

**For Discussion
on 23 May 2003**

Legislative Council Panel on Transport

Staffing Proposal in the Environment, Transport and Works Bureau

PURPOSE

This paper briefs Members on the Administration's proposal to create a permanent post of Permanent Secretary for the Environment, Transport and Works (Environment and Transport) (PSET) and to delete three permanent posts for the former Secretary for Environment and Food (SEF), the former Secretary for Transport (S for T) and the Principal Executive Officer (Works) Resource Management (PEO(W)RM) post in the Environment, Transport and Works Bureau (ETWB). We plan to submit the proposal to the Establishment Subcommittee (ESC) of the Finance Committee (FC) for consideration at its meeting on 28 May 2003.

PROPOSAL

2. The supernumerary post of PSET, ranked at Administrative Officer Staff Grade A1 (AOSGA1) (D8), will expire on 1 July 2003. We propose to create the permanent post of PSET with effect from 1 July 2003 so that the incumbent can continue to discharge the full extent of policy responsibilities as well as to cope with the increasing public demand for Government efforts in the policy areas of environment and transport. On the other hand, we propose the deletion of two permanent AOSGA1 (D8) posts for the former SEF and the former S for T with effect from 1 July 2003, and the deletion of a permanent Principal Executive Officer (PEO) (D1) post for PEO(W)RM with effect from 1 November 2003.

JUSTIFICATION

Permanent Secretary for the Environment, Transport and Works (Environment and Transport) (PSET) (AOSGA1) (D8)

3. In respect of the environment and transport portfolios of ETWB, the Secretary for the Environment, Transport and Works (SETW) is underpinned by PSET who assists her in formulating policies and in ensuring the smooth, timely and effective implementation of approved policies and programmes. On 1 July 2002, a Permanent Secretary for the Environment, Transport and Works (Environment) (PSE) (AOSGA1) (D8) post and a Permanent Secretary for the Environment, Transport and Works (Transport and Works) (PSTW) (AOSGA1) (D8) post were created under delegated authority from FC on a supernumerary basis for 12 months and held against the vacant permanent posts of ex-SEF (AOSGA1) (D8) and ex-Secretary for Works (S for W) (AOSGA1) (D8) respectively. In August 2002, Members were informed (vide LC Paper No. CB(1) 2389/01-02(01)) that following a review of the organization and division of work within ETWB, PSE had assumed policy responsibility for the transport portfolio in addition to the environment portfolio. At the same time, PSTW had become responsible for the works portfolio. The two Permanent Secretaries have subsequently been re-designated as PSET and Permanent Secretary for the Environment, Transport and Works (Works) (PSW).

4. The supernumerary post of PSET will lapse on 1 July 2003. As the head of the Environment and Transport (E&T) Branch of ETWB, PSET is the key person to assist SETW in formulating, co-ordinating and implementing environment and transport policies. PSET also has to steer and co-ordinate with the executive departments under her purview to achieve timely and effective implementation of agreed policies and programmes. We propose to create the PSET post on a permanent basis in view of the long-term operational need for this key post. The job description of the post is at Enclosure 1. Upon the creation of the PSET post on a permanent basis, the vacant permanent ex-SEF post will no longer be needed and can be deleted.

Encl. 1

The post of ex-Secretary for Transport (S for T) (AOSGA1) (D8)

5. The vacant permanent ex-S for T post has since 1 July 2002 been held against by the supernumerary post of Permanent Secretary for Economic Development and Labour (Labour) (PSL) (AOSGA1) (D8), which was created for 12 months under delegated authority from FC. The Administration will submit a proposal on the creation of the PSL post on a permanent basis with effect from 1 July 2003 to ESC for consideration at its meeting on 28 May 2003. Upon the creation of the PSL post, the ex-S for T post will no longer be needed and can be deleted.

Principal Executive Officer (Works) Resource Management (PEO(W)RM) (PEO) (D1)

6. The amalgamation of the environment side of the former Environment and Food Bureau with the former Transport Bureau and Works Bureau to form the ETWB on 1 July 2002 has paved the way for streamlining various administrative and support functions within the new Bureau. As part of the streamlining exercise, the resource management (RM) units under the E&T Branch and the Works Branch each headed by one PEO (designated as Principal Executive Officer (Environment and Transport) Resource Management and PEO(W)RM) have been combined since December 2002 as one RM Section under the E&T Branch to perform all the resource management functions of the whole bureau. In the light of operational experience since then, we found that there is further room for streamlining the workflow and making better use of manpower resources. We therefore propose to put the RM Section under the charge of one PEO and that the other PEO post be deleted. We propose to delete the PEO(W)RM post on 1 November 2003 when the incumbent would have completed the various major tasks in hand. These include the review on the Staff Resource Model for capital works projects, assessment of the proposal to outsource the transport services of the Water Supplies Department and scrutiny of the manpower plans of the departments under ETWB's purview with a view to achieving the target of reducing the civil service establishment to around 160 000 by 2006-07 as committed in the 2003 Policy Address.

Encl. 2

7. The proposed organization chart of ETWB is at Enclosure 2.

FINANCIAL IMPLICATIONS

8. The proposed changes will reduce the number of directorate posts in ETWB by two posts and will bring about an overall net savings in notional annual mid-point salary cost of \$3,397,920 and in full annual staff cost of \$5,601,000.

Environment, Transport and Works Bureau

May 2003

**Proposed Job Description for
Permanent Secretary for the Environment, Transport and Works
(Environment and Transport)**

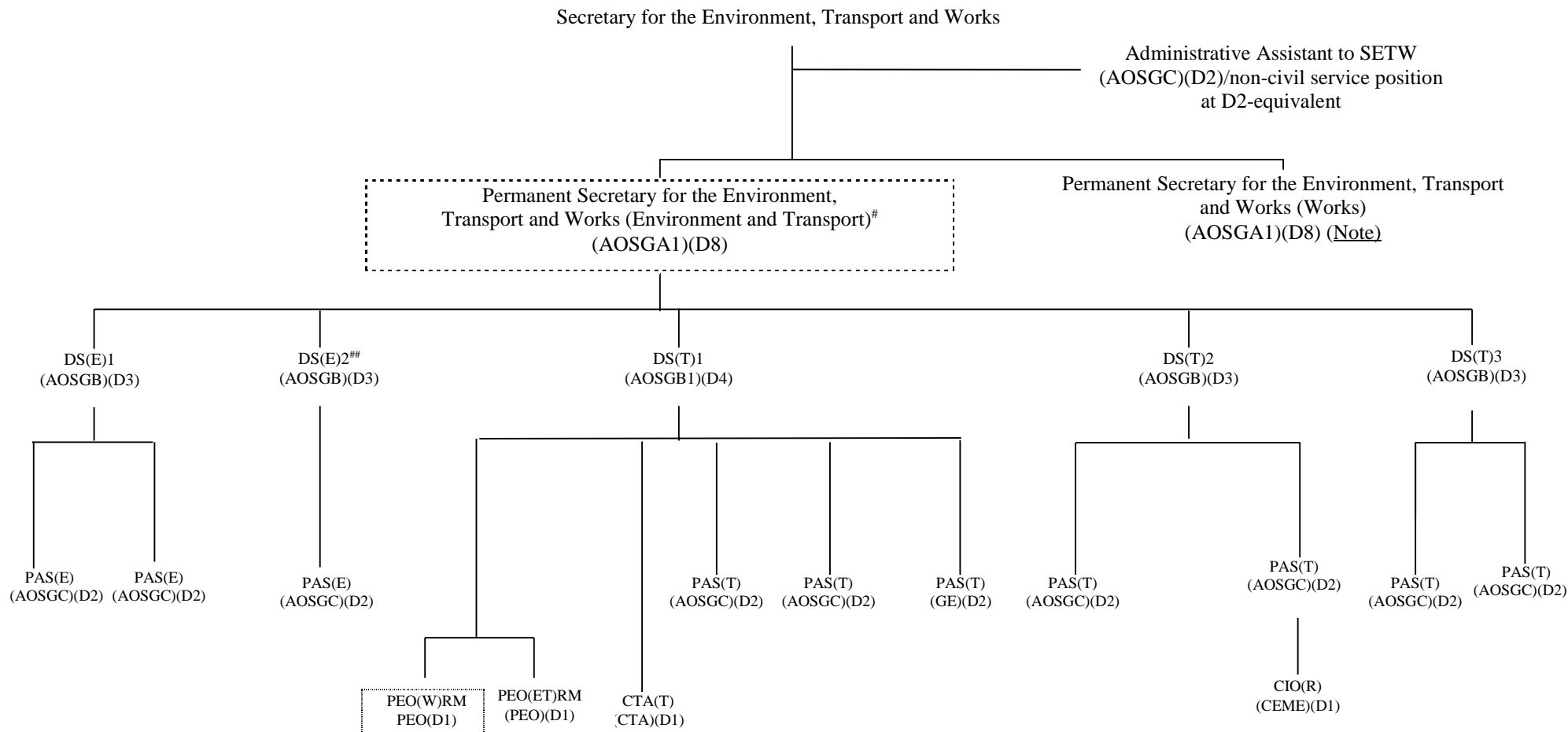
Rank : Administrative Officer Staff Grade A1 (D8)

Main Duties and Responsibilities –

Responsible to the Secretary for the Environment, Transport and Works for the following main duties -

- (1) Assisting SETW to formulate, coordinate and implement environment and transport policies.
- (2) Supporting SETW in explaining policies, in securing support of the public and LegCo, and in dealing with LegCo businesses.
- (3) Steering and coordinating with executive departments including the conservation arm of the Agriculture, Fisheries and Conservation Department, the Environmental Protection Department, the Highways Department and the Transport Department, to achieve timely and effective implementation of agreed policies and programmes.
- (4) Housekeeping of the Kowloon-Canton Railway Corporation and the Mass Transit Railway Corporation Limited.
- (5) Acting as the Controlling Officer of Head 158 – Government Secretariat: Environment, Transport and Works Bureau (Environment and Transport Branch) and ensuring the cost-effective use of financial and human resources through re-engineering, re-organizing and re-focusing of the executive departments.
- (6) Managing civil servants and other staff in the Environment and Transport Branch of ETWB.

**Proposed Organization Chart of the Environment, Transport and Works Bureau
(Environment and Transport Branch)**



Legend

SETW	Secretary for the Environment, Transport and Works	PEO	Principal Executive Officer
DS	Deputy Secretary	RM	Resource Management
PAS	Principal Assistant Secretary	GE	Government Engineer
AOSGA1	Administrative Officer Staff Grade A1	CTA	Chief Treasury Accountant
AOSGB1	Administrative Officer Staff Grade B1	CIO(R)	Chief Inspecting Officer (Railways)
AOSGB	Administrative Officer Staff Grade B	CEME	Chief Electrical and Mechanical Engineer
AOSGC	Administrative Officer Staff Grade C	E	Environment
		T	Transport
		W	Works

Proposed creation of a permanent AOSGA1 post

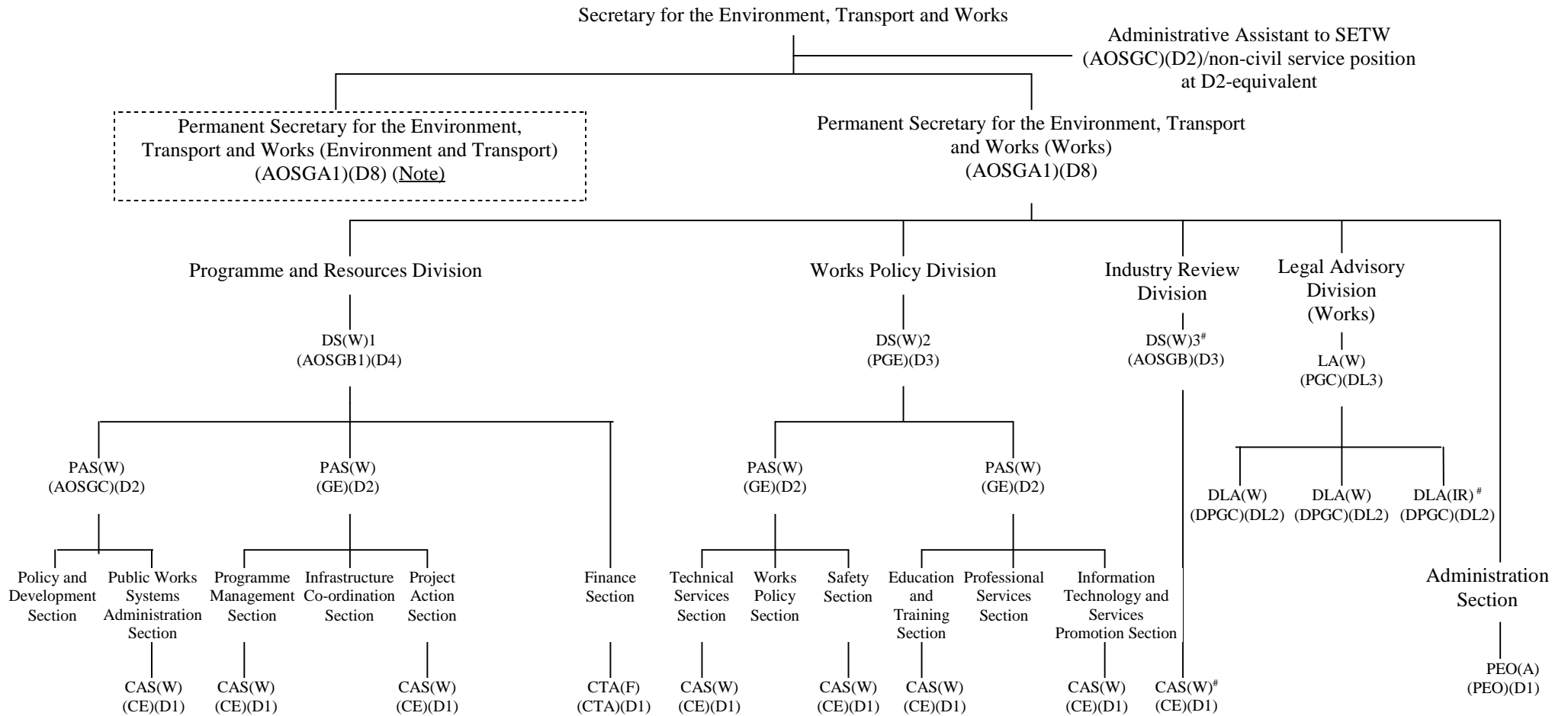
Proposed deletion of PEO post in Works Branch

Supernumerary Directorate Post created up to 30.6.2003

Supernumerary Directorate Post created up to 22.6.2003

Note See separate sheet for organization under the Permanent Secretary for the Environment, Transport and Works (Works)

Proposed Organization Chart of the Environment, Transport and Works Bureau (Works Branch)



Legend

SETW Secretary for the Environment, Transport and Works
 DS Deputy Secretary
 LA Legal Advisor
 PAS Principal Assistant Secretary
 DLA Deputy Legal Advisor
 IR Industry Review
 CAS Chief Assistant Secretary

AOSGA1 Administrative Officer Staff Grade A1
 AOSGB1 Administrative Officer Staff Grade B1
 AOSGB Administrative Officer Staff Grade B
 AOSGC Administrative Officer Staff Grade C
 PGE Principal Government Engineer
 GE Government Engineer
 CE Chief Engineer

PGC Principal Government Counsel
 DPGC Deputy Principal Government Counsel
 PEO Principal Executive Officer
 RM Resource Management
 CTA Chief Treasury Accountant
 A Administration
 F Finance
 W Works

 Proposed creation of a permanent AOSGA1 post
 # Supernumerary Directorate Posts created up to 5.7.2004

Note See separate sheet for organization under the Permanent Secretary for the Environment, Transport and Works (Environment and Transport)