

3 April 1982.

His Excellency Sir Murray MacLehose, G.B.E., K.C.M.G., K.C.V.O.,
Governor of Hong Kong.

Your Excellency,

New Grade of Laboratory Specialist Services Officer

We have been asked to advise on a new grade which it is proposed to create in the Government Laboratory to deal with laboratory and industrial safety matters. We have therefore conducted an examination of the duties and responsibilities which it is intended should be assigned to the new grade and of its proposed place within the Government Laboratory organisation. Our recommendations in respect of the new grade are contained in this letter.

2. The Government Laboratory's many responsibilities include the provision of specialist advice on the handling and disposal of hazardous chemicals, the transport of dangerous goods, safety in laboratories and the use of chemicals. The Laboratory plays a major role in investigating incidents involving the spillage of dangerous substances or leaks of poisonous gas and performs an important function within the overall industrial safety programme. Its duties in the safety field involve frequent contact with industry and public organisations and it advises the Education Department regarding safety in school laboratories.

3. At present, scientific safety work is not the specific responsibility of any particular grade or rank in the Government Laboratory. The work is undertaken by Chemists, Laboratory Technologists and Senior Laboratory Assistants as required. In view of the expanding range of work, particularly in the field of industrial safety, the Government Chemist considers that the present arrangements for providing safety services are unsatisfactory. He has therefore proposed that one post in a new grade of Scientific Safety Officer should be created to oversee the provision of emergency laboratory services, the implementation of universally accepted codes of practice on laboratory safety, safety training, the dissemination of safety information, and the assessment and notification of hazards to

industry and regulatory services both in Hong Kong and overseas. The Government Chemist further proposes that the new grade should be filled by serving officers who :

- (a) have passes in Chemistry and either Physics or Mathematics (Pure or Applied) at Advanced Level in the Hong Kong Advanced Level Examination or have a Laboratory Technician's Certificate from the former Hong Kong Technical College or have a Hong Kong Polytechnic Diploma in Chemical Technology, or the equivalent; and
- (b) have 10 years' experience in laboratory work, of which at least 5 years must have been in a supervisory capacity, and a good practical knowledge of the properties of hazardous materials and requisite safety requirements both in the laboratory and on site.

4. As a result of our examination, we are satisfied that there is a need for matters concerning laboratory and industrial safety to be dealt with by a single grade. However, we have noted that there are already two small one-rank grades in the Government Laboratory engaged in providing specialist laboratory services, namely :

- (a) Document Examiner (MPS 37 - 40) (3 posts)

Staff of this grade examine questioned documents and give expert evidence in court as to their authenticity and source.

- (b) Scientific Evidence Officer (MPS 37 - 40) (4 posts)

Staff of this grade attend the scenes of crimes to collect scientific evidence and to prepare physical evidence for laboratory analysis. They also give expert evidence in court.

We have also noted that the qualifications and experience required for appointment to these grades are similar to those proposed for appointment to the post of Scientific Safety Officer. Moreover, the duties of Document Examiner and Scientific Evidence Officer and those intended for the Scientific Safety Officer, although in different specialist fields, require the exercise of a comparable level of responsibility.

5. We therefore recommend that rather than create a one-post grade of Scientific Safety Officer, a new grade of

Laboratory Specialist Services Officer should be introduced which would accommodate not only the proposed Scientific Safety Officer post but also the existing grades of Document Examiner and Scientific Evidence Officer. The three different jobs would then form workstreams within a single specialist laboratory grade. We further recommend that the new grade should attract a pay scale of MPS 37 - 40, that is to say, the pay scale at present applicable to both the Document Examiner and Scientific Evidence Officer grades.

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

(S. Y. Chung)
Chairman

29 May 1982.

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

Your Excellency,

The Motor Vehicle Examiner Grade

Our attention has been drawn to problems being encountered in staffing the Motor Vehicle Examiner grade. We have therefore conducted a further review of the grade to see whether, in the light of these problems, any changes should be made in its pay scales or structure. Our findings are contained in this letter.

2. Motor Vehicle Examiner is a grade in the Transport Department the staff of which are mainly employed in inspecting motor vehicles of all types to ensure that they are roadworthy and comply with licensing requirements. The grade is included in the Technical Inspectorate group of grades, appointment to which usually requires the completion of an approved apprenticeship, possession of a Higher Certificate and a number of years relevant experience. The present pay scales and structure of the grade are as follows :

<u>Rank</u>	<u>Pay Scale</u>
Assistant Motor Vehicle Examiner	MPS 17 - 19
Motor Vehicle Examiner II	MPS 28 - 36
Motor Vehicle Examiner I	MPS 38 - 41
Senior Motor Vehicle Examiner	MPS 42 - 44

3. While the pay scales of the upper ranks of the Motor Vehicle Examiner grade follow the usual pattern of the grades in the Technical Inspectorate group, that of the Assistant Motor Vehicle Examiner rank does not; at MPS 17 - 19 it is considerably shorter than the pay scales of other technical inspectorate entry ranks which are

normally MPS 17 - 27. This is because unlike the technical inspectorate grades generally, where the first ranks have functional duties to perform, the rank of Assistant Motor Vehicle Examiner is essentially a training rank. There has been a long-standing shortage of local candidates with the necessary experience to perform the full duties of a Motor Vehicle Examiner and the rank was created in 1976 to enable qualified but inexperienced candidates to be appointed and given three years' on-the-job training to acquire the necessary expertise for appointment as Motor Vehicle Examiners II.

4. We are given to understand that the Assistant Motor Vehicle Examiner rank in its present form has failed to achieve its objective. It has proved impossible for staff appointed to the rank to gain the necessary experience and expertise within three years to enable them to perform the full range of duties at present required of a Motor Vehicle Examiner II. Staff therefore reach the maximum of their scale after two years with no prospect of early advancement to the Motor Vehicle Examiner II rank and without any provision for progression within their existing rank scale in line with other first ranks in the Technical Inspectorate. There seems little doubt that this situation contributes to the problems encountered in staffing the Motor Vehicle Examiner grade.

5. To alleviate these problems, we consider that the Motor Vehicle Examiner grade should be re-structured to bring it into line with comparable technical inspectorate grades. We have noted that the duties at present assigned to Motor Vehicle Examiners II vary in the degree of knowledge required for their performance and the levels of responsibility involved compare with those exercised by both the first and second ranks of other technical inspectorate grades. We therefore propose that the Assistant Motor Vehicle Examiner rank should cease to be a training rank and instead, should be assigned the less demanding of the functional duties at present performed by Motor Vehicle Examiners II. At the same time, the pay scale of the Assistant Motor Vehicle Examiner rank should be revised from MPS 17 - 19 to MPS 17 - 27 in line with the pay scale of the first ranks of comparable technical inspectorate grades. The pay scales and structure of the Motor Vehicle Examiner grade would then be as follows :

<u>Rank</u>	<u>Existing</u>	<u>Proposed</u>
Assistant Motor Vehicle Examiner	MPS 17 - 19	MPS 17 - 27
Motor Vehicle Examiner II	MPS 28 - 36	MPS 28 - 36
Motor Vehicle Examiner I	MPS 38 - 41	MPS 38 - 41
Senior Motor Vehicle Examiner	MPS 42 - 44	MPS 42 - 44

6. If our proposal to assign functional duties to the Assistant Motor Vehicle Examiner rank is accepted, we consider that the qualifications for appointment to the rank should also be brought broadly into line with those required for appointment to comparable first ranks in the Technical Inspectorate. That is to say, the basic entry qualifications should be completion of an approved technician apprenticeship, possession of a Higher Certificate in Mechanical Engineering (Automobile) from a technical institute or equivalent plus at least two years relevant post-apprenticeship experience. However, candidates with suitable higher qualifications, for example a Polytechnic Higher Diploma in Mechanical Engineering should be eligible for appointment without post-qualification experience.

7. Finally, we recommend that our proposed improvement to the pay scale of the Assistant Motor Vehicle Examiner rank, if accepted, should be implemented from the date on which the necessary arrangements are made to assign functional duties to the rank.

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

(S. Y. Chung)
Chairman

29 June 1982.

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

Your Excellency,

The Crewman Officer and Observer/Crewman Grades

We were recently advised of changes in the range of duties and level of responsibilities being exercised by the Crewman Officer grade in the light of which we were asked to re-examine the pay and structure of the grade, together with that of the related grade of Observer/Crewman. In accordance with this request, we have conducted a further review of the two grades and our findings are contained in the following paragraphs.

2. Crewman Officer and Observer/Crewman are departmental grades in the Royal Hong Kong Auxiliary Air Force (RHKAAF). The one-post grade of Crewman Officer was created in 1977 to take over, from a Flight Sergeant Air Loadmaster seconded from the Royal Air Force, the responsibility for training, examining and supervising full-time and volunteer Observers/Crewmen. Observer/Crewman is a one-rank grade with seven posts whose staff are employed on "aircrew" duties in emergency casualty evacuation operations, land and sea rescue missions, passenger and load ferrying; and on "observer" duties connected with search and surveillance missions, traffic observation and internal security operations. The present pay scales of the two grades are as follows :

<u>Observer/Crewman Grade</u>	<u>Pay Scale</u>
Observer/Crewman	MPS 13 - 31
<u>Crewman Officer Grade</u>	
Crewman Officer	MPS 36 - 44

3. A recent study has shown that, with the acquisition of more sophisticated aircraft by the RHKAAF, the duties of the Crewman Officer as training and examinations officer for Observers/Crewmen have substantially increased. There has also been an expansion of his role in advance planning, staff deployment and supervision. In addition, there has been a significant increase in the number of operations being mounted by the Crewman Officer and the Observers/Crewmen under his command. The study concludes that, because of these changes in duties and responsibilities, there is a need to provide assistance to the Crewman Officer at an appropriate level.

4. We accept that in the light of the increased demands being made on the Crewman Officer, there is a need for him to be provided with assistance so that he can be relieved of his more routine duties. We believe that this need could best be met by the creation of a senior rank in the Observer/Crewman grade to which an experienced and qualified Observer/Crewman could be promoted. Accordingly, we recommend a new rank of Senior Observer/Crewman with a pay scale of MPS 32 - 37. We consider that the pay scale of the Observer/Crewman rank remains appropriate, and with the creation of the proposed new rank the pay scales of the Observer/Crewman grade would be as follows :

<u>Observer/Crewman Grade</u>	<u>Pay Scale</u>	
	<u>Existing</u>	<u>Proposed</u>
Observer/Crewman	MPS 13 - 31	MPS 13 - 31
Senior Observer/ Crewman	-	MPS 32 - 37

5. The present pay scale of the Crewman Officer grade was set on the basis of a traditional pay relationship between Air Loadmaster and Pilot in the Royal Air Force. In the course of our review, we were given to understand that this pay relationship has changed and that Air Loadmasters and Pilots in the Royal Air Force now receive the same pay. We therefore recommend that the pay scale of the Crewman Officer should be revised to MPS 38 - 47 so as to bring it into line with that of the Pilot rank in the RHKAAF. The effect of this proposal would be as follows :

<u>Crewman Officer Grade</u>	<u>Pay Scale</u>	
	<u>Existing</u>	<u>Proposed</u>
Crewman Officer	MPS 36 - 44	MPS 38 - 47

6. We recommend that our proposals in respect of the Crewman Officer and Observer/Crewman grades, if accepted, should take effect from a current date.

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

(S.Y. Chung)
Chairman