

**Legislative Council Panel on Public Service  
Follow-up to Meeting on 18 November 2002**

**LC Paper No. CB(1)260/02-03(03)  
Review of Duty Mileage Allowance**

**INTRODUCTION**

At the meeting of the Legislative Council Panel on Public Service held on 18 November 2002, Members requested the Administration to provide information on -

- (a) the departments in which officers were eligible for Duty Mileage Allowance (DMA), the ranks and strength of the officers concerned, and the criteria for assessing their eligibility for DMA; and
- (b) the formula/methodology adopted for computing the cost of "repairs and maintenance" for the purpose of calculating the running costs incurred for the officers' duty journeys.

**DMA CLAIMANTS**

2. Eligibility for claiming DMA is determined essentially by reference to operational need and cost-effectiveness. An officer who anticipates a need to drive his private vehicle for duty purposes must first seek prior approval in principle from the departmental management if he intends to claim DMA for duty journeys. Approval in principle will be given only if the departmental management is satisfied that there is a genuine operational need for the officer to travel by the nature of his duties in circumstances where public transport is not appropriate, available or cost-effective. Such circumstances include performing emergency or urgent tasks particularly during odd hours, conveying important documents or witnesses, carrying bulky tools/equipment, making visits/inspections to remote areas not accessible by public transport, conducting surveillance/investigations or ambush duties, working under a tight schedule, etc. Following the in-principle approval obtained from the departmental management, the officer concerned is required to seek specific approval for individual DMA claims. In processing these claims, the departmental management should be satisfied that the journeys are necessary for the performance of the officer's duties and the most appropriate method of conveyance in terms of efficiency and economy has been used.

3. In 2001-02, 64 departments incurred a total expenditure of \$29.37 million on DMA payments. The top five DMA-spending departments accounted for about 40% of the total DMA expenditure. These departments

are, in descending order of their DMA spending, the Housing Department, the Architectural Services Department, the Highways Department, the Hong Kong Police Force and the Correctional Services Department. Around 1 600 officers from 84 ranks in these five departments submitted DMA claims in 2001-02. A list of these ranks with the number of DMA claimants in each rank is at the Enclosure. The ranks with most claimants were Police Constables and Sergeants, Clerks of Works, Works Supervisors, Housing Officers and Building Services Inspectors.

Encl.

#### **FORMULA/METHODOLOGY FOR COMPUTING THE COST OF "REPAIRS AND MAINTENANCE"**

4. The cost of "repairs and maintenance", which is one of the components of the running costs for determining the DMA rates under the existing formula, is assessed in accordance with the methodology approved by the Finance Committee of the Legislative Council in 1990. The assessment is based on 10% of the capital cost of a vehicle per annum, averaged over 19 200 kilometres for motor cars and 16 000 kilometres for motor cycles and scooters. The capital cost of a vehicle is based on the average retail prices of several popular models.

Civil Service Bureau  
December 2002

**Claimants of Duty Mileage Allowance (DMA) in  
Top Five DMA-Spending Departments in 2001-02**

Department	Rank of DMA claimants	No. of DMA claimants in the rank
Housing Department	Housing Officer	83
	Assistant Clerk of Work	68
	Building Services Inspector	37
	Assistant Building Services Inspector	36
	Clerk of Works	28
	Assistant Housing Manager	23
	Housing Manager	22
	Senior Building Services Inspector	17
	Senior Clerk of Works	14
	Chief Technical Officer	6
	Maintenance Surveyor	6
	Senior Housing Manager	6
	Survey Officer	6
	Estate Surveyor	5
	Building Services Engineer	4
	Structural Engineer	4
	Amenities Assistant I	3
	Amenities Assistant II	3
	Amenities Officer I	3
	Senior Estate Surveyor	3
	Senior Maintenance Surveyor	3
	Senior Building Services Engineer	2
	Senior Planning Officer	2
	Amenities Officer II	1
	Chief Estate Assistant	1
	Chief Planning Officer	1
Deputy Director of Accounting Services	1	
Senior Structural Engineer	1	
Principal Technical Officer (Structural)	1	
Quantity Surveyor	1	
<b>Total</b>		<b>453</b>
Architectural Services Department	Clerk of Works	70
	Assistant Clerk of Works	65
	Works Supervisor I	21
	Maintenance Surveyor	18

<b>Department</b>	<b>Rank of DMA claimants</b>	<b>No. of DMA claimants in the rank</b>
Architectural Services Department (cont'd)	Senior Clerk of Works	17
	Assistant Building Services Inspector	13
	Building Services Inspector	10
	Structural Engineer	9
	Works Supervisor II	9
	Chief Technical Officer (Building)	8
	Survey Officer (Quantity)	6
	Technical Officer (Architectural)	3
	Building Services Engineer	2
	Geotechnical Engineer	2
	Senior Maintenance Surveyor	2
	Chief Architect	1
	Chief Quantity Surveyor	1
	Chief Technical Officer (Building Services)	1
	Electrical Inspector	1
	Senior Building Services Engineer	1
	Senior Building Services Inspector	1
	Senior Mechanical Inspector	1
	Supplies Officer	1
	Senior Survey Officer (Quantity)	1
Senior Structural Engineer	1	
Senior Technical Officer (Architectural)	1	
<b>Total</b>		<b>266</b>
Highways Department	Works Supervisor II	68
	Works Supervisor I	55
	Inspector of Works	47
	Assistant Inspector of Works	46
	Engineer	44
	Senior Engineer	29
	Senior Inspector of Works	14
	Chief Engineer	5
	Chief Technical Officer	3
	Senior Survey Officer	2
	Chief Land Surveyor	1
	Government Engineer	1
	Land Surveyor	1
	Landscape Architect	1
	Senior Landscape Architect	1
Principal Government Engineer	1	
<b>Total</b>		<b>319</b>

<b>Department</b>	<b>Rank of DMA claimants</b>	<b>No. of DMA claimants in the rank</b>
Hong Kong Police Force	Police Constable, Senior Police Constable	222
	Sergeant	82
	Inspector, Senior Inspector	22
	Chief Inspector	13
	Station Sergeant	13
	Forensic Pathologist	6
	Senior Forensic Pathologist	5
	Superintendent	3
	Assistant Police Telecommunications Inspector	2
	Motor Vehicle Examiner II	2
	Chief Superintendent	1
	Clinical Psychologist	1
	Consultant Forensic Pathologist	1
	Motor Vehicle Examiner I	1
	Police Telecommunications Inspector	1
	Senior Clinical Psychologist	1
	Senior Motor Vehicle Examiner	1
<b>Total</b>		<b>377</b>
Correctional Services Department	Officer	51
	Chief Officer	25
	Assistant Officer I	23
	Principal Officer	21
	Superintendent	12
	Senior Superintendent	11
	Principal Industrial Officer	1
	Senior Master	1
	Chief Technical Officer	1
	Clerk of Works	1
	Lecturer	1
	Senior Clinical Psychologist	1
	Principal II	1
	<b>Total</b>	

**Grand total for the top five DMA-spending departments:**

<b>DMA Spending in 2001-02</b>	<b>No. of ranks*</b>	<b>No. of DMA Claimants</b>
<b>\$ 11.663 M</b>	<b>84</b>	<b>1 565</b>

\* Some ranks exist in more than one department.