

**立法會**  
**Legislative Council**

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From : Clerk to the Finance Committee

To : Members of the Finance Committee

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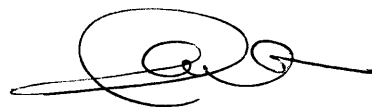
**Finance Committee**

**Supplementary Note to FCRI(2003-04)15**  
**"Changes to the approved estimates of expenditure**  
**approved under delegated powers"**

Pursuant to members' request, the Administration has provided supplementary information on the following items pertaining to FCRI(2003-04)15 issued vide LC Paper No. FC13/03-04 dated 13 November 2003 -

Head	Subhead	New Commitment	Enclosure
122 - Hong Kong Police Force	Item 822: E-learning development project	\$3,765,000	1
118 - Planning Department	Item 901: Review on shopping habits	\$3,650,000	2
162 - Rating and Valuation Department	Item 506: Interim valuation of open land car parks	\$783,000	3

Head	Subhead	New Commitment	Enclosure
29 - Civil Service Training and Development Institute	Item 218: Pilot scheme on introducing a 360 degree assessment tool for the Administration Officer Grade	\$2,500,000	4(a)
	Item 219: Pilot leadership management programme for high potential officers on MPS Point 45-49	\$2,500,000	4(b)
	Item 220: Pilot collaborative Junior Training Programme for the Administrative Service and junior directorate (D1 and D2) officers	\$3,200,000	4(c)
	Item 221: Pilot scheme on Directorate Leadership Development for seven department	\$4,450,000	4(d)



(Ms Pauline NG)  
Clerk to the Finance Committee

Encl.

**Enclosure 1****Supplementary information on the  
“e-Learning Development Project” of Hong Kong Police Force (HKPF)**

- This project is mainly focused on the implementation of e-Learning in HKPF to inculcate the life-long learning culture and to improve training efficiency.
- Funding will be used in the following areas –
  - (a) \$3.565 million to develop 13 multi-media interactive e-Learning packages in a 2-year time frame for delivery through multiple channels, including CD-ROM, Police Intranet and e-Learning platform of Civil Service Training and Development Institute; and
  - (b) \$0.2 million to procure e-Learning programming software for trainers to produce simple e-Learning packages.

**Enclosure 2****Supplementary Information on the  
“Review on Shopping Habits” commissioned by Planning Department**

- The Hong Kong Planning Standards and Guidelines on retail facilities were last revised upon completion of a study on shopping habits in 1996. The information on shopping habits obtained from that study has been used as one of the references in the planning of retail facilities.
- Since then, there have been significant changes in shopping patterns due to increasing cross-boundary shopping (both ways), the emergence of chain superstores and the increasingly popular practice of e-trade and internet/tele-shopping, etc. Planning Department needs to collect up-to-date information on the shopping habits/shoppers' expenditure patterns through a review study so that the changes can be taken into consideration in future planning.
- The review study will include conducting a household survey covering not less than 6 000 successful households and not less than 150 structured interviews with retailers and stakeholders. The objectives of the study are –
  - to identify the broad pattern, the latest development trend and distribution of retail facilities in the territory;
  - to examine the shopping habits and aspirations of households on retail provision, and to identify their general/specific expenditure pattern;
  - to investigate the factors including the supply and demand chain relationship which would affect the provision and development of retail facilities and any need for supporting facilities;
  - to collect and update the views of retailers and stakeholders regarding the future retail development trends and floor space provision;
  - to study the impacts of the shopping habits and development trends on planning and how the planning system and different planning approaches can respond to them; and
  - to review and recommend revision, where appropriate, to the current planning standards and guidelines on retail facilities having regard to the findings of the above.

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- The information obtained from the review study should be useful to both the public and private sectors.
- The study is still in the consultant selection stage and has not yet been commissioned. The executive summary of the review is therefore not yet available. The Planning Department will provide a copy of the executive summary to the Finance Committee for information once available.

**Enclosure 3****Supplementary information on the  
Assessments of Open Land Car Parks in the New Territories****Background**

1. The Rating and Valuation Department (RVD) conducted a survey of open land car parks in May 2003 and found that 180 open land car parks converted from agricultural land need to be assessed for rating and Government rent purposes.
2. In June 2003, a new commitment of \$783,000 was approved by the Treasury Branch of Financial Services and the Treasury Bureau under delegated authority for RVD to employ six temporary Valuation Officers (VOs), at a monthly salary of \$12,595, for nine months starting from August 2003, to prepare interim valuation of 180 car parks converted from agricultural land in the New Territories.

**Justification**

3. It is necessary to assess the rateable value of the car parks as soon as possible in order to –
  - (a) inform the rates/rent payers of their liabilities for rates and Government rent as early as possible;
  - (b) receive the rates and Government rent revenue as soon as possible; and
  - (c) shorten the back-dating period of the interim valuation to minimize the amount of rates and Government rent payable by the rates/rent payer under the first demand, hence possible inconvenience to the payers.
4. The assessment of the car parks is labor intensive because it entails –
  - (a) inspection of the properties and site-referencing work including identification of lot boundary and site measurements;
  - (b) collection of occupation and rental information, and names and postal addresses of ratepayers and Government rent payers; and
  - (c) valuation.
5. As the existing resources in the department was unable to cope with this imminent and labor intensive task, approval was given to employ these temporary VOs.

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### **Revenue Implications**

6. On the assumption that the average rateable value for each car park is \$600,000, the total estimated rateable values for 180 car parks will be \$108,000,000. The estimated rates and Government rent receivable will be \$5,400,000 and \$3,240,000 a year respectively.

**Enclosure 4 (a)****Supplementary information on the  
Pilot scheme on introducing a 360 degree assessment tool  
for the Administrative Officer Grade****Course details**

The exercise is to try out a 360 degree assessment tool in the Administrative Officer Grade. A consultant was commissioned to convert a paper-based assessment tool called the "Competency and Behavior Assessment Directory" which was developed in-house into a web-based 360 degree assessment tool, and to provide the web-based platform for anonymous assessment, as well as to generate individual and overall reports arising from the assessment for the reference of individual ratees and the Grade Management respectively. The results from the exercise will allow participating officers to better understand their own strengths and weaknesses so that they could work to improve on their performance, and for the Grade Management to organise training programmes that would better suit the needs of AO grade members.

**Duration**

The development of the web-based tool started in April 2003. The pilot run took place from June to September 2003. Whether the exercise will be rolled out to all members of the Grade is subject to review. Our present estimation is that the funds allocated for this programme will be sufficient to roll out two additional rounds of assessment to all members of the Administrative Officer Grade.

**Expected number of attendance**

181 officers participated in the first run either as ratees or raters. The participation in the next few years would be dependent on whether and if so, how far the exercise is to be rolled out in the Administrative Officer Grade.

**Agency responsible for delivering the programme**

The Administrative Service Division, Civil Service Bureau and an external consultant.



**Enclosure 4 (b)****Supplementary information on the  
Pilot leadership management programme  
for high potential officers on MPS 45-49****Leadership In Action Programme**

The Leadership In Action (LIA) Programme is one of the core management programmes for grooming officers for directorate succession . It focuses on enhancing participants' abilities in performing their leadership role in policy development and implementation, and in managing the public sector in the rapidly changing environment facing the HKSARG.

**Aims and Benefits**

- (a) To explore with participants the challenges in the external and internal environment, and to define their leadership roles in meeting these challenges.
- (b) To reinforce the competencies and strategic planning skills of participants in developing and implementing public policy .
- (c) To expose participants to strategies for leading and managing change, thereby enhancing the abilities they need in the context of the new civil service environment.
- (d) To strengthen their personal effectiveness and influencing skills in effecting change.

**Content**

- Public Policy Development and Management
- Leadership and Change
- Media and crisis communication
- Personal Effectiveness
- Personal development plan

**Duration**

3 weeks

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### **Participants**

About 150 trainees (five classes with thirty in a class) in 03/04 and 04/05 from MPS points 45-49.

### **Agencies Responsible**

The programme is run by CSTDI, using local experts and overseas consultants.

**Enclosure 4 (c)****Supplementary information on the  
Pilot collaborative Junior Training Programme  
for the Administrative Service and junior directorate (D1 and D2) officers****Course details**

This is an executive development programme targeted at officers on Point 1 or 2 of the Directorate Pay Scale. The target group includes Administrative Officers and departmental officers. The objective is to orient, prepare and develop the target group of officers for responsibilities at the directorate level.

The programme adopts a modular format (with a total of five modules) held over a weekend roughly once a month in a period of six months.

The programme will cover topics on public administration, leadership, as well as personal effectiveness.

**Duration**

Programme development is expected to start in January 2004. Our initial plan is for the programme to be delivered once every year consecutively for three years.

**Expected number of attendance**

A total of 120 officers. (40 officers per programme with a total of three rounds.)

**Agency responsible for delivering the programme**

An educational institution under the direction of the Administrative Service Division and the Civil Service Training and Development Institute, Civil Service Bureau.

**Enclosure 4 (d)****Supplementary information on the  
Pilot scheme on Directorate Leadership Development**

The scheme is intended to assist participating departments to develop the leadership capacity of their senior staff and to address their directorate succession and manpower planning issues. The project begins with two departments in the financial year 2003-04 - Buildings Department (BD) and Correctional Services Department (CSD). Five other departments will be invited to join the scheme in the financial years 2004-05 and 2005-06.

The scheme is to help participating departments to –

- map out the leadership requirements of the department at the senior staff level ;
- identify the leadership development needs of staff considered to have potential for further advancement;
- provide a suitable range of development options;
- develop the officers individually and collectively; and
- formulate the long term staff development framework.

**Duration**

The programme will run from 2003-06. The project for the first two departments started in November 2003 and is expected to be completed by September 2004.

**Participants**

Around 15 to 20 senior staff from each participating department will join the scheme.

**Agencies Responsible**

An external consultant has been commissioned to provide the above services for BD and CSD. CSTDI will oversee the work of the consultant.