

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 80 – JUDICIARY Subhead 000 Operational expenses

Members are invited to recommend to the Finance Committee the following –

Judge and Judicial Officer post

- (a) the creation of the following permanent judicial post in the Judiciary with immediate effect upon approval by the Finance Committee –

1 Justice of Appeal of the Court of Appeal of
the High Court
(JSPS 17) (\$339,550)

Civil service posts

- (b) the retention of the following supernumerary post in the Judiciary Administration for five years from 1 February 2022 –

1 Administrative Officer Staff Grade C
(D2) (\$179,350 - \$196,050)

- (c) the creation of the following supernumerary post in the Judiciary Administration for five years with immediate effect upon approval by the Finance Committee –

1 Principal Executive Officer
(D1) (\$150,950 - \$165,200)

/PROBLEM

PROBLEM

To cope with the increased workload of the Court of Appeal (CA) of the High Court (HC), we see the need to strengthen the establishment of Judges and Judicial Officers (JJOs) at that level of court. On the Judiciary Administration (Jud Adm) front, additional directorate support is required for the long-term planning and implementation of Judiciary-wide initiatives, particularly the increased use of technology in court operations, short-term and long-term court building accommodation projects, as well as enhancing security support for coping with high-profile court cases.

PROPOSAL

2. The Judiciary Administrator, on the instruction of the Chief Justice, Court of Final Appeal (CJ), proposes to –

- (a) create one permanent judicial post of Justice of Appeal of the CA of the HC (JA) (JSPS 17) with immediate effect upon approval by the Finance Committee (FC) to strengthen the judicial establishment at that level of court;
- (b) retain one supernumerary post of Administrative Officer Staff Grade C (AOSGC) (D2) for five years from 1 February 2022 to provide directorate support to the Office of Deputy Judiciary Administrator (Planning and Quality) (DJA(PQ) of the Planning and Quality Division (PQ Division) of the Jud Adm; and
- (c) create one supernumerary post of Principal Executive Officer (PEO) (D1) for five years with immediate effect upon approval by the FC to provide directorate support to the Accommodation Section of the PQ Division of the Jud Adm.

JUSTIFICATION**Creation of an additional JJO post**

3. The HC is composed of the CA and the Court of First Instance (CFI). For most cases heard (including applications for leave to appeal) in the CA, at least two JAs are required. For hearing substantive appeals, three JAs are required.

4. The establishment of the CA was last increased from 11 to 14 in 2015, when three additional JA posts were created. Since then, the CA has been operating with a complement of 14 Judges, comprising the Chief Judge of the HC (CJHC) (as the Court Leader of the HC and the President of the CA, shouldering

/considerable

considerable administrative responsibilities in addition to his judicial duties) and 13 JAs. Normally, three substantive JAs are required to form one division for the purpose of listing cases. With the existing complement, at most four divisions can be formed at any one time.

5. An additional permanent JA post is needed for the CA to cope with the increased workload, for the following reasons –

- (a) the caseload of the CA remains heavy during recent years. In 2020 (up to 30 September 2020), there were 894 cases filed to the CA, of which 176 were criminal appeals, 536 were civil appeals and 182 were miscellaneous proceedings;
- (b) in recent years, the Government has been dealing with a huge number of claims under the Convention Against Torture. Applicants who are dissatisfied with the decision of the Torture Claims Appeal Board established under Section 37ZQ of the Immigration Ordinance (Cap. 115) may seek relief by way of an application for leave to apply for judicial review to the CFI of the HC. If this is refused, the decision is then appealed to the CA and from there, to the Court of Final Appeal. From 2016 to 2019, the number of civil appeals has shot up by about 143% from 246 cases in 2016 to 597 cases in 2019. For the first nine months of 2020, as many as 536 civil appeal cases were filed. This was mainly due to an upsurge of 350 appeals in relation to non-refoulement claim cases filed with the CA from one in 2016, 351 in 2019 and 349 cases for the first nine months of 2020. Details are at Enclosure 1. The caseload for substantive appeals of the CA has also been increasing rapidly for about 51% from 646 in 2016 to 973 in 2019. The above rapid surge in civil appeals in recent years has been imposing tremendous pressure on the workload of the CA;
- (c) the caseload alone does not fully reflect the demand on judicial resources in the CA. There has also been an increasing number of complex cases that generally take longer time to conclude. In particular, the percentage of hearing for criminal appeals involving unrepresented litigants has been consistently staying at a high level (at around 50%) in recent years and this has correspondingly increased the work handled by JAs. The percentage of civil appeals involving unrepresented litigants has increased significantly from 25% in 2016 to 43% in 2017 and further up to 77% in 2019. A high ratio of appeals involving unrepresented litigants has contributed to the heavy workload for JAs;

Encl. 1

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- (d) in order to cope with the heavy workload of Judges in the CA and help improve court waiting times, a number of measures have been adopted. One such measure is to draw judicial manpower from the CFI by deploying CFI Judges to sit as additional judges of the CA. Whilst such arrangement has helped provide temporary relief to the judicial manpower of the CA, we see the need for strengthening the judicial manpower of the CA by creating one additional permanent JA post, thereby increasing listing flexibility and the number of divisions that can be formed to handle cases;
- (e) apart from sitting in court, JAs need to do a substantial amount of work out of court, i.e. preparation for cases, dealing with paper applications and writing judgments, etc. in order to discharge their judicial duties properly and efficiently; and
- (f) on top of judicial work, JAs have been taking up more administrative duties in the past few years. Leaving aside the position of the CJHC who is unable to perform judicial duties on a full-time basis due to his heavy administrative duties as the Court Leader of the HC, the four Vice Presidents also need to shoulder administrative duties and look after procedural issues. Certain JAs also need to oversee the development of mediation, remote hearings, review of family and matrimonial issues, and criminal appeal procedures, and the operation of the Judicial Institute (JI), etc.

6. In light of the above, the Judiciary considers it necessary to enhance the judicial manpower of the CA by creating an additional permanent JA post in the CA. The Judiciary will continue to review the need for additional permanent JA post in the CA in due course. The job description of the JA in the CA is at Enclosure 2.

Encl. 2

Retention and creation of civil service supernumerary directorate posts

7. The CJ is the head of the Judiciary and is charged with the administration of the Judiciary under the Hong Kong Court of Final Appeal Ordinance (Cap. 484). In discharging his administrative responsibilities, the CJ is assisted by, among others, the Judiciary Administrator and staff in the Jud Adm.

/Retention

Retention of a supernumerary AOSGC postFunctional review of the new PQ Division

8. Further to the establishment of the PQ Division, the Jud Adm has recently taken a critical examination of the roles and functions of the Division having regard to the short-term and long-term development and management initiatives to be undertaken by the Jud Adm. Taking into account the heavy and complex nature of the duties and responsibilities involved, we see the need to provide dedicated support to the DJA(PQ)¹ in taking forward the long-term planning and implementation of the Judiciary-wide initiatives, including the strategy on making greater use of technology in court operations, conducting service reviews and compilation of useful management information.

9. We propose retaining the existing supernumerary AOSGC post in the Development Office (Dev Office) of the Development Division² for five years upon the lapse of it on 1 February 2022, and re-deploying the post to the PQ Division for taking up the duties as set out in paragraphs 10 and 11 below. This re-deployment will rationalise the directorate support between the DJA(PQ) and the Deputy Judiciary Administrator (Development) (DJA(D)) such that each will be underpinned by one AOSGC post³ dedicated to specified policy issues. This will bring about a more balanced and sustainable directorate structure for the Jud Adm.

Major duties of the supernumerary AOSGC post proposed to be retained

10. The proposed supernumerary AOSGC post, to be designated as Assistant Judiciary Administrator (Planning and Quality) (AJA(PQ)), will assist the DJA(PQ) in taking forward strategic planning and implementation relating to the following areas of work –

(a) Legislation on use of electronic technology in court operations

Following the enactment of the Court Proceedings (Electronic Technology) Ordinance in July 2020, the AOSGC will be responsible for identifying and tackling policy matters on the

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¹ The post of DJA(PQ) at Administrative Officer Staff Grade B1 (D4) rank was approved by the FC on 24 April 2020 vide FCR(2019-20)25 to head a new PQ Division to be set up under the Jud Adm.

² As approved by the FC on 1 February 2019 for three years vide FCR(2018-19)77 to continue providing support for the Dev Office of the Development Division of the Jud Adm.

³ As approved by the FC on 24 April 2020 vide FCR(2019-20)25 for taking up the role of the Deputy Administrative Assistant to CJ. This post is placed under the supervision of DJA(D) who assumes the responsibilities of the Administrative Assistant to CJ post.

implementation of the Information Technology Strategy Plan (ITSP) and supporting the preparation of the detailed rules and practice directions in phases for all levels of courts. Apart from drafting legislative amendments, there will be an ongoing need to resolve the relevant policy and legal issues arising from electronic transactions.

The Judiciary is now working on the necessary legislative amendments to enable the use of remote hearing in criminal proceedings and will submit the proposals to the Legislative Council (LegCo) as soon as possible. The AOSGC will play a key role in the exercise. Apart from appropriate legal safeguards for conducting remote hearings, suitable operational and administration arrangements have to be worked out. Extensive consultation with stakeholders (to be assisted by the AOSGC) will be needed during the policy formulation process.

(b) *Implementation of ITSP at full force*

Following a few years' delay as reflected in the Direct of Audit's report on ITSP, the AOSGC post has to take charge of the responsibility of ensuring the timely completion of the integrated court case management system which seeks to help steer the ongoing implementation of electronic transactions of court business across different levels of court by phases. There is also the need for dedicated directorate attention in taking forward new and ongoing information technology (IT) initiatives through putting in place the necessary technology infrastructure, reviewing and revamping operational procedures, including remote hearings, e-filing/ e-transactions of court documents, e-appointments for registry services and use of e-bundles in hearings.

(c) *Integration of IT development with the Judiciary's two short-term and two longer-term mega accommodation projects*

To ensure and sustain quality management in the Jud Adm, the AOSGC is required to ensure synergy and integration of IT development with these projects –

- (i) re-commissioning of the Tsuen Wan Law Courts Building (LCB) (expected completion in the third quarter of 2021);
- (ii) provision of additional courtrooms and related facilities in the HC Building (expected completion around 2024);

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(iii) reprovisioning of the District Court (DC) and the Family Court (to be co-located with the Lands Tribunal) (expected completion in 2027); and

(iv) reprovisioning of the HC (expected completion at least ten years later).

(d) *Support to committees/working groups*

The AJA(PQ) will have to provide secretariat and administrative support to high-level committees/working groups relating to the implementation of ITSP and relevant stakeholders' engagement meetings required to take forward various major initiatives and steer the long-term development of the Judiciary.

(e) *Interface with Government and LegCo*

The AJA(PQ) will assist the DJA(PQ) in co-ordinating matters which have an interface with the Government and the LegCo.

11. To ensure the timely and effective adoption of technology and management initiatives in the various parts of the court operations in accordance with the IT strategy of the Judiciary, the AJA(PQ) will also need to render appropriate policy and administrative support to the Operations Division led by the Deputy Judiciary Administrator (Operations) as and when necessary.

Consequential reshuffling of duties of the Assistant Judiciary Administrator (Development) (AJA(D))

12. Following the re-organisation of the PQ Division, the only permanent AOSGC post in the Dev Office, to be re-designated as AJA(D), will take up most of the existing duties of the supernumerary AOSGC post on top of his/her own duties upon the lapse of the supernumerary AOSGC post on 1 February 2022. The duties include taking forward various policy proposals initiated by the Judiciary to promote ongoing improvements to court systems, practices, rules and procedures for various levels of courts and tribunals. Some of the proposals may entail legislative changes, as well as consultation with internal and external stakeholders at various levels as appropriate. Moreover, the AJA(D) is responsible for assessing the policy and legislative proposals originating from the Government which impact on the Judiciary's policies or court operations.

13. The AJA(D) has recently been tasked with co-ordinating the proposed legislation on the Review of Family Procedure Rules. It is a massive exercise as the legislative work involved is extensive, complicated and highly technical, requiring extensive legal, operational and administrative inputs. Apart from enacting a new Ordinance (to be drafted from scratch), a new set of self-contained and comprehensive procedural rules on family matters with corresponding practice directions, and legislative changes to about ten other pieces of existing principal legislation and many pieces of subsidiary legislation will also be required. The implementation of the Family Procedure Rules will also require high-level co-ordination and strategic planning. It is expected that the whole exercise will take quite a number of years.

Creation of a supernumerary PEO post

14. A review in 2014 on the accommodation needs of the Judiciary revealed that there was an acute shortage of courtrooms, chambers and supporting facilities at the HC and the DC levels. There was a need for additional directorate support to help steer the important tasks of identifying suitable sites for reprovisioning the HC (including the Competition Tribunal and the JI) and the DC (it will co-locate the Family Court and the Lands Tribunal); to examine the feasibility of the potential sites in meeting the Judiciary's accommodation requirements; to work out a new planning and design strategy for courtrooms and court-related facilities to achieve synergy and maximise operational efficiency; and to take follow-up actions on the construction of the new LCBs. A supernumerary post of PEO (Project Planning and Accommodation) (PEO(P&A)) was created on 1 February 2016⁴ to spearhead the two mega courts building projects. In response to operational needs, the PEO(P&A) has also been charged with the responsibility for court security matters. The post lapsed on 1 April 2020.

15. Taking into account the ongoing and foreseeable longer-term work demand relating to the above matters, there is a clear continued need for additional directorate support on strategic planning and steer on accommodation and court security issues, particularly in taking forward projects and initiatives on court building facilities and court security arrangements. It is proposed to create a supernumerary PEO post, to be re-designated as Assistant Judiciary Administrator (Accommodation) (AJA(Accom)), for five years with immediate effect upon approval by the FC, under the PQ Division of the Jud Adm. The major considerations are as follows –

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⁴ In view of the imminent operational need to kick start the tasks, a supernumerary PEO(P&A) post was first created under delegated authority on 1 February 2016 until 30 November 2017 to provide directorate and strategic inputs for this long-term initiative. On 1 December 2017, the FC approved the creation of the supernumerary PEO(P&A) post until 31 March 2020 (FCR(2017-18)39).

- (a) as part of the Judiciary's long-term accommodation strategy, the Judiciary is taking forward the two mega courts building projects to relocate the HC and the DC for meeting the operational needs in the coming decades⁵. The Judiciary is also conducting a review on the long-term need for new Magistrates' Courts in Hung Shui Kiu, Tseung Kwan O and Hong Kong Island. Several existing LCBs will have been in use for over 40 years in 2020s, 2030s and 2040s, thereby giving rise to a continual demand for timely strategic planning, management and engagement work for coping with the long-term accommodation needs of the Judiciary in response to its operational challenges. Dedicated directorate attention is required for steering and managing the intensive engagements with judicial officers, support staff and other institutional users to tackle the host of technically and operationally complex issues arising from various court building projects within stringent timeframes;
- (b) in recent months, there has been an increasing trend of high-profile cases (particularly cases relating to social events) at all levels of courts, involving a large number of people attending courts, sometimes within close time intervals. This has given rise to continual demand for timely and appropriate crowd management and court security measures for ensuring the smooth, orderly and safe operation of the courts. Dedicated directorate support is required to ensure effective strategic overview in the planning and adoption of suitable crowd management and court security measures such as security screening at LCBs and management of its Judiciary Security Team in support of venue managers in the maintenance of court security in 12 LCBs; and
- (c) there is a continued need for dedicated directorate attention for the formulation and overview of policies and guidelines on accommodation and court security matters in all Judiciary premises to cope with changing circumstances while maintaining the solemnity and independence of the Judiciary. One recent example is the re-commissioning of the former Tsuen Wan LCB to relieve the DC of the tremendous caseloads brought about by the proliferation of court cases relating to social events. Another example is the special preventive and crowd management measures in light of the evolving COVID-19 epidemic, including social distancing measures, mandatory body-temperature checks and other anti-epidemic efforts at various levels of courts and registries.

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⁵ For the HC project, it is at the initial planning stage and relevant bureaux/departments are sorting out the interfacing issues with infrastructure projects in the vicinity which are essential to ensuring the smooth delivery of the project. For the DC project, it has entered the critical stage of compiling functional requirements and tender preparation. Subject to funding approval of the FC, construction works are expected to start in 2022-23.

- Encls. 3 & 4 16. The job description of the proposed AJA(PQ) post and the revised
Encl. 5 job description of the AJA(D) post are at Enclosures 3 and 4 respectively. The job
Encl. 6 description of the proposed AJA(Accom) post is at Enclosure 5. The proposed
 organisation chart of the Jud Adm is at Enclosure 6.

NON-DIRECTORATE SUPPORT

17. The proposed JA post will be supported by four additional non-directorate posts comprising one Judicial Clerk, one Personal Secretary I, one Assistant Clerical Officer and one Clerical Assistant posts.

18. The supernumerary AOSGC post proposed to be retained will be supported by three permanent posts of one Senior Administrative Officer, one Personal Secretary I and one Assistant Clerical Officer.

19. The supernumerary PEO post proposed to be created will be supported by 32 non-directorate posts comprising one Senior Architect, 19 Executive Officer grade, and 12 clerical and secretarial grades posts.

ALTERNATIVES CONSIDERED

20. The existing JJOs in the Judiciary are already fully engaged in the judicial work at various levels of court. While we have been deploying CFI Judges to sit as additional judges at the CA to help improve court waiting times, this is not a long-term solution. To cope with the heavy workload of the CA, the Judiciary needs to enhance the JJO establishment of the CA accordingly. There is no other alternative.

21. In light of the wide span of responsibilities of the DJA(PQ) and the strategic issues and initiatives he/she needs to take up, the Jud Adm sees a strong need for an AOSGC with extensive administrative and policy-making experience to provide dedicated support to him/her on the overall long-term planning for the various important initiatives as set out in paragraph 10 above. Otherwise, the DJA(PQ) and the Jud Adm will be deprived of the dedicated directorate support required for ensuring the effective and efficient discharge of the multiple duties and responsibilities involved. As regards the proposed supernumerary PEO post, the responsibilities concerned cannot be taken up by less senior staff owing to their heavy and complex nature, as well as the intensity of engagements required with other directorate officers for tackling the accommodation and court security measures involving complicated operational interface issues with most other

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sections and divisions. All existing directorate staff of the Jud Adm are already fully engaged in their existing schedules. It will not be viable for any of them to take up the work required of the proposed PEO post without adversely affecting the effective discharge of their respective duties.

FINANCIAL IMPLICATIONS

22. The proposed creation of one permanent judicial post of JA will bring about an additional notional annual salary cost at mid-point of \$4,074,600. The additional full annual average staff cost, including salaries and staff on-costs, is \$7,958,000.

23. The proposed retention of one supernumerary AOSGC post and creation of one supernumerary PEO post will bring about an additional notional annual salary cost at mid-point of \$4,207,200 as follows –

Post	Notional annual salary cost at mid-point \$	No. of posts
AOSGC (D2)	2,283,600	1
PEO (D1)	1,923,600	1
Total	4,207,200	2

The additional full annual average staff cost, including salaries and staff on-costs, is \$5,817,000.

24. The additional notional annual salary cost at mid-point for the four additional non-directorate posts as mentioned in paragraph 17 above is \$1,418,700 and the additional full annual average staff costs, including salaries and staff on-costs, is \$1,896,000. On the other hand, the 35 non-directorate posts mentioned in paragraphs 18 to 19 above are existing posts in the Jud Adm. No additional staff cost is involved.

25. The Judiciary has included sufficient provision in the 2020-21 Estimates to meet the costs of the staffing proposals mentioned in this paper and will reflect the resources required in the Estimates of subsequent years.

PUBLIC CONSULTATION

26. We consulted the LegCo Panel on Administration of Justice and Legal Services (AJLS Panel) on 25 May 2020 on the proposed creation of a permanent JA post as listed out in paragraph 2(a) above and the proposed

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creation of a permanent PEO post for the same purpose as set out in paragraph 2(c) above. Members supported the staffing proposals. We also consulted the AJLS Panel on 2 November 2020 on the proposal of making permanent a supernumerary AOSGC post for the same purpose as set out in paragraph 2(b) above, and provided supplementary information to the Panel on 23 November 2020⁶. Members did not raise objection to the proposal.

ESTABLISHMENT CHANGES

27. The establishment changes under Head 80 – Judiciary for the past two years are as follows –

Establishment (Note)	Number of posts			
	Existing (As at 1 February 2021)	As at 1 April 2020	As at 1 April 2019	As at 1 April 2018
A	223 ^{***^}	218 ^{**}	219 ^{**}	214 [*]
B	203 [#]	198 [#]	198 [#]	199 [#]
C	1 636	1 609	1 544	1 497
Total	2 062	2 025	1 961	1 910

Note:

A – ranks in the directorate pay scale or equivalent

B – non-directorate ranks, the maximum pay point of which is above MPS Point 33 or equivalent

C – non-directorate ranks, the maximum pay point of which is at or below MPS Point 33 or equivalent

* – including 204 JJO posts

** – including 208 JJO posts

*** – including 211 JJO posts

^ – as at 1 February 2021, there were 48 unfilled directorate JJO posts and the judicial functions of 33 such posts were performed by Deputy JJOs appointed from outside the Judiciary

– including 11 Special Magistrate posts

CIVIL SERVICE BUREAU COMMENTS

28. The Civil Service Bureau supports the proposed retention of one supernumerary AOSGC post and creation of one supernumerary PEO post as listed out in paragraphs 2(b) and 2(c) above respectively. The grading and ranking of the proposed posts are considered appropriate having regard to the level and scope of responsibilities.

/ADVICE

⁶ The Judiciary has reviewed the proposals to create the PEO and the AOSGC posts on a permanent basis, and considers it more prudent for the two proposed civil service directorate posts to be created on a supernumerary basis for five years initially to take forward the strategic initiatives and tasks as set out in this paper. The continued need for the two proposed civil service directorate posts will be reviewed in due course. The Judiciary may need to seek the endorsement of the Establishment Subcommittee and the approval of the FC for the retention/making permanent of the two proposed posts where necessary and appropriate.

ADVICE OF THE STANDING COMMITTEE ON JUDICIAL SALARIES AND CONDITIONS OF SERVICE

29. The Standing Committee on Judicial Salaries and Conditions of Service has advised that the proposal for the creation of one permanent JA post in the Judiciary as listed out in paragraph 2(a) above is appropriate.

ADVICE OF THE STANDING COMMITTEE ON DIRECTORATE SALARIES AND CONDITIONS OF SERVICE

30. As the two civil service posts of one AOSGC and one PEO are proposed on a supernumerary basis, their retention/creation, if approved, will be reported to the Standing Committee on Directorate Salaries and Conditions of Service in accordance with the agreed procedure.

The Judiciary
February 2021

Caseload for Civil Appeals of Court of Appeal
in 2016 to 2020 (up to 30 September 2020)

Year	Number of Civil Appeals filed	Breakdown by Case Nature	
		Cases Other than Non-Refoulement Claims	Non- Refoulement Claims
2016	246	245	1
2017	298	272	26
2018	611	218	393
2019	597	246	351
2020 (Up to 30 September 2020)	536	187	349

Job Description
Justice of Appeal of the Court of Appeal of the High Court

Rank : Justice of Appeal of the Court of Appeal of the High Court
(JSPS 17)

Responsible to : Chief Judge of the High Court (JSPS 18)

Main Duties and Responsibilities –

1. To hear and determine appeals on civil and criminal matters from the Court of First Instance of the High Court, the District Court, the Lands Tribunal, the Competition Tribunal and various tribunals and statutory bodies, and all related applications.
2. To give rulings on questions of law referred by lower levels of courts.

Job Description
Assistant Judiciary Administrator (Planning and Quality)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Judiciary Administrator (Planning and Quality)
(DJA(PQ)) (Administrative Officer Staff Grade B1) (D4)

Major Duties and Responsibilities –

1. To take forward legislative and policy proposals initiated by the Judiciary relating to the use of technology, such as the legislative exercise on remote hearing and identify opportunities to build synergy in information technology development of the Judiciary.
2. To resolve policy matters for the implementation of the Information Technology Strategy Plan (ITSP) and prepare detailed rules and practice directions.
3. To provide policy support in the formulation, evaluation and monitoring of long-term planning for the Judiciary to facilitate overall administration, efficiency and effectiveness of court operations.
4. To provide secretariat and administrative support to high-level committees/working groups relating to the implementation of the ITSP and relevant stakeholders engagement meetings to take forward various major initiatives and provide steer on the long-term development of the Judiciary.
5. To provide overall co-ordination on matters which have an interface with the Government and the Legislative Council.

**Revised Job Description
Assistant Judiciary Administrator (Development)**

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Judiciary Administrator (Development) (DJA(D))
(Administrative Officer Staff Grade B) (D3)

Major Duties and Responsibilities –

1. To take forward legislative and policy proposals initiated by the Judiciary on matters relating to various aspects of court rules, systems, practices and procedures for different levels of courts and tribunals.
2. To provide assessment from the Judiciary's policy and operational perspectives on legislative proposals initiated by the Government and to co-ordinate the Judiciary's feedback to the Government.
3. To co-ordinate policy-related matters which have an interface with judiciaries in other jurisdictions, for example, the negotiation and signing of Memorandum of Guidance/Understanding relating to court procedures and co-operative arrangements.
4. To provide high-level secretariat and administrative support for the committees and working groups set up by the Chief Justice to consider various legislative and policy matters. For instance, the Implementation Committee for Family Procedure Rules and the Working Group on Costs Budgeting.

**Proposed Job Description
Assistant Judiciary Administrator (Accommodation)**

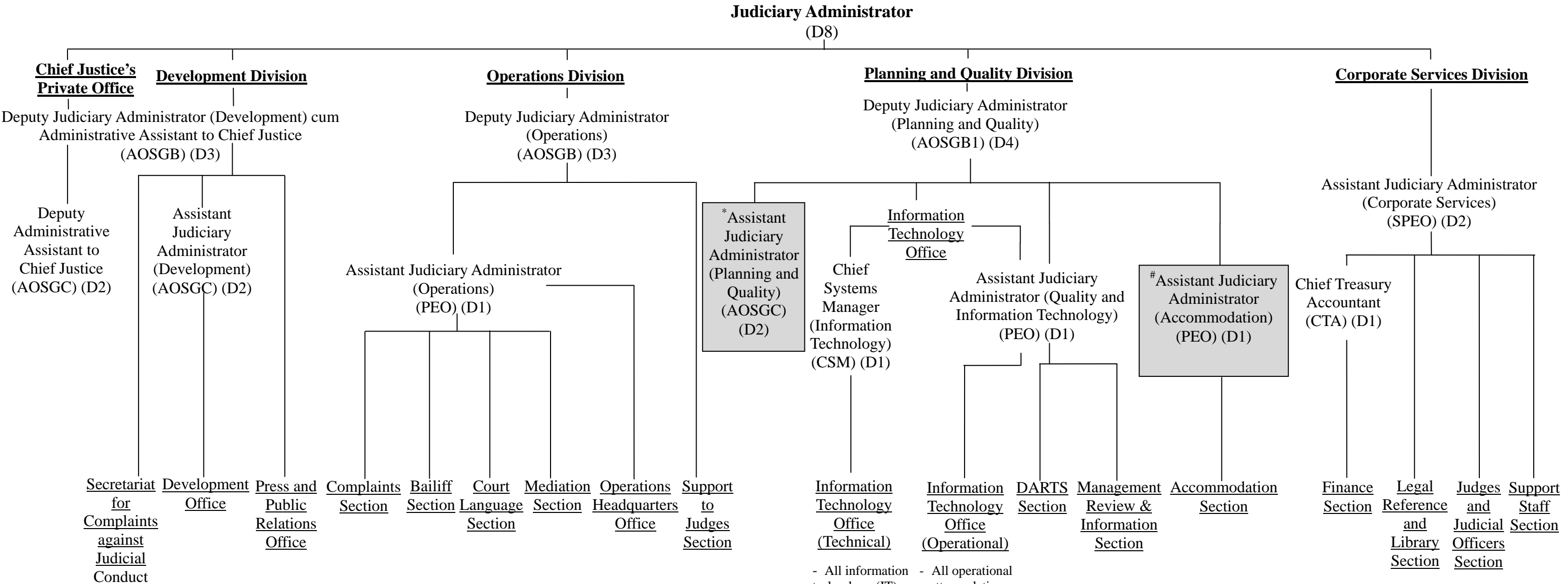
Rank : Principal Executive Officer (D1)

Responsible to : Deputy Judiciary Administrator (Planning and Quality)
(Administrative Officer Staff Grade B1) (D4)

Major Duties and Responsibilities –

1. To formulate and implement the long-term accommodation strategy for the Judiciary.
2. To take forward the major initiative to relocate the High Court (HC) and the District Court (DC), including –
 - (a) co-ordinating/analysing comments and seeking steer from Court Leaders in drawing up the future requirements of the HC and the DC; and
 - (b) overseeing the planning and implementation of the new HC and the new DC projects.
3. To plan and implement other new, maintenance and improvement projects addressing the accommodation needs of the Judiciary in short, medium and long terms.
4. To oversee policy matters and operational issues on accommodation and court security issues.
5. To supervise the Accommodation Section tasked with the responsibility to formulate policies for and oversee property management issues in 12 Judiciary premises.

Proposed Organisation Chart of Judiciary Administration, Judiciary



Development Division

- Interface with the Government
- Legal profession liaison
- Policy and legislation
- Press and public relations

Operations Division

- Bailiff services
- Complaints
- Court language
- Court registries
- Promotion of court-related mediation
- Services for unrepresented litigants
- Support to Judges and Judicial Officers (JJOs)

Planning and Quality Division

- Accommodation and building security
- Adoption of Information Technology
- Digital audio recording and transcription services (DARTS)
- Interface with the Legislative Council
- Management information
- Management review

Corporate Services Division

- Finance
- General administration
- Human resources management
- Legal reference and library
- Service and training support to JJOs
- Service to support staff

■ Proposed supernumerary directorate posts to be retained/created

* Supernumerary post proposed to be retained for five years from 1 February 2022

Supernumerary post proposed to be created for five years with immediate effect upon approval by the Finance Committee