

**For discussion
on 21 February 2001**

EC(2000-01)36

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 63 - HOME AFFAIRS DEPARTMENT Subhead 001 Salaries

Members are invited to recommend to Finance Committee the creation of the following permanent post in the Home Affairs Department -

1 Administrative Officer Staff Grade C
(D2) (\$116,650 - \$123,850)

PROBLEM

The Director of Home Affairs (DHA) needs to strengthen directorate support in the Home Affairs Department (HAD) to cope with the much broadened scope and complexity of the services and activities provided by the department.

PROPOSAL

2. We propose to create one permanent post of Administrative Officer Staff Grade C (AOSGC) (D2) to head a new division in HAD to cope with the increasing workload particularly in relation to building management, maintenance and safety.

JUSTIFICATION

New Initiatives in Building Management

3. With increased public awareness of the importance of good building management to protect the lives and properties of the residents, HAD has

/implemented

implemented a number of new initiatives in providing enhanced services on building management to improve the fire safety and standard of management of the buildings. It has established two Building Management Resource Centres (BMRCs) to assist the public in setting up Owners' Corporations (OCs) and managing their buildings properly; set up a Special Liaison Team to assist pre-1973 commercial buildings to form OCs; extended coverage of Building Management Co-ordination Teams to more districts to work on target problematic buildings; and set up District Fire Safety Committees in each of the 18 districts.

4. The Building Management (Amendment) Ordinance 2000 facilitates the formation of OCs, including those for problematic buildings, and provides ultimately for mandatory management for private buildings. This will bring about fundamental changes to building management work. With increasing community expectation on the Government to expand and strengthen its current services, HAD sees an urgent need to establish a new division in the department to plan and co-ordinate building management matters. HAD will co-ordinate with the Task Force on Building Safety and Preventive Maintenance which has come up with a package of proposals, including comprehensive support for building owners and OCs, that involve substantial input and support from HAD. To take these initiatives forward, HAD has set up an inter-departmental steering group to plan, co-ordinate and monitor actions by relevant departments. To assist building owners to run their buildings properly, HAD will set up two specialist advisory teams, one on building/structural matters and the other on legal issues. It will also enhance the training provided to building owners and management bodies on specialised subjects such as tendering procedures, accounting and auditing etc., through the BMRCs. There are also plans to open another BMRC later in the year.

5. Building management requires co-ordinated efforts of government departments as well as the OCs, District Councils (DC) and other interested parties. DHA considers that there is a permanent need for an additional officer at AOSGC level to focus on this area of work. The head of the new division must be someone with rich experience who can assist DHA to review and formulate strategies and direction of HAD's building management functions and services, deployment of resources, liaise with relevant government departments, professional bodies and political parties, and deal with complex complaints. He will represent HAD at Legislative Council and DC meetings, and explain government policy to the media. He has to be sufficient senior in order to oversee the work of the multi-disciplinary teams in the division. An AOSGC post is therefore proposed.

6. We propose that the department's current responsibility for overseeing implementation of the licensing or certification schemes for hotels, guesthouses,

/bedspace

bedspace apartments and clubs, should also come under the new AD. The purpose of the licensing or certification processes is to regulate the fire safety and building safety of these premises under the relevant ordinances, and the inclusion of this area of work under the new AD will enable the pooling of expertise together.

The Much Broadened Role of HAD

Encl. 1 7. We have considered but concluded that the existing directorate officers in HAD Headquarters are unable to absorb the new building management work. As can be seen from the existing organisation chart of HAD Headquarters at Enclosure 1, the existing three ADs are fully stretched with commitments in their respective portfolio. Indeed, in recent years, there have been significant changes to the role of HAD, in particular its increasing role in co-ordinating the work of other departments in delivering improved government services. Apart from taking up an increasingly prominent role in promoting and ensuring improved standards of building management and safety, it has extended its role in improving the local environment by taking over the Rural Planning and Improvement Strategy Minor Works Programme, and launching the Rural Minor Works Programme and Urban Minor Works Programme recently. The establishment of the new DCs in January 2000 has called for a high degree of co-ordination and support from HAD in facilitating the DC's work and ensuring that they are properly briefed on the whole range of government projects and activities. In addition, HAD has now become a central machinery for promotion of new government initiatives at the district level in areas such as promotion of wider use of information technology and tourism, and co-ordination of district involvement in support of government publicity campaigns including the Healthy Living Campaign and the Clean Hong Kong Campaign. It is also responsible for monitoring and assessing the provision of services for new arrivals from the Mainland in order to assist them to integrate successfully into the local community. This has involved much co-ordination work at both Headquarters and district levels and further added to the workload of all directorate staff. Therefore, the existing three ADs cannot absorb the new commitments arising from the enhanced building management work. We consider that there is an urgent need to create an additional post of AD to give focussed attention to building management matters.

Encl. 2 8. The job description of the proposed new AD(4) is at Enclosure 2. The
Encls.3&4 revised organisation chart of HAD and the organisation chart of the new division headed by the new AD are at Enclosures 3 and 4 respectively.

/FINANCIAL

FINANCIAL IMPLICATIONS

9. The additional notional annual salary cost of this proposal at mid-point is \$1,443,000. The full annual average staff cost of this proposal, including salaries and staff on-costs, is \$2,415,240.

10. In addition, the proposal will necessitate the creation of eleven additional non-directorate posts at a notional annual mid-point salary cost of \$7,216,920 and a full annual average staff cost of \$12,206,000. We have included sufficient provision in the 2001-02 draft Estimates to meet the cost of this proposal.

BACKGROUND INFORMATION

11. We will consult the Legislative Council Panel on Home Affairs on 20 February 2001.

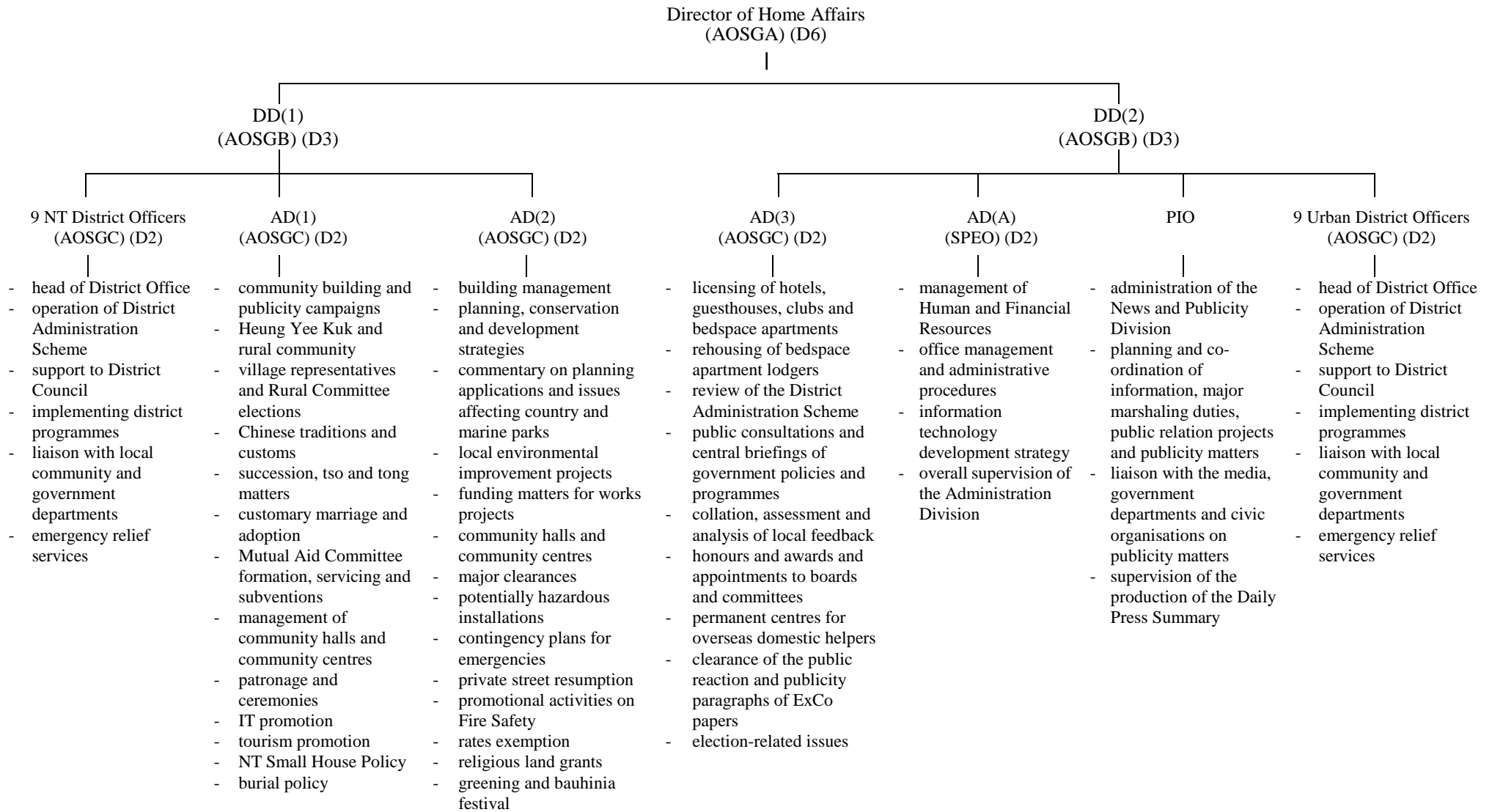
CIVIL SERVICE BUREAU COMMENTS

12. The Home Affairs Bureau has considered carefully alternative means to provide the required directorate support for HAD bearing in mind the need to ensure efficiency and effectiveness. The Bureau considers this proposal the most appropriate way to proceed. Having regard to the justifications put forward, the Civil Service Bureau supports the creation of the proposed post to cope with the increasing workload and responsibilities particularly in relation to building management, maintenance and safety, and considers the grading and ranking of the proposed post to be appropriate.

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

13. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the post would be appropriate if the post were to be created.

Existing Organisation Chart of Home Affairs Department



**Job Description
of the proposed new Assistant Director of Home Affairs (4)**

Post : Assistant Director of Home Affairs (4)

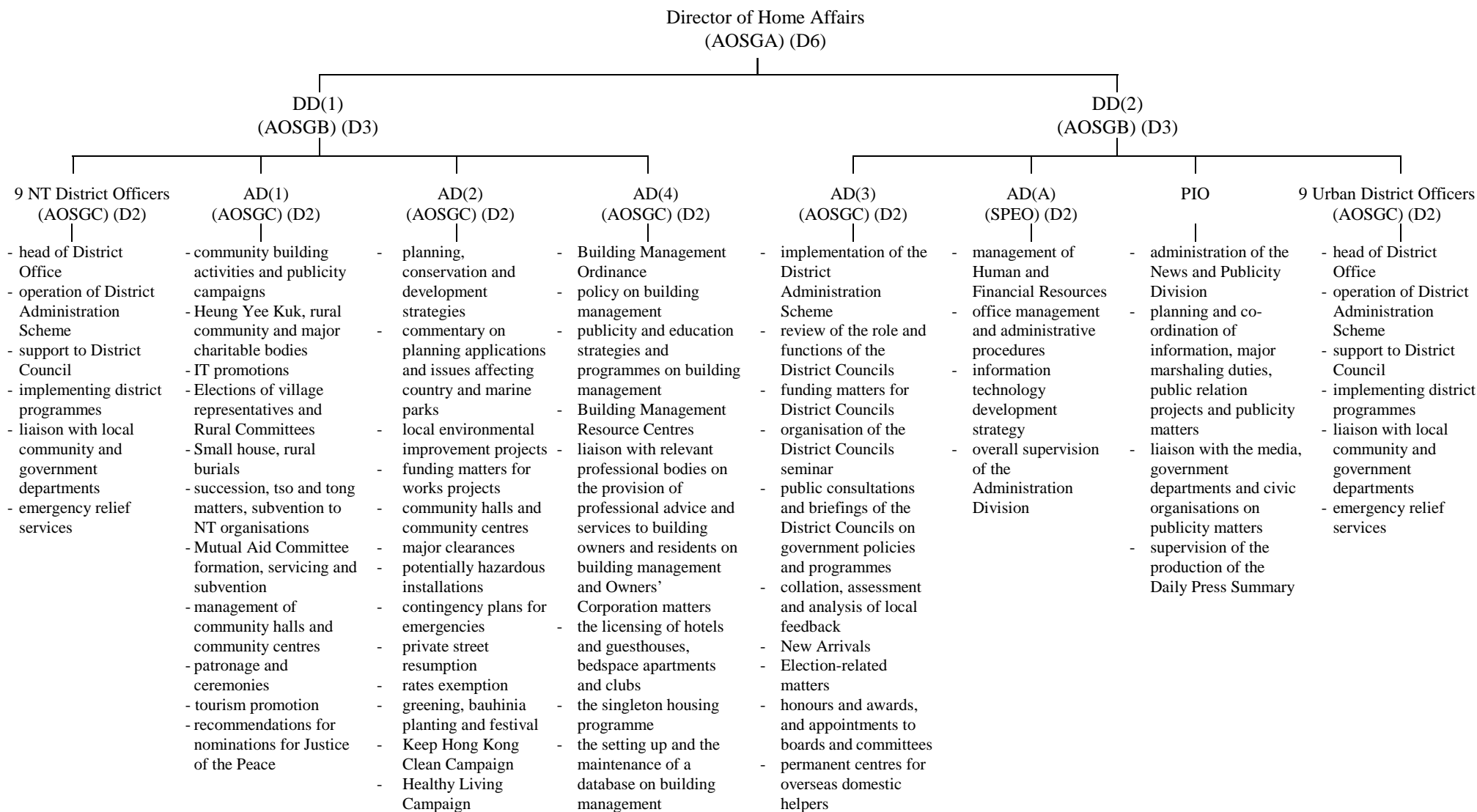
Rank : Administrative Officer Staff Grade C

Responsible to : Deputy Director of Home Affairs (1)

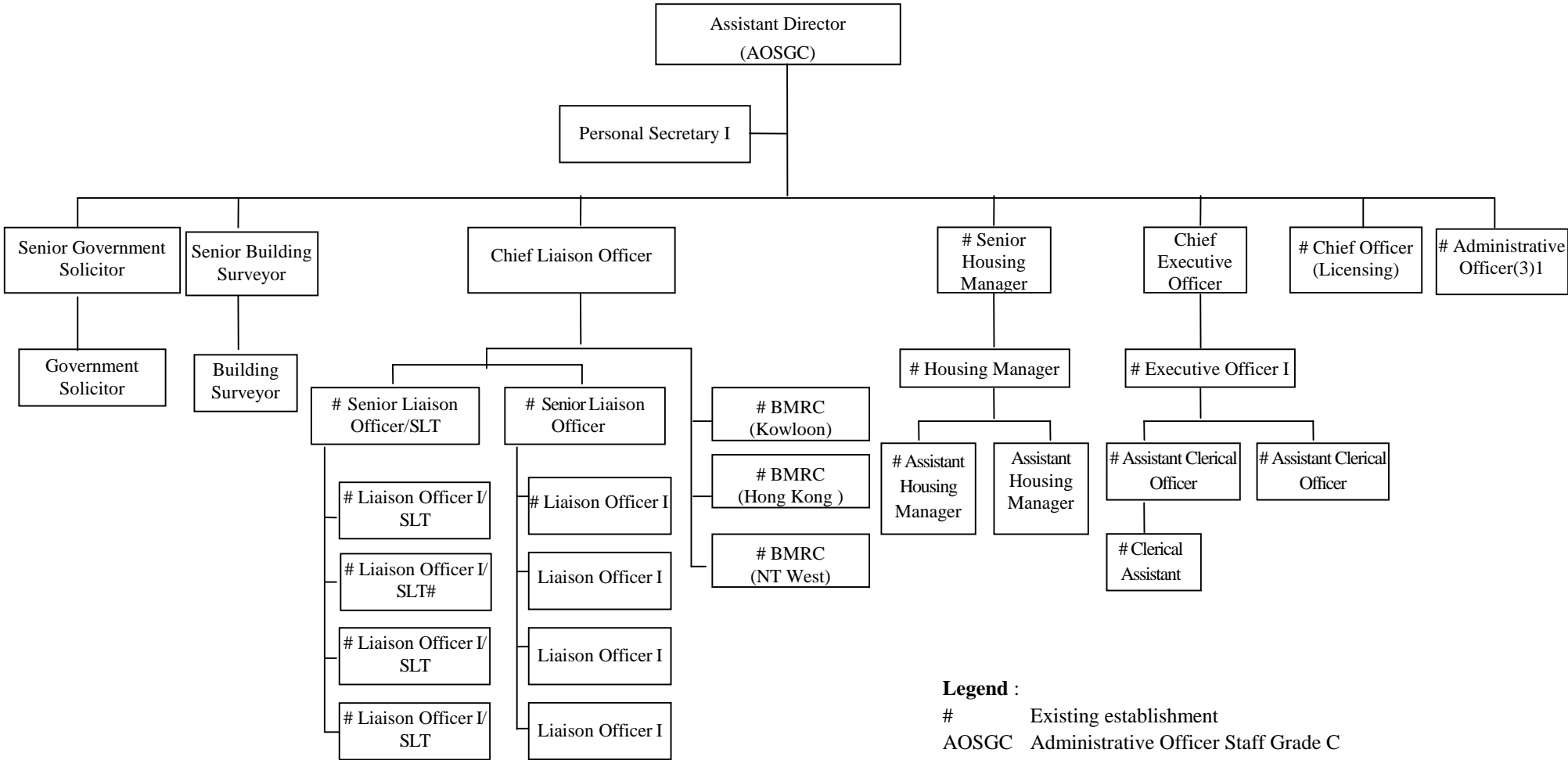
Duties and Responsibilities -

1. to monitor and coordinate the implementation of the Building Management Ordinance , and review the Ordinance as necessary;
2. to review and formulate policy on building management and map out strategies for, and direct the provision of services on, building management;
3. to formulate publicity and education strategies and programmes on building management;
4. to plan and oversee the setting up of Building Management Resource Centres and direct their operations;
5. to liaise with relevant professional bodies on the provision of professional advice and services to building owners and residents on building management and Owners' Corporation matters;
6. to supervise the licensing of hotels and guesthouses, bedspace apartments and clubs;
7. to supervise the singleton housing programme;
8. to handle complex media and public enquiries and complaints on building management and licensing issues; and
9. to oversee the setting up and the maintenance of a database on building management.

Revised Organisation Chart of Home Affairs Department



Organisation Chart of the Proposed New Division



Legend :
 # Existing establishment
 AOSGC Administrative Officer Staff Grade C
 BMRC Building Management Resource Centre
 SLT Special Liaison Team