

For discussion  
on 19 January 2000

EC(1999-2000)33

## ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

### HEAD 166 - GOVERNMENT FLYING SERVICE Subhead 001 Salaries

Members are invited to recommend to Finance Committee the amalgamation of the existing Air Crewman and the Air Crewman Officer grades in the Government Flying Service into a new Air Crewman Officer grade, as follows -

<b>Existing</b>	<b>Proposed</b>
<u>Air Crewman Grade</u>	<u>Air Crewman Officer Grade</u>
Air Crewman (GDS(R)9, 11 GDS(O)1-16) (\$16,725, \$17,825, \$18,885 - \$41,050)	Air Crewman Officer III (GDS(R)9, 11 GDS(O)1-16) (\$16,725, \$17,825, \$18,885 - \$41,050)
Senior Air Crewman (GDS(O)17-25) (\$42,895 - \$56,910)	Air Crewman Officer II (GDS(O)17-25) (\$42,895 - \$56,910)
<u>Air Crewman Officer Grade</u>	Air Crewman Officer I
Air Crewman Officer (GDS(O)26-35) (\$59,135 - \$82,325)	(GDS(O)26-35) (\$59,135 - \$82,325)
Senior Air Crewman Officer (GDS(O)36-38) (\$85,525 - \$92,700)	Senior Air Crewman Officer (GDS(O)36-38) (\$85,525 - \$92,700)

**/PROBLEM .....**

**PROBLEM**

The existing structure of the Air Crewman (AC) and Air Crewman Officer (ACMO) grades in the Government Flying Service (GFS) needs to be streamlined for better staff management in the Service.

**PROPOSAL**

2. The Controller, GFS proposes that the existing AC and ACMO grades be amalgamated into a new ACMO grade comprising four ranks of Air Crewman Officer III (ACMO III) (GDS(R)9, 11 and GDS(O)1-16), Air Crewman Officer II (ACMO II) (GDS(O)17-25), Air Crewman Officer I (ACMO I) (GDS(O)26-35) and Senior Air Crewman Officer (SACMO) (GDS(O)36-38).

**JUSTIFICATION**

3. The GFS comprises five sections, namely Aeroplane, Helicopter, Engineering, Quality and Administration Sections. Members of the AC and ACMO grades currently work in the Aeroplane and Quality Sections. The existing organisation chart of the Service is at Enclosure 1.

Encl. 1

4. The existing AC grade comprises two ranks of Air Crewman (GDS(R)9, 11 and GDS(O)1-16) and Senior Air Crewman (SAC) (GDS(O)17-25). Members of the AC grade perform flying duties as winchmen and winch operators in rescue missions, undertake aircrew duties in emergency evacuation operations, passenger and cargo ferrying, and observer duties in search and surveillance missions. AC also act as operations officers in the Air Command and Control Centre dealing with requests for emergency flying services. SAC are tasked with more demanding and difficult assignments, for example, night-time search and rescue. They also supervise the AC, assist in the training of AC, advise on acquisition and serviceability of equipment, schedule flights and co-ordinate with client departments and other GFS staff for tasking and operational requirements.

5. The existing ACMO grade comprises two ranks of Air Crewman Officer (GDS(O)26-35) and SACMO (GDS(O)36-38). Members of the ACMO grade are internal flight auditors, instructors and examiners. They instruct and examine AC and SAC and schedule manpower to meet flying commitments. In addition, SACMO are responsible for the planning work of the Units under their charge. They are also required to formulate staffing, training and operational policies, devise training programmes, monitor training/examination standards and categorisation systems for qualification of AC and ACMO grades, and ensure that the flight operations are safe and in compliance with the Civil Aviation Department and ISO 9002 standards.

6. Having reviewed the existing grade structure, the Controller, GFS proposes that the existing AC and the ACMO grades be amalgamated into a single new ACMO grade for the following reasons -

(a) ***Availability of qualified personnel from within GFS for appointment to ACMO***

At present, ACMO is the basic rank of the ACMO grade and the posts are filled by direct recruitment. Eligible candidates for the posts must have completed a specialised training course on air crewman operations, acquired an Instructor's Category to the GFS standards and accumulated at least five years' experience in support and search and rescue operations in helicopters or fixed-wing aircraft. Given the specialised job requirements of the ACMO, candidates have only been available either from within the GFS or from overseas. Over the past few years, GFS has successfully localised the ACMO grade and trained up a pool of qualified personnel in AC grade for advancement to this grade. In the recruitment exercise to fill one ACMO post in 1998, Controller, GFS received five applications from the AC grade staff and there was no applicant from outside the GFS. Subsequently, an SAC was appointed ACMO within the GFS. In view of the availability of sufficient expertise within the Service, Controller, GFS envisages it unnecessary to recruit ACMOs from overseas. Making the ACMO a promotion rank for qualified AC would provide a more logical and streamlined grade structure to reflect the present day circumstances and would be conducive to better staff management;

(b) ***Boosting the morale of the AC grade***

This proposal will formalise the advancement opportunity to the ACMO rank for the AC Grade and would boost staff morale; and

(c) ***Avoiding proliferation of civil service grades***

The size of the existing AC and ACMO grades is very small. Amalgamation of these two grades is in line with the general civil service policy to avoid proliferation of small grades with responsibilities of a similar nature.

7. The proposed amalgamation will involve only re-titling of the grades and ranks. The pay scales of the ranks of ACMO III, ACMO II, ACMO I and SACMO and the number of posts in each rank will be the same as those of the

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comparable ranks of the existing AC and ACMO grades. Upon amalgamation, the grade structure and pay scales of the existing AC and ACMO grades will be transformed to the new ACMO grade as follows -

Existing	No. of post	New	No. of post
<u>Air Crewman Grade</u>		<u>Air Crewman Officer Grade</u>	
Air Crewman <sup>1</sup> (GDS(R)9, 11 GDS(O)1-16) (\$16,725, \$17,825, \$18,885 - \$41,050)	21	Air Crewman Officer III <sup>1</sup> (GDS(R)9, 11 GDS(O)1-16) (\$16,725, \$17,825, \$18,885 - \$41,050)	21
Senior Air Crewman (GDS(O)17-25) (\$42,895 - \$56,910)	6	Air Crewman Officer II (GDS(O)17-25) (\$42,895 - \$56,910)	6
<u>Air Crewman Officer Grade</u>			
Air Crewman Officer (GDS(O)26-35) (\$59,135 - \$82,325)	4	Air Crewman Officer I (GDS(O)26-35) (\$59,135 - \$82,325)	4
Senior Air Crewman Officer (GDS(O)36-38) (\$85,525 - \$92,700)	2	Senior Air Crewman Officer (GDS(O)36-38) (\$85,525 - \$92,700)	2
Total	33		33

Encls. 2-5  
Encl. 6

The entry requirements, responsibilities and duties of the respective ranks will also remain unchanged. The job descriptions are at Enclosures 2 to 5. A proposed organisation chart is at Enclosure 6.

**/FINANCIAL .....**

<sup>1</sup> Two increments may be granted to an Air Crewman (before amalgamation) or Air Crewman Officer III (after amalgamation) when he/she passes the qualifying examination at Level 3 and another two increments may be granted when he/she passes the qualifying examination at Level 5. As a result of the Starting Salaries Review for Disciplined Services, the Standing Committee on Disciplined Services Salaries and Conditions of Service recommended in October 1999 that the starting pay of new recruits should be set at GDS(R)4 [\$14,100] for Form 5 graduates and GDS(O)1d [\$15,850] for matriculants. The new pay scale is subject to the approval of Finance Committee of the Starting Salaries Review.

**FINANCIAL IMPLICATIONS**

8. The proposal is cost-neutral and there are no financial or staffing implications arising from it.

**BACKGROUND INFORMATION**

9. GFS provides a variety of flying services including search and rescue operations and a 24-hour air ambulance service. It supports the Police in law enforcement duties, assists Fire Services Department by water-bombing hill-fires, assists Lands Department in taking aerial mapping and survey and conveys official visitors and government officials in the course of their duties.

**CIVIL SERVICE BUREAU COMMENTS**

10. Civil Service Bureau supports the amalgamation of the existing AC and ACMO grades into a new ACMO grade in the GFS.

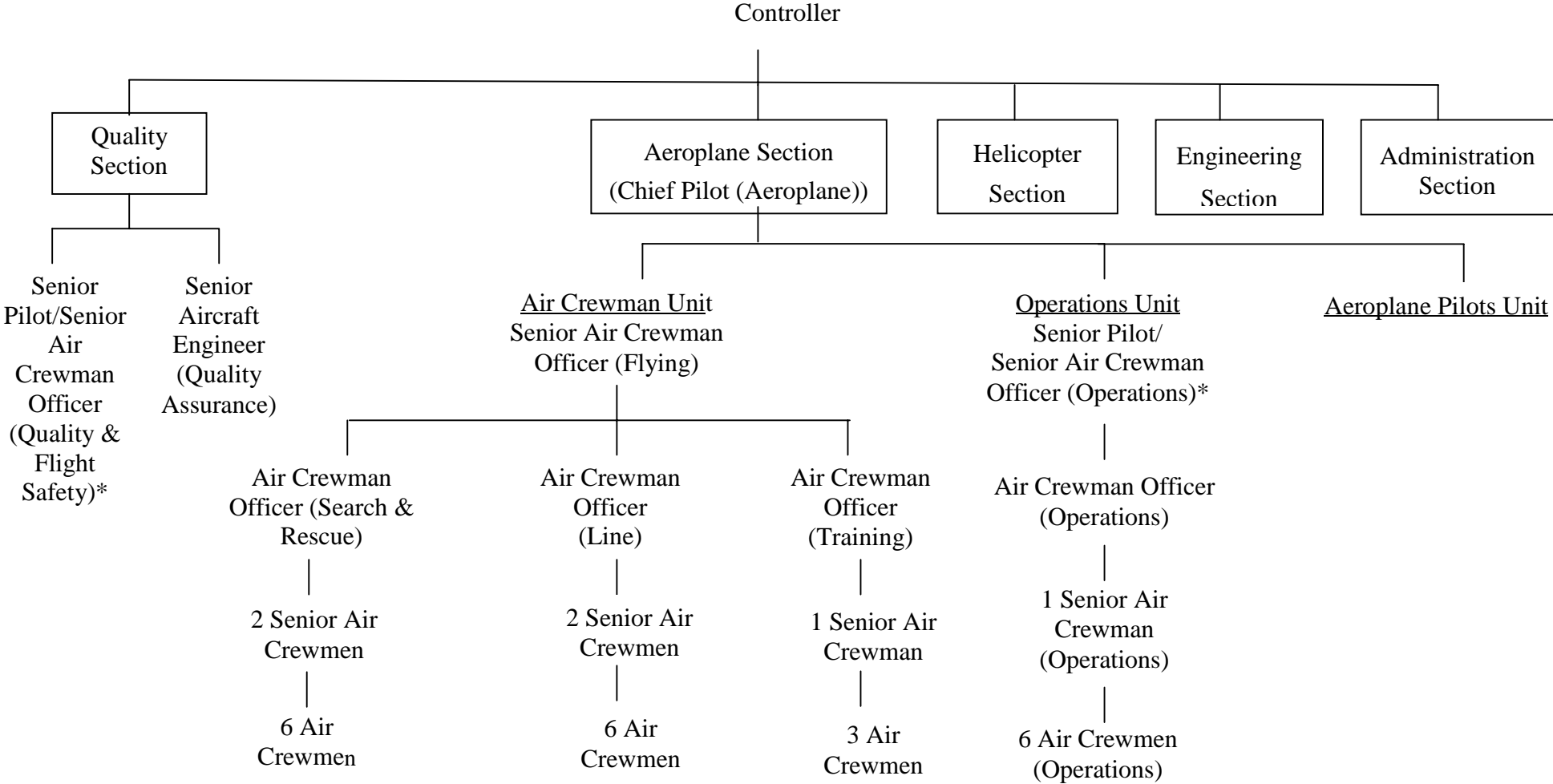
**ADVICE OF THE STANDING COMMITTEE ON DISCIPLINED SERVICES SALARIES AND CONDITIONS OF SERVICE**

11. The Standing Committee on Disciplined Services Salaries and Conditions of Service has supported the merger of the AC and the ACMO grades into a new ACMO grade.

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Security Bureau  
January 2000

**Government Flying Service  
Existing Organisation Chart**



\* There are two Senior Air Crewman Officers on the establishment. One is permanently deployed in the Air Crewman Unit . The other takes turn with a Senior Pilot to be in-charge of the Operations Unit or to monitor the flight safety, flying quality and standards in the Quality Section as both jobs involve the work of both pilots and air crewmen.

**Job Description of Air Crewman  
(or Air Crewman Officer III after amalgamation)**

Responsible to the Senior Air Crewman (or Air Crewman Officer II after amalgamation) for -

- (a) acting as a winch operator or a winchman to lift survivors or injured persons into the aircraft;
- (b) performing observer duties in search and surveillance missions;
- (c) operating communications and search and rescue equipment on the aircraft;
- (d) undertaking “aircrew” duties in emergency evacuation operations, passenger and cargo ferrying; and
- (e) acting as an operations officer in the Air Command & Control Centre to deal with requests for emergency flying service and communicate with pilots through radios.





**Job Description of Senior Air Crewman  
(or Air Crewman Officer II after amalgamation)**

Responsible to the Air Crewman Officer (or Air Crewman Officer I after amalgamation) for -

- (a) supervising Air Crewmen (or Air Crewman Officers III after amalgamation) in the daily flying and operations duties;
- (b) assisting in the training of Air Crewmen (or Air Crewman Officers III after amalgamation);
- (c) scheduling flights and co-ordinating with client departments and other GFS staff for tasking and operational requirements;
- (d) advising on acquisition and serviceability of equipment; and
- (e) acting as line air crewman.



**Job Description of Air Crewman Officer  
(or Air Crewman Officer I after amalgamation)**

Responsible to the Senior Air Crewman Officer for duties in (a) to (c), and Senior Pilot for duties in (a) & (c) -

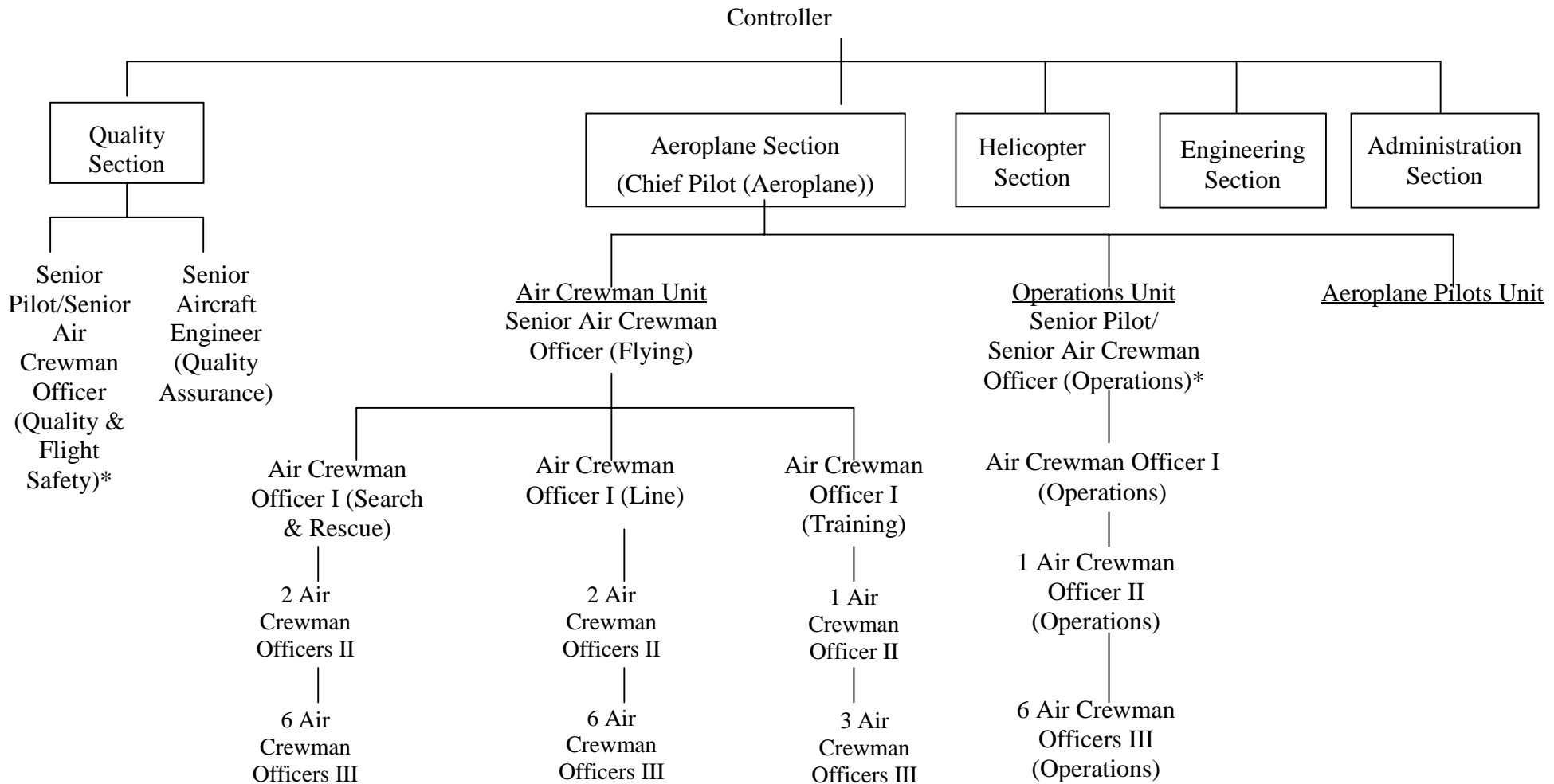
- (a) supervising Air Crewmen (or Air Crewman Officers III after amalgamation) and Senior Air Crewmen (or Air Crewman Officers II after amalgamation);
- (b) instructing and examining Air Crewmen (or Air Crewman Officers III after amalgamation) and Senior Air Crewmen (or Air Crewman Officers II after amalgamation); and
- (c) scheduling manpower to meet flying commitments.

**Job Description of Senior Air Crewman Officer  
(before and after amalgamation)**

Responsible to the Chief Pilot (Aeroplane) for duties in (a) to (e) and the Controller for duty in (f) -

- (a) planning and implementing the expansion programme for the Air Crewman and Operations Units in order to meet the unit's future flying and other operational requirements;
- (b) formulating staffing, recruitment, training and operational policies in respect of the Air Crewman and Operations Units;
- (c) devising detailed training programmes and providing specialised or advanced training to meet the professional standards of competence required of the Air Crewman and Air Crewman Officer grades (or Air Crewman Officer grade after amalgamation);
- (d) conducting examinations and categorisations for members of the grade to ensure that the established standards are maintained;
- (e) supervising the Air Crewman and Operations Units; and
- (f) ensuring the flying quality and flight safety are in compliance with the international, Civil Aviation Department and internal standards.

**Government Flying Service  
Proposed Organisation Chart**



\* There are two Senior Air Crewman Officers on the establishment. One is permanently deployed in the Air Crewman Unit. The other takes turn with a Senior Pilot to be in-charge of the Operations Unit or to monitor the flight safety, flying quality and standards in the Quality Section as both jobs involve the work of both pilots and air crewmen.