larger establishment of Assistant Driving Supervisors than of Driving Instructors, there is provision for filling vacancies in the Assistant Driving Supervisor rank by direct recruitment as well as by promotion.

4. We have been advised that both the scope and range of responsibilities of the Driving Supervisor rank have increased considerably since it was first established in 1973 as a result of the following developments :

- (a) The number of driving test centres and tests conducted have increased steadily over the years.
- (b) Operationally, it has been found necessary to intensify and improve the training provided to Assistant Driving Supervisors to develop their assessment skills, particularly in respect of the driving of specialised and heavy vehicles.

In addition, we are advised that a proposal to retest private licensed instructors was agreed in principle by the Governor-in-Council in September 1981. The necessary legislation, when enacted, will require the instruction skills of all such instructors to be retested while they are actually giving tuition to learner drivers. The level of responsibility which will be involved in conducting these tests is higher than that at present exercised by Assistant Driving Supervisors.

5. To provide a structure more suitable to changing needs we now recommend that an additional rank should be created by dividing the present Driving Supervisor rank into two separate ranks. This will provide an organisation better able to cope with the extended responsibilities of the Driving Test Section of the Transport Department. The proposed new structure is as follows :

<u>Existing</u>		<u>Proposed</u>	
<u>Rank</u>	<u>Pay Scale</u>	<u>Rank</u>	<u>Pay Scale</u>
Assistant Driving Supervisor	MPS 17 - 26	Driving Supervisor II	MPS 17 - 26
Driving Supervisor	MPS 27 - 36	(Driving Supervisor I	MPS 27 - 31
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		(Senior Driving Supervisor	MPS 32 - 36
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6. In view of the difference in duties between driver testing and driver instruction, we recommend that the Driving Instructor rank should in future form a separate grade. Suitable Driving Instructors should however have the same opportunities for advancement to the new Driving Supervisor II rank as they have at present to Assistant Driving Supervisor, through in-service appointment procedures.

7. We further recommend that both the re-structured Driving Supervisor grade and the Driving Instructor grade should be transferred from the Technical Inspectorate group to the "Other Grades" group since driving skills and experience are more important than academic qualifications for recruitment to these grades.

8. In our view the present title of the Driving Supervisor grade does not accurately reflect the nature of the work of this grade. We suggest that consideration should be given to the possibility of adopting a more appropriate title.

9. If our proposals are accepted, we recommend that they should be implemented from the date on which the re-structuring is effected.

We have the honour to be
Your Excellency's Obedient Servants,

(S.Y. Chung)
Chairman

3 November 1982.

His Excellency Sir Edward Youde, K.C.M.G., M.B.E.,
Governor of Hong Kong.

Your Excellency,

New Grade of Rent Officer

We have been asked to advise on a proposal to create a new grade of Rent Officer in the Rating and Valuation Department.

2. We understand that following the acceptance in principle by the Governor-in-Council of the recommendations of a Committee appointed to review rent control legislation and to make recommendations for any changes which it considered necessary, the Commissioner of Rating and Valuation's responsibilities have been considerably increased. This is because the implementation of the Committee's recommendations involves procedural changes, including the transfer of various judicial responsibilities, which have the effect of expanding the work of the Rating and Valuation Department in the rent control field. It is therefore necessary to strengthen the Rent Control Division of the department.

3. At present the Rent Control Division is staffed mainly by members of two major grades :-

- (a) Rating and Valuation Surveyor, a professional grade requiring full Corporate Membership of the Royal Institution of Chartered Surveyors or equivalent for appointment; and
- (b) Valuation Assistant, an obsolescent grade providing support to the professional surveyors.

We are advised that these existing grades are not suitable to undertake the additional work in the rent control field. Only a limited degree of professional knowledge is required and it would therefore be inappropriate to employ members of a fully professional grade on this work. The Valuation Assistant grade is gradually being phased out as a result of a recommendation in our Report No. 2.

4. For these reasons, the Administration has proposed that a new grade of Rent Officer should be created to undertake rent control work. The work of the proposed new grade involves the processing of applications under the Landlord and Tenant (Consolidation) Ordinance, enforcement and control in cases where the Ordinance is contravened (including taking statements and providing assistance in prosecutions), the provision of advisory and mediation services to the public on ownership and tenancy matters, as well as liaison with solicitors, landlords, tenants and other government departments. Since the new grade's duties will involve acquiring a sound knowledge of the landlord and tenant legislation, as well as dealing effectively and tactfully with the general public, it was proposed to us that the appropriate qualification level would be matriculation.

5. We initially had some doubts about the appropriateness of these proposals and suggested that it might be preferable to employ Valuation Officers for rent control work. Valuation Officer is a Polytechnic diploma related grade in the Rating and Valuation Department, and we suggested that to create a Rent Officer stream in this grade might provide a greater degree of flexibility. Moreover it seemed to us that the possession of a knowledge of valuation techniques would be of value in rent control work.

6. It was explained to us by the Administration that the assessment of fair market rent which requires a knowledge of valuation techniques will form only a small part of a Rent Officer's duties. In general the requirement is for staff with sound general educational standards rather than technically-oriented recruits. We accept these arguments and accordingly advise that a new grade of Rent Officer should be created with matriculation as the entry qualification.

7. We are also satisfied that a four-rank structure is appropriate for the Rent Officer grade, in the light of the responsibilities proposed. We propose that the pay scales of the grade should be aligned with those of other matriculation grades with a similar structure, as follows :

<u>Proposed Rank</u>	<u>Proposed Pay Scale</u>
Rent Officer II	MPS 14 - 30
Rent Officer I	MPS 31 - 37
Senior Rent Officer	MPS 38 - 43
Chief Rent Officer	MPS 44 - 47

8. We are informed that it is intended that posts of Rent Officer II and I will be filled either by the in-service appointment of suitable candidates, or by direct recruitment. In due course when posts of Senior Rent Officer and Chief Rent Officer are filled, it will be possible to replace existing posts of Rating and Valuation Surveyor and Senior Rating and Valuation Surveyor in the Rent Control Division, thus enabling better use to be made of their professional training and expertise.

We have the honour to be,
Your Excellency's Obedient Servants,

(S. Y. Chung)
Chairman