

LOCAL VESSELS ADVISORY COMMITTEE

Unifying the Office Hours of District Marine Offices

Purpose

This paper seeks members' endorsement on the proposal to unify the office hours of all eight District Marine Offices ('DMOs') of the Marine Department ('MD') in order to enhance the licensing and port formality services for the public.

Background

2. Subsequent to the implementation of five-day week in the Government by phases since July 2006¹, the office hours of the DMOs had been adjusted with details set out at *Annex*².

3. Recently, the industry, including the ferry/launch and cargo vessel operators, have aired their views on the inconsistent office hours of the DMOs, and have pointed out that the office hours of their counter service does not align with those of their Shroff service (except for the Central Marine Office and Aberdeen Marine Office). It not only causes confusion to users but also cannot cater for their operational needs.

Proposal

4. In view of the above, MD has reviewed the current situation and exchanged views with the representatives of the industry during regular meetings. To optimize the resources of MD and enhance the licensing and port formality services at the DMOs, it is proposed to unify the office hours of the DMOs as follows:

Monday to Friday 8:30 a.m. to 12:30 p.m. 2:00 p.m. to 4:30 p.m.

¹ See <http://www.info.gov.hk/info/5day/eng/>

² Extracted from <http://www.mardep.gov.hk/en/contactus/5day.html>

5. Apart from the counter service, MD also provides round-the-clock services through the Electronic Business System ('eBS') for handling port formalities and other shipping related documents required by MD. eBS has already extended its services to allow individual ship owners to submit applications for renewal of vessel licences through the system. In addition, the renewal applications may also be sent by mail to any DMO and will be processed within six working days. The new licences will be sent by mail to the registered addresses of the ship owners.

Schedule

6. It is proposed to implement the new office hours from 4 July 2016 for a trial period of six months, during which MD will review the effectiveness and collect feedback from stakeholders.

7. A Marine Department Notice will be promulgated to inform the industry and the public of the new office hours of the DMOs.

Consultation

8. The Sub-committee on Class III Vessels was consulted about the proposal at its meeting held on 26 April 2016 whilst the Sub-committees on Class I, II and IV Vessels were consulted by paper circulation in April 2016. No adverse comment on paragraph 4 above was received.

Advice Sought

9. Members are invited to comment on and endorse the above proposal.

Port Control Division
Marine Department
May 2016

District Marine Office	Monday to Friday Office Hours
Aberdeen Marine Office	<u>Counter</u> 8:30 a.m. – 12:30 p.m. 2:00 p.m. – 4:30 p.m.
Central Marine Office	<u>Shroff</u> 8:30 a.m. – 12:30 p.m. 2:00 p.m. – 4:30 p.m.
Cheung Chau Marine Office	<u>Counter</u> 8:30 a.m. – 12:30 p.m. 2:00 p.m. – 4:30 p.m.
Shau Kei Wan Marine Office	<u>Shroff</u> 9:00 a.m. – 12:30 p.m. 2:00 p.m. – 4:30 p.m.
Sai Kung Marine Office	<u>Counter</u> 8:30 a.m. – 12:45 p.m. 2:00 p.m. – 5:45 p.m.
Tai Po Marine Office	<u>Shroff</u> 9:00 a.m. – 12:30 p.m. 2:00 p.m. – 4:30 p.m.
Tuen Mun Marine Office	<u>Counter</u> 8:30 a.m. – 12:45 p.m. 2:00 p.m. – 5:45 p.m.
Yau Ma Tei Marine Office	<u>Shroff</u> 9:00 a.m. – 12:30 p.m. 2:00 p.m. – 5:00 p.m.