

**ITEM FOR ESTABLISHMENT SUBCOMMITTEE
OF FINANCE COMMITTEE**

**HEAD 186 – TRANSPORT DEPARTMENT
Subhead 000 Operational expenses**

Members are invited to recommend to Finance Committee the creation of the following permanent posts in the Transport Department with immediate effect upon approval of the Finance Committee –

1 Chief Electrical and Mechanical Engineer
(D1) (\$121,900 - \$133,300)

1 Principal Executive Officer
(D1) (\$121,900 - \$133,300)

to be offset by the deletion of the following permanent post –

1 Chief Executive Officer
(MPS 45 - 49) (\$94,905 - \$109,340)

PROBLEM

The demanding and difficult work as well as the increasing new challenges faced by the Vehicle Safety and Standards Division (VSSD) in the Administration and Licensing Branch (ALB) of the Transport Department (TD) call for leadership beyond the capacities of the existing two Division heads. In addition, the present rank of the Departmental Secretary (DS) post in TD could no longer commensurate with the expanded scope and increasing complexity of DS's portfolio.

/PROPOSAL

PROPOSAL

2. We propose to create the following two permanent directorate posts in TD with immediate effect upon approval of the Finance Committee (FC) –

- (a) one Chief Electrical and Mechanical Engineer (CEME) (D1) post to head VSSD to strengthen the Division's capability of enhancing and safeguarding vehicle safety and standards in Hong Kong; and
- (b) one Principal Executive Officer (PEO) (D1) post, to be offset by deletion of one Chief Executive Officer (CEO) (MPS Point 45 - 49) post, to serve as DS to strengthen manpower and resources management, as well as departmental administration.

JUSTIFICATION

I. Creation of CEME (D1) post in VSSD of ALB

3. VSSD is responsible for setting the safety standards and overseeing vehicle examination of all licensed vehicles in Hong Kong, the number of which stood at 690 000 as at November 2014. VSSD, with a total of about 150 staff, is headed by two Senior Electrical and Mechanical Engineers (SEMEs). One SEME, leading the Vehicle Safety Sub-division, mainly oversees and monitors the management and operation of four vehicle examination centres (VECs) and 22 Designated Car Testing Centres (DCTCs)¹. The other SEME, heading the Vehicle Regulations and Standards Sub-division, mainly looks after the review of vehicle safety standards and relevant legislation, as well as approval of vehicle types and modifications. Both SEMEs report to the Assistant Commissioner for Transport/Administration and Licensing (AC/AL) (D2).

4. The staff of VSSD is mainly of the Electrical and Mechanical Engineer (EME), Motor Vehicle Examiner (MVE), Vehicle Tester (VT) and clerical grades. To cope with the growing service demand, the establishment of VSSD increased from 119 posts in January 2009 to 143 posts in January 2015, representing an increase of 20.2%. All the additional posts are for supporting staff.

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¹ Currently, the first examinations of all vehicles are conducted in TD's own VECs which are run by TD. The subsequent annual examinations for private cars and some light goods vehicles (LGVs) are carried out at DCTCs operated by private and self-financed contractors appointed by TD. The New Kowloon Bay VEC, which is also contracted out, conducts the annual examinations for other LGVs, some medium goods vehicles and trailers. All other commercial vehicles are examined at TD's VECs.

5. The work of VSSD has become more complex and demanding and the enhanced divisional leadership and supervision it calls for is beyond the capacity of the existing two SEMEs. The rank of SEME as head of the Division is not commensurate with the Division's span of responsibility, complexity of work and future challenges. A directorate officer at D1 level is urgently required to provide the strategic planning, change-management skills and leadership abilities needed to steer VSSD to cope with the challenges arising from the development on various fronts. Major challenges faced by VSSD are highlighted in paragraphs 6 to 15 below.

Advancements in automotive technologies

6. There have been significant developments in vehicle technologies over the last decade, e.g. the emergence of new energy vehicles (such as electric vehicles, hybrid vehicles, super-capacitor buses, vehicles using alternative fuel and fuel cell vehicles) and more environmental-friendly vehicles, advanced accident prevention systems, strengthened crashworthiness requirements, adaptive automotive lighting systems, innovative vehicle body design, intelligent safety systems and automatic driverless mode operations. It is expected that there will be continuous emergence of new vehicle models and innovations in automotive technologies, including more extensive use of information technology on vehicles.

7. As the division responsible for overseeing vehicle standards, VSSD needs to keep abreast of the latest automotive technological developments through research as well as maintaining a good network and close liaison with international automotive regulatory authorities and professional bodies. To cope with the rapid advancement in automotive technology, VSSD needs to review and update the relevant legislation on vehicle construction and maintenance and to align with international practices. Currently, some developed countries and areas such as Japan, Europe and Australia have aligned their vehicle-related legislation with the international vehicle standards and practices of the United Nations for achieving the target of unifying the regulations on vehicle among different jurisdictions. VSSD is also required to establish new standards and vehicle approval requirements and provide a transparent regulatory framework so as to ensure overall vehicle safety and address the request of the public and the trade for import of new types of vehicle. VSSD also assesses various new vehicle technologies to support the formulation of new requirements for enhancing vehicle safety. Taking electric vehicles as an example, VSSD has been in liaison with related international bodies, testing centres, local academics and research organisations to update the type approval requirements and explore the need to have a new regulatory framework on electric vehicles which is in line with the "United Nation Global Technical Regulations on Electric Vehicles". In addition, VSSD has been working on different areas of legislative amendments on local vehicle regulations, such as

/vehicle

vehicle lighting, braking and door systems, safety glazing materials and driver/passenger protection systems, etc. All the above work would further enhance the safety of existing vehicle types (including public vehicles such as taxis and buses).

8. These are all complex work requiring not only sound professional knowledge and experience, but also the ability to make balanced assessment taking into consideration Government policies, public sentiment, impact on the trade and alignment of international practices, etc. All these work are very important and a CEME possesses the higher level of strategic vision, social as well as political sensitivity and the competency required to lead and steer VSSD. Pitching the head of the Division at directorate rank would also facilitate VSSD to establish and maintain a good network with high-level personnel in national and international automotive regulatory authorities and professional bodies to enable the Division to acquire the most up-to-date vehicle safety and standard-related legislation and vehicle examination practices around the world.

Increasing complexity of vehicle type approvals

9. Vehicle importers have to obtain type approval from VSSD for any new model of vehicle. The Division gate-keeps the quality of imported vehicles and their safety. With the increasing variety of car models coming into the market, the number of type approvals processed for new vehicles from both the normal import and parallel import channels doubled over the past three years, resulting in a drastic increase in the workload of VSSD. The advancements in automotive technologies have also substantially increased the complexity of the work. The design of the roads and transport systems in Hong Kong are not completely the same as those in overseas countries and areas such as Japan and Europe. As such, some vehicles commonly used overseas, for example oversized commercial vehicles, are not suitable for use in the local transport networks. Besides, the application for type approval of new electric vehicles and alternative fuel vehicles adds to the complexity of the work in this respect.

10. Separately, to enhance efficiency in processing vehicle type approval, VSSD has conducted an internal review to identify areas for improvement on the premises that the rigorous process will not be compromised. The improvements include revamping the vehicle type approval framework and streamlining relevant procedures. Besides, the International Whole Vehicle Type Approval regulation will be implemented in overseas developed countries and areas (including Japan and Europe) and vehicle type approval regulatory framework and procedures in Hong Kong will need to be kept under constant review for alignment of the approval requirements and procedures with overseas practices.

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11. The above work involved calls for the steer and strategic thinking of a directorate officer to ensure that the revised procedures, while remaining rigorous, would not impede the operation of the motor trades. They would also be transparent and easy to be understood by the motor trades, and are fair to both authorised and parallel importers.

Improvement of DCTC operation

12. DCTCs are private contractors appointed by TD to provide annual roadworthiness examinations for private cars and LGVs. Given the importance of the role DCTCs play in safeguarding vehicle and road safety, it is necessary for VSSD to closely supervise their operations.

13. The Independent Commission Against Corruption (ICAC) has earlier completed a thorough review on the operation of DCTCs. It recommended, amongst others, enhancing the supervision of various DCTCs and improving examination procedures and performance management. A directorate officer is needed in VSSD to lead and oversee the proper implementation of ICAC's recommendations and take account of the views of the public and the trade during the process. Continuous close monitoring of the operation of the DCTCs is necessary to ensure that there are no new ways of circumventing the enhanced supervision.

14. In 2013, around 300 000 vehicle inspections were conducted in the DCTCs, which were about 63 000 (or 27%) more than that in 2009. With the growing number, the waiting time for vehicle examination at some DCTCs has lengthened. The number of DCTCs has not increased for many years and some companies have expressed interest in operating new DCTCs. TD has recently started a review on the operations of DCTCs. It is VSSD's duty to ensure that DCTCs maintain their efficiency without compromising the quality of inspection, and that new DCTCs meet the high standards required of them. Given the ICAC recommendations, extra care has to be devoted to building in proper procedures and checks-and-balances in the operation of new DCTCs at the outset. These tasks call for full-time and continuous dedication of a D1 officer who possesses both the professional expertise and the political acumen to handle complex issues related to the operation of DCTCs.

Environmental initiatives relating to vehicle formulated by the Environmental Protection Department

15. As the community aspires for cleaner air, more has been required of VSSD in recent years to assist the Environmental Protection Department (EPD) in implementing environmental initiatives relating to vehicle emission control. The initiatives include –

/(a)

- (a) exploring and advising new emission requirements for coping with the introduction of more stringent vehicle emission standards and legislation;
- (b) assisting EPD in improving roadside pollution such as phasing out old and polluting commercial vehicles;
- (c) evaluating the technical performance and safety of electric buses, hybrid buses, super-capacitor buses² and other low emission buses and vehicles meeting the Euro VI standards;
- (d) steering the motor trades to explore and install emission reduction devices without affecting the efficiency of old and new vehicles; and
- (e) assessing the safety and viability of the low emission vehicles and alternative fuel vehicles with a view to introducing them to Hong Kong.

The implementation of the above initiatives involves meticulous planning, acquisition of sufficient resources in advance and flexible deployment of such, as well as close liaison with EPD and the transport trades. It requires a directorate officer to strike a balance between the professional and public administration perspectives. The proposed CEME has to formulate relevant vehicle safety and approval requirements such as the associated charging facilities for the above mentioned new electric vehicles and low emission vehicles, taking into consideration the local road and traffic environment. For the introduction of alternative fuel vehicles, consideration has to be given to gas safety, potential fire hazard and risk assessments, different views and concerns of stakeholders and the public, etc. As such, a CEME (D1) is required to lead and steer VSSD in providing the necessary assistance to EPD and the trades.

Need for permanent CEME (D1) post

16. Against the wide spectrum of challenges and new initiatives faced by VSSD, the current organisational setup of having two SEMEs each heading a sub-division is not conducive to the continued smooth operation of the Division. The complexity of work and the required professional and public administration experience and competence are also beyond the capacity of the SEME level. AC/AL (D2), who is the immediate supervisor of the two SEMEs at present, is responsible for a wide range of duties in ALB, of which VSSD is but a part. The work of the Branch (apart from those which come under VSSD) includes the

/multifarious

² Super-capacitor bus is an electric bus that can be recharged quickly and produces zero roadside emissions. Franchised bus companies have been importing super-capacitor bus into Hong Kong starting from end 2014, and will conduct various trials to test their performance.

multifarious licensing requirements for vehicles and drivers, the investigation into and prosecution of contraventions against Passenger Service License conditions, and the implementation of the Driving Offence Point System and mandatory attendance of Driving Improvement Course scheme. As for VSSD, AC/AL provides steer to the Division on how to translate policies into implementable schemes and on the broad parameters of the execution programme and resource deployment. In view of the manifold duties of AC/AL, he/she could not afford to be engaged in technical discussions and detailed implementation of plans and schemes. There is at present a gap between the Assistant Commissioner level and the working SEME level. A CEME (D1), who is conversant with vehicle engineering, with a higher level of foresight, vision, strategic thinking than the SEME and capable of providing technical input in sub-divisional matters, is urgently needed to head VSSD. The officer is expected to provide strategic input and professional advice to AC/AL on the formulation of policies and initiatives relating to vehicle safety. He/she will also assist AC/AL in coordination and liaison with motor trades, Legislative Council and District Councils on vehicle safety and approval matters as well as staff management (including succession planning) and training³. As we anticipate that the complexity of the work portfolio of VSSD will continue to mount, a permanent CEME post is needed to provide the necessary steer and leadership for the Division for enhancing its capability for coping with various challenges ahead. The responsibilities of the proposed CEME post are at

Encl. 1 Enclosure 1.

II. Upgrading of DS post to PEO rank

17. DS, currently ranked at CEO level, is the head of the Departmental Secretariat and reports to the Deputy Commissioner/Transport Services and Management (DC/TSM) (D3). The major responsibilities of DS include –

- (a) assisting TD's senior directorate in human resources management through advising on policies and strategies as well as drawing up action plans;
- (b) assisting in the management of staff of departmental grades, the general grades and common grades in TD;
- (c) managing all staff relations, staff welfare and staff complaint matters, ensuring effective and efficient communication between management and staff as well as promoting occupational safety and health; and

/(d)

³ The grades under the supervision and management of the proposed CEME post include the EME grade, the MVE grade and the VT grade.

- (d) ensuring proper general administration of TD, including office support, translation services, office accommodation and records management matters, etc.

18. The DS post has been ranked at CEO (MPS Point 45 - 49) level since 1981. Over the past thirty-odd years, the transport systems and road networks in Hong Kong have expanded substantially and become more sophisticated; so, as a result, has the functions and complexity of work of TD. Thus, the post of DS requires upgrading from CEO to PEO such that an officer with directorate leadership can better gear up the Department in respect of human resources management and departmental administration for meeting the challenges ahead. Some of the major challenges faced by DS are highlighted in paragraphs 19 to 23 below.

Grade and manpower management

19. As at February 2015, TD has an establishment of 1 516 posts with a staff mix comprising 82 ranks and 39 grades, among which ten are departmental grades fully managed by TD and requiring intensive attention and efforts. Management of manpower deployment and career advancement opportunities of such diverse staff complement to meet increasing service need of TD is no easy task. For example, the duties of the Transport Officer and Transport Inspector grades have become increasingly demanding. It requires higher level input from the DS post to devise appropriate recruitment strategy, formulate succession plans, as well as managing staff sentiment. Similarly, as the vehicle inspection duties of both the MVE and VT grades have become heavier and more complex in view of rapid advancement of vehicle technologies in recent years, there is an imminent need to conduct staffing review of the two grades. The reviews and related proposals will involve complicated issues such as staff promotion opportunities and morale, impact on service delivery, etc. Steer from DS at directorate level is essential for the timely review and the implementation of recommendations of such review.

20. Apart from the challenges in grade management, DS needs to support TD's senior management in re-prioritising and redeploying existing manpower resources effectively to meet the short-term or urgent departmental service needs which arise from time to time. A DS at directorate level with strategic thinking will be able to give steer in working out dynamic plans to cope with these challenges. For example, the number of learner drivers had decreased for ten years but started to increase substantially (more than 10% per annum) since 2010 leading to a substantial rise in the workload of the staff of the Driving Examiner grade. However, the departmental management cannot simply add resources in tandem with the increase in learner driver numbers because it cannot be predicted when the

/number

number will drop, rendering the staff employed redundant. DS is thus required to put in place strategic manpower planning and management to cope with the workload against various constraints.

Other human resource management work

21. As the Department's establishment grows, more effort is required to be devoted to fostering and maintaining good staff relations. The Department's workforce has met with unprecedented challenges in recent years. Communication with staff including consultation before the launching of new initiatives and listening with an open mind to staff suggestions are important in securing staff buy-in for and commitment to the Department's work. Staff welfare, motivation schemes as well as assistance provided to staff to manage stress and pressure are also integral parts of the Department's human resource management work. The work on this front has to be enhanced not only in terms of quantity with the growth in establishment but also in quality in tandem with the staff's expectation on more understanding and care from and two-way communication with the departmental management. The DS is required to identify room for improvement in staff relations work. A directorate officer's input will help improve the existing communication channels, motivation schemes etc. as well as introduce innovation to the work in these areas.

Hotline handling

22. TD is a front-line department, the work of which affects every Hong Kong resident. There is an increasing use of TD's hotline to make enquiries, put forward suggestions, express views and lodge complaints. TD's hotline is serviced by 1823⁴. DS holds quarterly meetings with the Efficiency Unit (EU) to closely monitor the service of 1823 and explore possible measures to improve cooperation between TD and 1823. With limited resources and increasing complexity in the enquiries, suggestions and complaints received, it requires higher level input from a DS at directorate rank to identify innovative yet practical measures to improve the handling of the hotline.

Relocation of TD's headquarters

23. The headquarters of TD and a number of its other offices (involving an office area of about 11 000 square metres) will be relocated to the new West Kowloon Government Offices (WKGO) tentatively in 2019-20. In particular, it is essential to have a seamless transition in relocating the Emergency Transport

/Coordination

⁴ 1823 was set up under EU to improve the efficiency and accessibility of call handling by the Government. It provides a round-the-clock one-stop service to answer enquiries for 22 departments including TD and receive complaints about any area of Government services.

Coordination Centre (ETCC) and Area Traffic Control Centres (ATCCs)⁵ from their existing locations to the new office to ensure that there is no service disruption. The relocation involves relocating sophisticated computer systems and telecommunication equipment as well as re-directing telecommunication lines for connecting with on-street traffic signal controllers, closed circuit television cameras and field equipment. Moreover, one of the existing ATCCs will be converted to a backup centre to support the new integrated ATCC in WKGO. In view of the complexity of the relocation exercise, it requires strong leadership, meticulous planning and strategic input from a directorate officer to oversee the whole process. After the relocation, it is expected that there will be minor teething problems requiring certain fine tuning. The whole process will take some six to seven years to complete. Furthermore, given its increasing functions and workload, TD will continuously redeploy manpower resources and seek additional resources in accordance with the established mechanism for short-term projects to meet operational needs. DS will continuously be required to steer the proper drawing-up of long-term and short-term accommodation plans, liaise with Branch/Division Heads (mostly at directorate level) and secure necessary funding/work within resource constraints for timely implementation of the plans.

Need for a directorate officer to lead the Departmental Secretariat

24. The growing complexity and increasing workload of the staff management and departmental administration work set out in paragraphs 17 to 23 above calls for a directorate officer with more experience in administration and strategic management than a CEO to take up the DS post. Looking ahead, it is necessary for DS to provide directorate input with respect to strategic planning, devising of pre-emptive measures and innovative solutions so as to strengthen the administration and human resources management of TD to keep pace with the challenges the department is facing on the operational front. The upgrading of the post will also bring the ranking of DS in TD on par with that of his counterparts in a number of departments having similar or even smaller establishments, e.g. Department of Justice and Marine Department. The responsibilities of the proposed PEO post are at Enclosure 2.

Encl. 2

25. Upon the creation of the CEME post in VSSD and the upgrading of DS post to PEO level, the existing and proposed organisation chart of TD is at Enclosure 3.

Encl. 3

/ALTERNATIVES

⁵ ETCC monitors traffic conditions 24 hours daily and maintains close liaison with other departments and various public transport operators in coordinating traffic and transport arrangements in the event of incidents. ATCCs monitor traffic flow at signalised junctions in urban areas and new towns, and adjust traffic signal timing in real time to suit prevailing traffic conditions.

ALTERNATIVES CONSIDERED

26. We have critically assessed the possibility of continuing with the existing organisation structure of VSSD. However, this is not sustainable as the two SEMEs are already overloaded and do not have the capacity, exposure and experience required for responding to the mounting challenges as elaborated in paragraphs 6 to 15 above. AC/AL is the branch head of five divisions/sections with 640 staff. Apart from VSSD, he/she has to oversee other divisions/sections including the VALID and Licensing Division, Driving Services Section, Public Vehicles and Prosecution Section and E-Strategy Division. With such a large portfolio, AC/AL should provide leading steer to divisions/sections. It is not appropriate or possible for him/her to be involved in the fine details of the work of these divisions/sections. Besides, as the AC/AL post is filled by an officer from the Transport Officer grade, it is difficult for him/her to participate in depth on matters requiring both professional and public administration considerations. The challenges faced by VSSD and the need for a dedicated directorate officer to head VSSD are on-going and long-term. The proposed CEME post to lead VSSD is necessary and commensurate with the Division's span of responsibility, complexity of work and future challenges in guarding the safety of vehicles in Hong Kong. As there is no CEME post in TD, internal redeployment is impossible.

27. As regards the DS post, we have carefully examined the possibility of retaining the DS post at its existing rank of CEO (MPS Point 45 - 49), but have come to the view that such an alternative is not viable. Given the expanded scope and increasing complexity of DS's portfolio, an officer at CEO rank would not be able to fully facilitate the operational and development need of the Department. With the fast growing workload and complexity of the work of TD on all fronts, TD's senior management requires higher level support from DS with respect to manpower resources management and departmental administration. Pitching the DS post at PEO level is essential for providing the appropriate leadership and management input.

28. We have also considered reshuffling the responsibilities of the existing directorate officers in TD to meet the requirements. All of them are fully occupied with ever heavier duties in their expanding portfolios. Apart from lacking spare capacity, they are not professionals from the electrical and mechanical field and cannot take up the work of the proposed CEME post. For the DS post, if not upgraded, DC/TSM would have to devote more time to handling tasks relating to human resource management, staff relations and administration matters, and providing steer and advice to the CEO, thus diverting his/her attention and focus from policy and operational issues. It is also practically impossible for the other directorate officers to take charge of the matters and give DS the necessary steer without affecting the discharge of their own duties.

/FINANCIAL

FINANCIAL IMPLICATIONS

29. The proposed creation of a permanent CEME post and upgrading of a CEO to PEO post will incur an additional notional annual salary cost at mid-point of \$1,883,040 as follows –

Rank	Notional annual salary cost at mid-point (\$)	No. of post
Creation of CEME (D1) post	1,552,800	1
Creation of PEO (D1) post	1,552,800	1
Less:		
Deletion of CEO post (MPS Point 45 - 49)	(1,222,560)	(1)
Total	1,883,040	1

30. The additional full annual average staff cost, including salaries and staff on-cost, is \$2,417,568 (i.e. \$2,186,568 for the creation of CEME post and \$231,000 for upgrading to PEO post)⁶. We have included sufficient provisions in the 2015-16 draft Estimates to meet the cost of the proposal upon FC's approval of the above proposal, and will reflect the resources required in the Estimates of subsequent years.

PUBLIC CONSULTATION

31. We consulted the Legislative Council Panel on Transport on 16 January 2015. Members generally supported the proposal.

ESTABLISHMENT CHANGES

32. The establishment changes in TD for the past two years are as follows –

Establishment (Note)	Number of Posts			
	Existing (as at 1 February 2015)	As at 1 April 2014	As at 1 April 2013	As at 1 April 2012
A	27 [#]	27	27	27
B	327	310	302	293
C	1 162	1 095	1 052	983
Total	1 516	1 432	1 381	1 303

/Note:

⁶ The average annual staff cost after the pay adjustment will be updated in due course.

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

– as at 1 February 2015, there was no unfilled directorate post in TD

CIVIL SERVICE BUREAU COMMENTS

33. The Civil Service Bureau supports the proposed creation of a permanent CEME post and upgrading of a permanent CEO post to a permanent PEO post. The grading and ranking of the proposed posts is considered appropriate having regard to the level and scope of responsibilities and the professional input required.

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

34. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the two permanent directorate posts is appropriate.

Transport and Housing Bureau
March 2015

**Proposed Job Description for the Post of
Chief Electrical and Mechanical Engineer
Transport Department**

- Post Title** : Chief Electrical and Mechanical Engineer/Vehicle Safety and Standards
- Rank** : Chief Electrical and Mechanical Engineer (D1)
- Division** : Vehicle Safety and Standards Division (VSSD)
- Responsible to** : Assistant Commissioner/Administration and Licensing (AC/AL)

Main Duties and Responsibilities –

1. To assist AC/AL in the provision of professional support and advice on the formulation of policies, strategies and initiatives on vehicle safety and vehicle examination services as well as project management matters and to promote government environmental initiatives.
2. To administer, review, update and enforce the Road Traffic Ordinance (Cap. 374) and Road Traffic (Construction and Maintenance of Vehicles) Regulations (Cap. 374A), in relation to the vehicle safety standards and physical roadworthiness examination of vehicles in Hong Kong to meet international standards and practices.
3. To manage the overall operations of VSSD, oversee and enhance the vehicle examination operation conducted by Transport Department, as well as to manage and monitor the service performance of the Designated Car Testing Centres (DCTCs) in Hong Kong.
4. To assess new automobile technologies, international regulations and practices, to identify potential areas of enhancing vehicle safety in Hong Kong.
5. To coordinate and liaise with other government departments and electric vehicles manufacturers for the introduction of environmental friendly

/vehicles

vehicles including electric vehicles, as well as providing advice on the introduction of new vehicles with alternative fuel (e.g. liquefied natural gas vehicles, fuel cell vehicles) and new innovative vehicles.

6. To review the existing DCTC scheme and initiate plans to cope with the need and demand for vehicle examination services in coming decades and to lead the implementation of the recommendations of the Independent Commission Against Corruption in strengthening the DCTC's operation and monitoring.
7. To co-ordinate with policy bureau, government departments, industries and motor trades for implementing vehicle safety programmes and associated new environmental initiatives.
8. To re-engineer and enhance the process of vehicle approval and type approval of new vehicles imported to Hong Kong.
9. To liaise with local and overseas homologation authorities and technical organisations and to establish networks with national and international automotive organisations, as well as the local motor and vehicle maintenance trades.
10. To assist AC/AL to manage human resources matters, review training needs and formulate succession plan and grade/rank review for various tiers of staff in VSSD including professional engineers, motor vehicle examiners, vehicle testers and other technical and support staff in VSSD.

**Proposed Job Description for the Post of
Principal Executive Officer
Transport Department**

Post Title : Departmental Secretary

Rank : Principal Executive Officer (D1)

Responsible to : Deputy Commissioner/Transport Services and Management

Main Duties and Responsibilities –

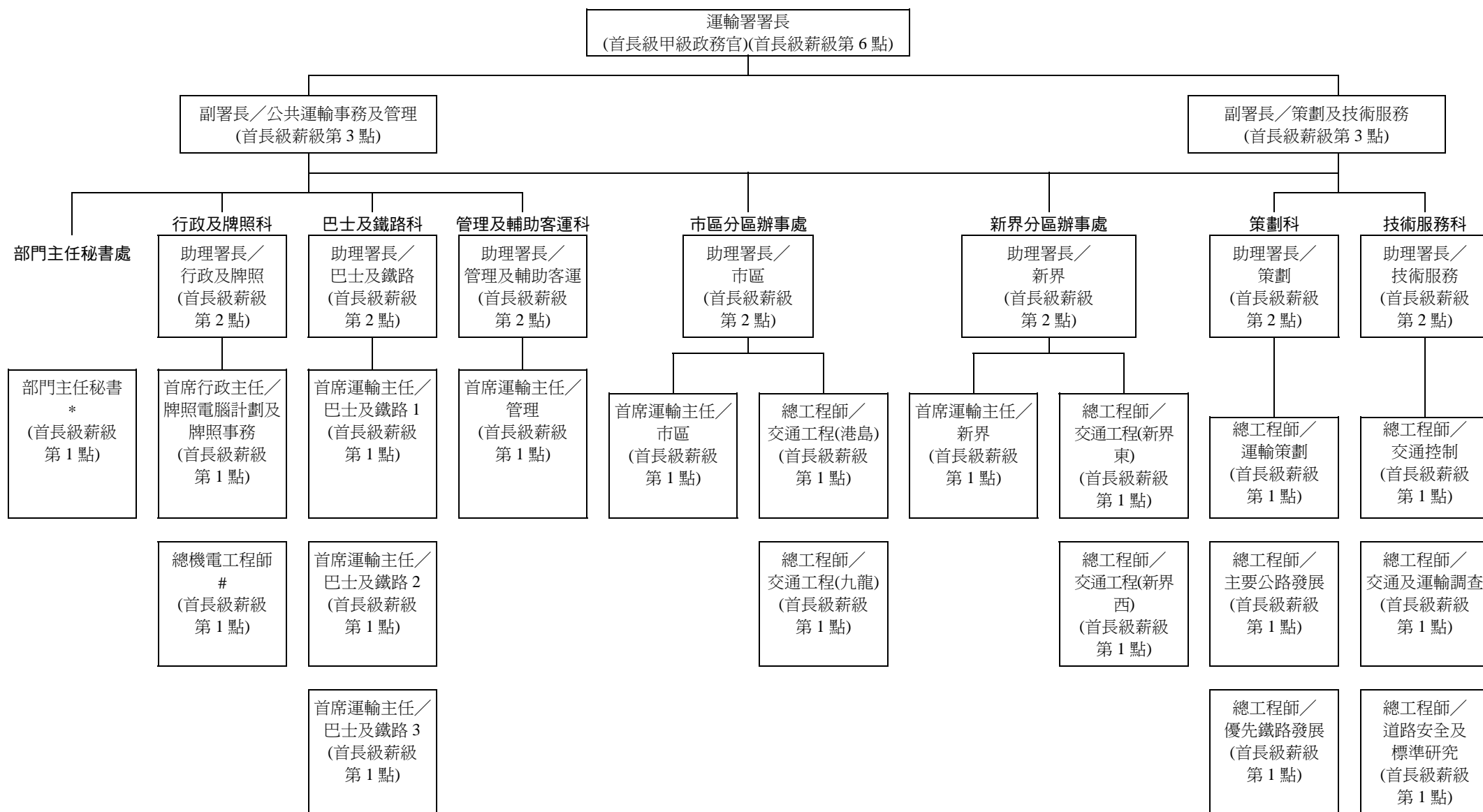
1. To head the Departmental Secretariat comprising the General Section, Personnel Section and Translation Unit.
2. To oversee the administration of human resource management functions including recruitment, promotion, employment terms and benefits, establishment control, manpower and succession planning, discipline, and conditions of service; and to formulate and implement related strategies and plans to meet departmental objectives and to cope with changes arising from new government policies and initiatives.
3. To be the head of General Grades staff and be responsible for the management of general and common grades staff and assist in the management of departmental grades and staff of the Engineer grade in the Department.
4. To oversee the provision of administrative support services in the areas of office accommodation, security, translation, transport service, occupational safety and health, protection of personal data and equal opportunities, records management, green management, and integrity management; and to formulate strategies and plans in the implementation of new government policies and initiatives in these areas.
5. To monitor and advise on complaint and enquiry handling, oversee the coordination and monitoring of the service provided by 1823 for the Department, suggest related improvement measures and assist in their

/implementations;

implementations; to oversee staff relations, staff welfare and staff complaint matters; and to provide advice and coordinate input on complex and sensitive issues to the senior management.

6. To be the Chairman of the General Grades Consultative Committee and Transport Department Staff Club and serve/attend the Directorate House-keeping Meeting, Commissioner's Meeting, Half-yearly Performance Review Meetings, Departmental Consultative Committee and various other committees, assessment panels, promotion boards, etc.

運輸署現行和建議組織圖



* 建議由總行政主任(總薪級表第 45 至 49 點)升格為首席行政主任(首長級薪級第 1 點)的職位

建議開設的總機電工程師(首長級薪級第 1 點)職位