

## **ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE**

**HEAD 50 – GOVERNMENT LAND TRANSPORT AGENCY**

**HEAD 58 – GOVERNMENT SUPPLIES DEPARTMENT**

**HEAD 130 – PRINTING DEPARTMENT**

**Subhead 001 Salaries**

Members are invited to recommend to Finance Committee the following proposal to facilitate the merging of Government Land Transport Agency, Government Supplies Department and Printing Department into a new department named Government Logistics Department with effect from 1 July 2003 –

- (a) the creation of the following new grades and ranks –

Director of Government Logistics  
(D5) (\$154,700)

Deputy Director of Government Logistics  
(D3) (\$128,365 - \$136,015)

- (b) the creation of the following new rank –

Controller of Government Land Transport  
(D1) (\$98,595 - \$104,615)

- (c) the deletion of the following grades and ranks –

Director of Government Supplies  
(D5) (\$154,700)

Government Printer  
(D5) (\$154,700)

Deputy Director of Government Supplies  
(D3) (\$128,365 - \$136,015)

Government Land Transport Administrator  
(D2) (\$117,040 - \$124,305)

- (d) the creation of the following seven new permanent posts for the new department –

1 Director of Government Logistics  
(D5) (\$154,700)

1 Deputy Director of Government Logistics  
(D3) (\$128,365 - \$136,015)

1 Principal Executive Officer  
(D1) (\$98,595 - \$104,615)

1 Controller of Government Land Transport  
(D1) (\$98,595 - \$104,615)

2 Controller of Government Supplies  
(D1) (\$98,595 - \$104,615)

1 Chief Printing Superintendent  
(D1) (\$98,595 - \$104,615)

/(e) .....

- (e) the deletion of the following eight permanent posts under the three existing departments –

**Government Land Transport Agency**

- 1 Government Land Transport Administrator  
(D2) (\$117,040 - \$124,305)

**Government Supplies Department**

- 1 Director of Government Supplies  
(D5) (\$154,700)
- 1 Deputy Director of Government Supplies  
(D3) (\$128,365 - \$136,015)
- 2 Controller of Government Supplies  
(D1) (\$98,595 - \$104,615)

**Printing Department**

- 1 Government Printer  
(D5) (\$154,700)
- 2 Chief Printing Superintendent  
(D1) (\$98,595 - \$104,615)

**PROBLEM**

We need to rationalise the organisational structure of our logistic support departments for better efficiency and economy.

**PROPOSAL**

2. We propose to merge the Government Land Transport Agency (GLTA), Government Supplies Department (GSD) and Printing Department (PD)

/into .....

into a new Government Logistics Department (GLD) to be established on 1 July 2003. The proposal will entail the following changes to the number and deployment of directorate posts on the civil service establishment –

- (a) the creation of a Director of Government Logistics (DGL) (D5) post and a Deputy Director of Government Logistics (DDGL) (D3) post, to be offset by the deletion of the existing Director of Government Supplies (DGS) (D5) and Deputy Director of Government Supplies (DDGS) (D3) posts in GSD;
- (b) the deletion of the Government Printer (GP) (D5) post in PD;
- (c) the creation of a Controller of Government Land Transport (CGLT) (D1) post to be offset by the deletion of the existing Government Land Transport Administrator (D2) post in GLTA;
- (d) the deletion of a Chief Printing Superintendent (CPS) (D1) post in PD;
- (e) the creation of a Principal Executive Officer (PEO) (D1) post, to be offset by the deletion of an existing Chief Executive Officer (CEO) (MPS 45-49) post in GLTA, a CEO post in GSD and a Senior Executive Officer (SEO) (MPS 34-44) post in PD; and
- (f) the lateral transfer of three posts (with duties unchanged), comprising two Controller of Government Supplies (CGS) (D1) and one CPS (D1) posts, from existing departments to the proposed GLD. Technically, this means the creation of three new posts under the new department, to be offset by corresponding deletions under the existing departments.

The merger will also involve the amalgamation of establishment ceilings for the three existing departments.

## JUSTIFICATION

3. Government is committed to ensuring the cost-effective use of public resources and to improving the efficiency of its operation. In this context, we have reviewed the organisation for provision of logistic support services in Government, in particular the functions and organisations of GLTA, GSD and PD.

/Existing .....

**Existing Structures of GLTA, GSD and PD**

Encls. 1-6 4. The existing organisation charts and key responsibilities of the three departments are set out at Enclosures 1 to 6. At present, there are a total of eight permanent directorate posts in the three departments –

- (a) one directorate post in GLTA, viz. the Government Land Transport Administrator (D2);
- (b) four directorate posts in GSD, comprising DGS (D5), DDGS (D3) and two CGS (D1); and
- (c) three directorate posts in PD, comprising GP (D5) and two CPS (D1).

5. Despite their specialisations, the three departments all share a common objective of providing cost-effective logistic support to facilitate the efficient operation of other bureaux and departments. There is scope for better efficiency and economy through integration, specifically to –

- (a) streamline organisation and enable better co-ordination of logistic support services within the Government;
- (b) facilitate synergies in operation and cross-fertilisation of expertise for provision of the services; and
- (c) enhance efficiency and economy in deployment of resources for providing the services.

**Proposed Organisation of GLD**

Encl. 7 6. The proposed new department will continue to provide essential logistic support services for government bureaux and departments, specifically those relating to transport operation and management, procurement and supplies, as well as the provision of government printing services. Organisationally, the professional functions of GLTA, GSD and PD will be preserved under three specialist operational divisions in the new GLD while the departmental administrative, financial control and procurement functions of the three existing departments will be combined and re-organised under three new common services divisions. The proposed organisation chart of GLD is at Enclosure 7. The organisation and key responsibilities of the six divisions are as follows –

/Common.....

**Common Services Divisions****(a) Administration Division**

Comprising the Administration Section and the Accounts Section, this division will be responsible for departmental administration, human resource management and financial management of the new department.

**(b) Management Services Division**

Comprising the Supplies Surveys and Stock Verification Section and Systems Administration Section, this division will mainly be responsible for conducting system and financial surveys, internal audit checks and providing IT support for departmental operations.

**(c) Procurement Division**

This division will be responsible for the procurement of general purpose vehicles and common stores and services for the Government. It will also be responsible for market research and sourcing, providing advice on the terms of tenders and contracts, conducting tender negotiations and handling matters relating to the World Trade Organization Agreement on Government Procurement.

**Operational Divisions****(d) Supplies Management Division**

This division will be responsible for the operation of the Government Logistics Centre, the grade management of supplies grade staff in various departments, monitoring contracts and claims, handling quarters furniture inspection and inventories and disposal of stores.

**(e) Printing Division**

This division will operate the printing workshop and administer contracts for outsourcing of printing work for government bureaux and departments. It will also be responsible for advising bureaux and departments on all matters relating to printing, including the use and purchase of printing equipment and accessories.

**(f) Land Transport Division**

This division will look after the provision of vehicles and land transport services to the departments, including the vetting of vehicle

/requirements .....

requirements. It will also be responsible for operating the central transport pool and for management of the driver grades.

7. Apart from the centralisation of the common services in the three existing departments, the merger will coincide with the planned rationalisation of current establishment arising from changing operational needs. These initiatives include the adjustment to the size of the GLTA pool of vehicles to align with the expected service demand and the disbandment of the ID Card Unit in PD upon introduction of the SmartCard ID cards.

### **Proposed Changes in Directorate Establishment**

#### *Director of Government Logistics (New rank) (D5)*

8. Reporting to the Permanent Secretary for Financial Services and the Treasury (Treasury), DGL will supervise the administration of GLD and oversee the provision of logistic support services to bureaux and departments. The creation of the new DGL post will be offset by the deletion of the DGS (D5) post in GSD. The justifications for the new rank and post, together with a job description, are at Enclosure 8.

Encl. 8

#### *Deputy Director of Government Logistics (New rank) (D3)*

9. DDGL will assist the Director in supervising and ensuring the smooth operation of six divisions headed by five directorate officers (D1) and two non-directorate officers (MPS 45-49) and in steering inter-division activities. The creation of the post will be offset by the deletion of the DDGS (D3) post in GSD. The justifications for the new rank and post, together with a job description, are at Enclosure 9.

Encl. 9

#### *Departmental Secretary (Principal Executive Officer) (D1)*

10. As head of the Administration Division, the Departmental Secretary (DS) will be responsible to DDGL for the effective control and operation of the Division under his charge and provide support to the Departmental Tender Board. Following the amalgamation of the three existing Departments, the workload, work complexity, span of control and level of responsibility of the new DS will be very heavy. There is a functional need to pitch the DS post at PEO level in order to provide proper administrative and resource management support for the Department. The post will amalgamate the functions of three existing DS posts, one each in the three existing departments, namely one CEO post in GSD, one CEO post in GLTA and one SEO post in PD. The justifications for the rank and post, together with a job description, are at Enclosure 10.

Encl. 10

/Controller.....

*Controller (Land Transport) (Controller of Government Land Transport) (New Rank) (D1)*

11. We propose to create a new post of Controller (Land Transport), ranked at the CGLT (D1), to head the Land Transport Division. The creation of the post will be offset by the deletion of the Government Land Transport Administrator post (D2) in GLTA. Given the transfer of departmental management responsibilities to the new Head of Department and the reduced land transport portfolio upon establishment of the new department, we consider it justified to downgrade the rank of Government Land Transport Administrator (D2) to a new CGLT (D1) rank. At present, the Government Land Transport Administrator is a one-rank grade. The new rank of CGLT will be created under the Government Transport Manager (GTM) Grade to provide a promotion avenue for the GTMs. The justifications for the new rank and post, together with a job description, are at

Encl. 11 Enclosure 11.

*Controller (Procurement) (Controller of Government Supplies) (D1)*

12. The post will be transferred from GSD to the new department to head the Procurement Division. A job description of the Controller (Procurement) post is at Enclosure 12.

Encl. 12

*Controller (Supplies Management) (Controller of Government Supplies) (D1)*

13. The post will be transferred from GSD to the new department to head the Supplies Management Division. A job description of the Controller (Supplies Management) is at Enclosure 13.

Encl. 13

*Controller (Printing Services) (Chief Printing Superintendent) (D1)*

14. The post will be transferred from PD to the new department to head the Printing Division. A job description of the Controller (Printing Services) is at Enclosure 14.

Encl. 14

*Government Printer (D5) and Chief Printing Superintendent (D1)*

15. With the directorate structure as set out above, it is no longer necessary to retain the existing GP (D5) post and a second CPS (D1) post in the new department. In fact, the latter has been left vacant due to a change in operational requirements and would have been recommended for deletion even without the merger proposal.

**/Overall .....**



**Overall summary**

16. Compared to the combined establishment of 879 posts as of 1 January 2003 for the three existing departments (comprising eight directorate and 871 non-directorate posts), the merger, together with the planned initiatives to streamline organisation (paragraph 7 above), will result in a net deletion of 60 posts (comprising one directorate and 59 non-directorate posts). After including four non-directorate posts in the Analyst/Programmer grade to be transferred from the Information Technology Services Department to GSD on 1 April 2003 (under an existing programme to decentralise provision of information technology support within Government), we envisage that the future GLD will have a planned establishment of 823 posts (comprising seven directorate and 816 non-directorate posts). It will also be responsible for the grade management of about 3 700 transport, supplies and printing grades staff now posted in various bureaux and departments.

17. At the non-directorate level, the net 59 posts expected to be deleted are mainly in the general grades and in surplus departmental grades. Of these, 24 posts are directly attributable to the merger, and the remaining 35 are due to changes in operational requirements and arrangements. We will dovetail the deletion of non-directorate and directorate posts with natural wastage, retirement and re-deployment. A table summarising the changes in posts is at Enclosure 15.

**Staff Consultation**

18. We have consulted the staff and staff representatives of the three departments, as well as the general grades concerned. They are generally supportive of the proposal. We shall continue to work closely with them during implementation.

19. The Government Transport Services Officers Association has proposed to revisit its earlier suggestion to combine the Government Transport Manager and Transport Services Officer grades. The suggestion is not directly related to the merger of the three departments and will be considered separately.

**FINANCIAL IMPLICATIONS**

20. The proposed changes in directorate posts will bring about the following savings in notional annual salary cost at mid-point –

**/Deletion .....**

<b>Deletion of posts</b>		<b>\$</b>	<b>No. of posts</b>
	Director of Government Supplies (D5)	1,856,400	1
	Government Printer (D5)	1,856,400	1
	Deputy Director of Government Supplies (D3)	1,585,680	1
	Government Land Transport Administrator (D2)	1,448,040	1
	Chief Printing Superintendent (D1)	2,435,040	2
	Controller of Government Supplies (D1)	2,435,040	2
		<hr/>	<hr/>
(a)	<i>Sub-total</i>	<i>11,616,600</i>	<i>8</i>
 <b>LESS: New permanent posts</b>		 <b>\$</b>	 <b>No. of posts</b>
	Director of Government Logistics (D5)	1,856,400	1
	Deputy Director of Government Logistics (D3)	1,585,680	1
	Controller of Government Land Transport (D1)	1,217,520	1
	Principal Executive Officer (D1)	1,217,520	1
	Chief Printing Superintendent (D1)	1,217,520	1
	Controller of Government Supplies (D1)	2,435,040	2
		<hr/>	<hr/>
(b)	<i>Sub-total</i>	<i>9,529,680</i>	<i>7</i>
	 <b>Net Savings (a) - (b)</b>	 <b><u>2,086,920</u></b>	 <b><u>1</u></b>

The net savings in full annual average staff cost, including salaries and staff on-cost, is \$3.54 million.

21. In addition, the proposal will eventually result in the net deletion of 59 non-directorate posts at savings in notional annual mid-point salary cost of \$13.52 million and savings in full annual average staff cost of \$22.93 million.

Encl. 16 22. A table summarising the staff cost of the proposal is at Enclosure 16. We shall submit a paper to Finance Committee in May 2003 to seek approval for the necessary changes to the 2003-04 Estimates, including the merging of expenditure heads, the designation of Controlling Officer for the new head of expenditure and provision of establishment ceiling (expressed in terms of total notional annual mid-point salary value) for the new department through amalgamation of approved establishment ceilings for the three existing departments in 2003-04.

**/ESTABLISHMENT .....**

**ESTABLISHMENT CHANGES**

23. The establishment changes in GLTA, GSD and PD for the last two years are as follows –

Establishment (Note)	Number of posts		
	Existing (as at 1.1.2003)	as at 1.4.2002	as at 1.4.2001
<b>GLTA</b>			
A	1	1	1
B	7	7	7
C	138	139	160
<b>Total</b>	<b>146</b>	<b>147</b>	<b>168</b>
<b>GSD</b>			
A	4	4	4
B	28 *	26	25
C	363 *	345	410
<b>Total</b>	<b>395</b>	<b>375</b>	<b>439</b>
<b>PD</b>			
A	3	3	3
B	8	8	8
C	327	331	390
<b>Total</b>	<b>338</b>	<b>342</b>	<b>401</b>
<b>GLTA+GSD+PD</b>			
A	8	8	8
B	43	41	40
C	828	815	960
<b>Total</b>	<b>879</b>	<b>864</b>	<b>1 008</b>

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

\* The increase in establishment in these ranks in 2002-03 is mainly due to the taking over of stores and supplies responsibilities from Housing Department and the consequential transfer of 28 supplies grade posts to GSD.

/CONSULTATION ....

**CONSULTATION WITH LEGISLATIVE COUNCIL PANEL**

24. The Legislative Council Panel on Financial Affairs was consulted on the proposal on 6 January 2003 and Members indicated support to the proposal.

**CIVIL SERVICE BUREAU COMMENTS**

25. The Civil Service Bureau (CSB) considers that the proposed merger will enhance efficiency in the delivery of logistic support services within the Government and economy in deployment of staff resources. CSB is satisfied that the staffing proposals contained in this paper are functionally justified. The grading and ranking of the proposed posts are appropriate having regard to the level and scope of responsibilities and the professional input required.

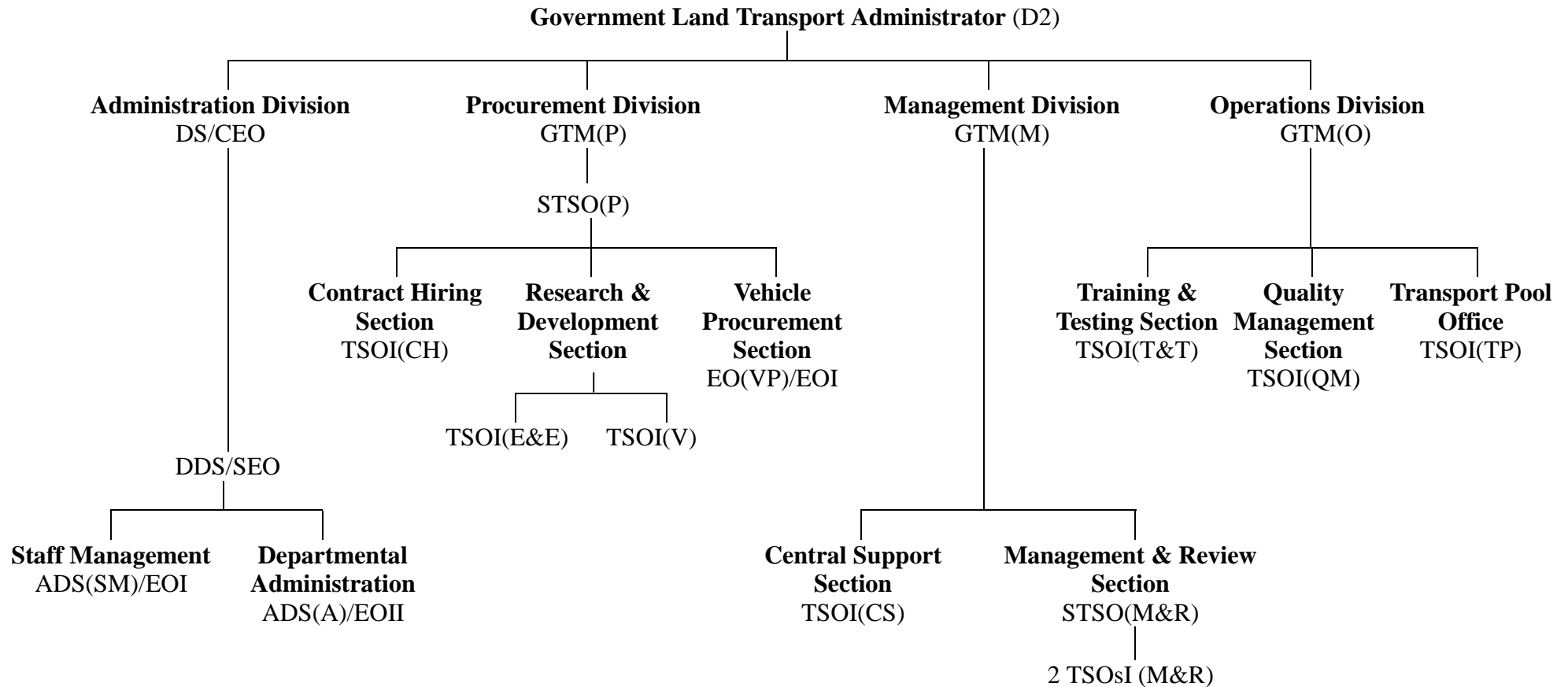
**ADVICE OF THE STANDING COMMITTEE ON DIRECTORATE SALARIES AND CONDITIONS OF SERVICE**

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

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Financial Services and the Treasury Bureau (The Treasury Branch)  
February 2003

Existing Organisation Structure of Government Land Transport Agency

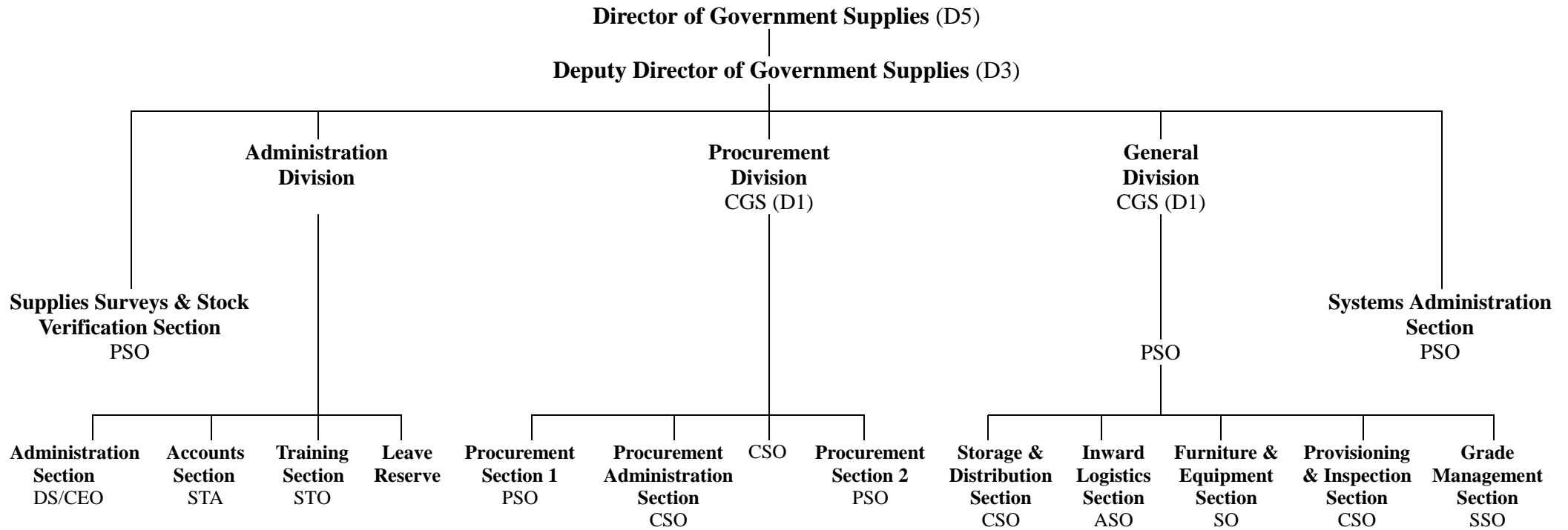


Legend

ADS Assistant Departmental Secretary  
 CEO Chief Executive Officer  
 DS Departmental Secretary  
 DDS Deputy Departmental Secretary  
 EOI Executive Officer I

EOII Executive Officer II  
 GTM Government Transport Manager  
 SEO Senior Executive Officer  
 STSO Senior Transport Services Officer  
 TSOI Transport Services Officer I

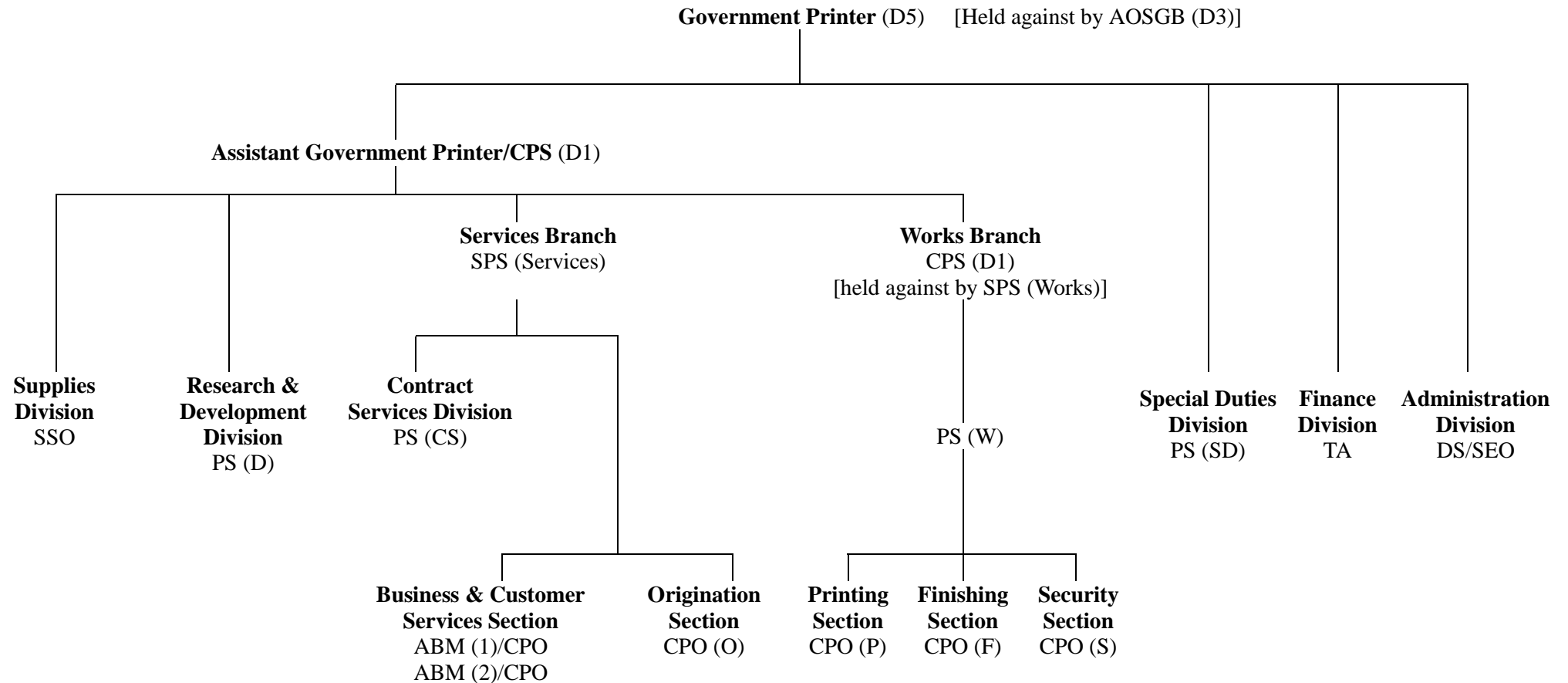
Existing Organisation Structure of Government Supplies Department



Legend

- ASO Assistant Supplies Officer
- CEO Chief Executive Officer
- CGS Controller of Government Supplies
- CSO Chief Supplies Officer
- DS Departmental Secretary
- PSO Principal Supplies Officer
- SO Supplies Officer
- SSO Senior Supplies Officer
- STA Senior Treasury Accountant
- STO Senior Training Officer

**Existing Organisation Structure of Printing Department**



Legend

ABM	Assistant Business Manager	SPS	Senior Printing Superintendent
CPO	Chief Printing Officer	SEO	Senior Executive Officer
CPS	Chief Printing Superintendent	SSO	Senior Supplies Officer
DS	Departmental Secretary	TA	Treasury Accountant
PS	Printing Superintendent		

**Responsibilities and Size of  
Government Land Transport Agency (GLTA)**

**Key responsibilities**

GLTA oversees the government transport service and advises departments on transport management matters. It is responsible for procurement of general purpose vehicles and administering government vehicle hiring contracts centrally. It operates a transport pool which supplements the departmental fleets, and provides driving training and testing for government drivers.

**Approved provision in 2002-03 : \$152.7M**

**Establishment : 146\***

**Grade management responsibilities**

(Total establishment: 2 754\*)

- Government Transport Manager Grade (4)
- Transport Services Officer Grade (50)
- Driving Instructor Grade (4)
- Chauffeur Grade (58)
- Special Driver Grade (581)
- Motor Driver Grade (2 057)

\* as at 1.1.2003



**Responsibilities and Size of  
Government Supplies Department (GSD)**

**Key responsibilities**

GSD is the central purchasing, storage and supplies organisation for the Government serving over 80 government departments, subvented organisations and certain non-government public bodies.

It is the procurement agent for the Government. The objective of GSD's procurement service is to obtain, at best value for money and in a timely manner, the goods and services required by the user departments. This is achieved by the use of open competitive tendering procedures and specifications as general as possible and by the widest possible sourcing to maximize competition.

GSD is also responsible for the provisioning, storage and distribution of a wide range of common-user items such as stationery, pharmaceutical products and hospital sundries, furniture and household goods, which are used across the service by government departments and public bodies.

**Approved provision in 2002-03 : \$177.5M**

**Establishment : 395\***

**Grade management responsibilities**

(Total establishment: 1 288\*)

- Supplies Officer Grade (183)
- Supplies Supervisor Grade (701)
- Supplies Assistant Grade (338)
- Supplies Attendant Grade (66)

\* as at 1.1.2003

**Responsibilities and Size of  
Printing Department (PD)**

**Key responsibilities**

PD is responsible for production of printed publications, forms, paper stationery, etc. for bureaux and departments. PD also advises bureaux and departments on all matters related to printing, including the use and purchase of printing equipment and accessories. It also administers the contracting out of government printed requirements to the private sector.

**Approved provision in 2002-03 : \$234.2M**

**Establishment : 338\***

**Grade management responsibilities**

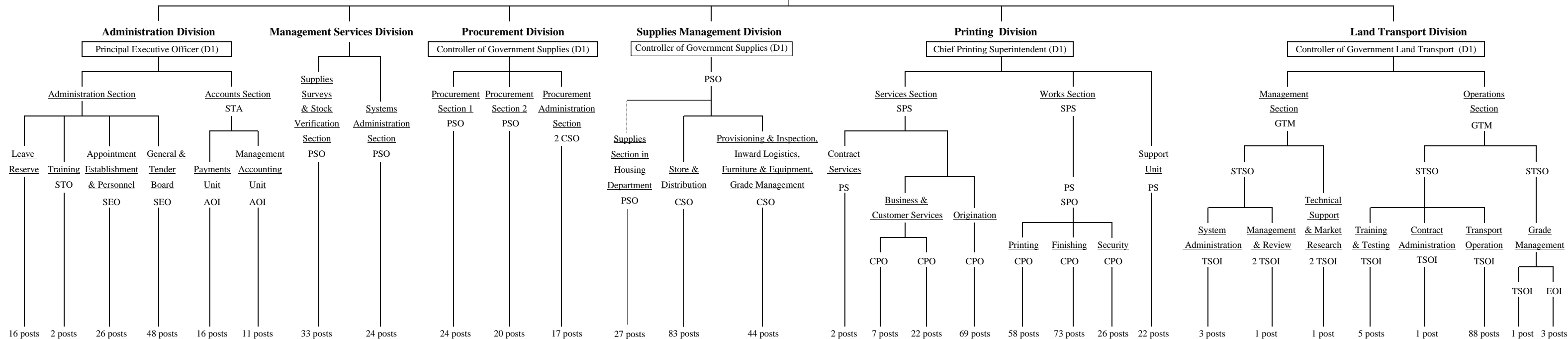
(Total establishment: 189\*)

- Printing Officer Grade (30)
- Printing Technician Grade (145)
- Proof Reader Grade (14)

\* as at 1.1.2003

## Proposed Organisation Structure Government Logistics Department

Director of Government Logistics (D5)  
Deputy Director of Government Logistics (D3)



**Legend**

- |     |                              |     |                            |      |                                   |
|-----|------------------------------|-----|----------------------------|------|-----------------------------------|
| AOI | Accounting Officer I         | PS  | Printing Superintendent    | SPS  | Senior Printing Superintendent    |
| CPO | Chief Printing Officer       | PSO | Principal Supplies Officer | STA  | Senior Treasury Accountant        |
| CSO | Chief Supplies Officer       | SEO | Senior Executive Officer   | STO  | Senior Training Officer           |
| EOI | Executive Officer I          | SPO | Senior Printing Officer    | STSO | Senior Transport Services Officer |
| GTM | Government Transport Manager |     |                            | TSOI | Transport Services Officer I      |

Directorate posts

<u>Establishment</u>	
Directorate posts	: 7
Non-directorate posts	: 816
Total	: 823 *

\* including four posts in the Analyst/Programmer grade to be transferred from Information Technology Services Department to GSD on 1 April 2003.

**Job Description**

**Post Title** : Director of Government Logistics  
**Rank** : Director of Government Logistics (D5)  
**Responsible to** : Permanent Secretary for Financial Services and the Treasury (Treasury)

**Justifications :**

The Director of Government Logistics is expected to lead, guide and motivate a staff complement of 823 in the Government Logistics Department in providing logistic support services, including stores and supplies, land transport and printing services and to handle the grade management of some 3 700 outposted staff in government bureaux and departments. He will manage and coordinate the departmental efforts in the delivery of logistic support services to facilitate the efficient operation of government bureaux and departments and to ensure the cost-effectiveness and economy in the use of public resources for these purposes. The annual value of purchases will amount to some \$5.5 billion with annual savings of some \$80 million through tender negotiations. He will also oversee the running of the central warehouse for the whole Government with annual purchases up to \$260 million worth of goods with an average stock worth \$60 million throughout the year. He will act as the Publisher of the Government Gazette and the Laws of Hong Kong. He will be the principal advisor to bureaux and departments on matters related to supplies and procurement, land transport and printing services and maintain close contacts with the relevant local and overseas bodies in these fields to foster the development of the partnership. He will represent the Government at major international forums on government procurement, land transport and printing and receive senior officials from overseas governments and organisations. Apart from being a member of the Government's Central Tender Board to consider tenders submissions valued at over \$10 million each, he will chair the Departmental Tender Board to decide annually on over 600 tender submissions each of value between \$1.3 million to \$10 million.

The Director of Government Logistics must have top management experience, sound judgement, excellent leadership and considerable experience of the government machinery. To discharge the above duties, he must work effectively with senior people both within and outside the Government. Having regard to the requirements of the job as detailed above, the increase in responsibilities of the new head after the merger of the Government Land Transport Agency, GSD and PD, and the overall directorate structure of the new department, we consider the ranking of the post at D5 appropriate.

**/Duties .....**

**Duties and Responsibilities -**

1. managing the operation of the Department and improving existing practices as necessary so as to ensure cost-effective delivery of logistic support services (including stores and supplies, land transport and printing services) to bureaux and departments;
2. developing, implementing and reviewing of logistic support policies and programmes with the aim of delivering efficient, effective and value for money services to bureaux and departments;
3. acting as the Controlling Officer for departmental revenue and expenditure;
4. advising bureaux and departments on matters relating to supplies and procurement, land transport and printing services and providing guidelines on best practices to be adopted;
5. chairing the weekly Departmental Tender Board, participating as a member of the Central Tender Board and overseeing the conduct of the Department's audit and regulatory functions with the aim of ensuring the integrity of Government's tendering and supplies procedures; and
6. ensuring the effective management of the supplies, transport manager, transport services, driver, printing and proof reader grades staff, overseeing the Department's general administration and fostering better understanding of its work by clients and other concerned parties.

**Job Description**

**Post Title** : Deputy Director of Government Logistics  
**Rank** : Deputy Director of Government Logistics (D3)  
**Responsible to** : Director of Government Logistics

**Justifications :**

The Deputy Director of Government Logistics will deputise the Director of Government Logistics to run the Government Logistics Department with a staff complement of 823 and deal with the grade management matters of some 3 700 transport, supplies and printing grades staff now posted in various bureaux and departments. He will supervise the work of five directorate officers at the D1 rank, viz. one Principal Executive Officer, two Controllers of Government Supplies, one Chief Printing Superintendent and one Controller of Government Land Transport as well as two non-directorate officers ranked at the Principal Supplies Officer (MPS 45-49) to ensure effectiveness and efficiency in the work of the six divisions. He will formulate and evaluate policies related to human resource management, financial management, procurement, supplies management, printing and land transport matters in the Department and ensure the policies are effectively and efficiently implemented. He will assume responsibilities for strategic restructuring of the various divisions in the on-going process of public sector reform. He will be the chairman of the Departmental Consultative Committee and maintain close and regular contacts with staff associations and staff unions to promote good staff relations. He will also represent the Government at major international forums on government procurement, land transport and printing and receive senior officials from overseas governments and organisations.

We propose to rank the Deputy Director of Government Logistics post in the new Department at the D3 level. This ranking is necessary to ensure that the officer occupying the post has the required depth of experience, expertise and standing to effectively undertake the multifarious duties and responsibilities that fall under the post and supervise the work of five D1 and two non-directorate officers.

**Duties and Responsibilities -**

1. supervising the division heads in the discharge of responsibilities by giving advice or direction where necessary on a day-to-day basis and co-ordinating and steering inter-divisional activities;

/2. ....

2. assisting in the development, implementation and review of logistic support policies and programmes with the aim of delivering efficient, effective and value for money services to bureaux and departments;
3. assuming responsibility for initiation of procedures and systems and structures directed to achievement of the Department's objectives;
4. dealing with matters related to management, posting, training and welfare of the supplies, transport manager, transport services and driver grades staff in the service and the printing grades/proof reader grade/common grades/general grades staff in the Department and chairing the Departmental Consultative Committee;
5. overseeing budget management and expenditure and resource control; and
6. advising and liaising with bureaux/departments on matters relating to supplies/procurement, land transport and printing services.

**Job Description**

**Division** : Administration  
**Post Title** : Departmental Secretary  
**Rank** : Principal Executive Officer (D1)  
**Responsible to** : Deputy Director of Government Logistics

**Justifications :**

The Departmental Secretary will take charge of the Administration Division and directly supervise the work of one Senior Treasury Accountant (MPS 45-49), two Senior Executive Officers (MPS 34-44) and one Senior Training Officer (MPS 34-44). He will assist the senior directorate in the proper and efficient management of the human resources in the Department and give professional advice to the directorate over resource planning and map out strategies to ensure the effective use of manpower. He will be responsible for the financial management of the Department and ensure the optimal utilisation of funds allocated. He will assist the senior management in setting departmental objectives and development plans and the implementation of continued re-engineering of the Department.

We propose to rank the post at the Principal Executive Officer (D1) level having regard to the level of responsibilities and complexity of the work involved so that the officer has the right experience, skills and judgement to discharge the duties effectively.

**Duties and Responsibilities -**

1. serving as principal advisor to senior management on human resources policy and strategy; administering human resource management matters including manpower planning and succession, appointment, retention and motivation, establishment and grade structure, staff management and discipline, and civil service reform initiatives;
2. overseeing the management of general and common grades and assisting in the grade management of the Supplies Officer, Government Transport Manager, Transport Services Officer and Printing Officer grades; formulating staff relations and staff consultative strategies, training and development plans, and administering staff welfare matters;



3. assisting in overall control of expenditure, preparation of the annual estimates of revenue and expenditure and formulation of cost-saving initiatives;
4. overseeing the provision of administrative support to the Department including office organisation and procedures, building management, stores and equipment, office security, access to information, protection of personal data, occupational health and safety, office green management etc.; and
5. serving as Secretary to the Departmental Tender Board and overseeing the tender opening procedures of the Departmental Tender Opening Committee.

**Job Description**

**Division** : Land Transport  
**Post Title** : Controller (Land Transport)  
**Rank** : Controller of Government Land Transport (D1)  
**Responsible to** : Deputy Director of Government Logistics

**Justifications :**

The Controller (Land Transport) will be the head of the Land Transport Division and will supervise its operation in the provision of vehicles and land transport services to the departments. He will assist in formulating policies on various matters relating to the overall management of the entire government vehicle fleet of about 7 000 vehicles and 2 700 drivers with a view to controlling its overall growth and ensuring the efficient and cost-effective utilisation of resources. He will advise on vehicle requirements and specifications to achieve standardization of vehicle provision so as to gain the benefits of bulk quantity purchase. Apart from the direct supervision of two Government Transport Managers (MPS 40-49), he will also be responsible for managing over 2 750 officers in the Government Transport Manager, Transport Services Officer and Driver Grades who are deployed to various bureaux and departments.

We propose to rank the post at the level of D1, one rank below the existing Government Land Transport Administrator (D2) in the Government Land Transport Agency. The proposed ranking of the post at the directorate level is essential to ensure that the officer occupying the post has the required depth of experience and expertise to discharge his duties effectively.

**Duties and Responsibilities -**

1. supervising the operation of the Land Transport Division and ensuring the efficient and cost effective delivery of services;
2. assisting in formulating policies on the provision and management of land transport resources in departments;
3. advising on efficient and cost-effective transport management systems and vehicle requirements and specifications; coordinating the trial and evaluation of vehicles and equipment; and implementing green measures in the government fleet;

/4. ....

4. managing the Driver grades;
5. conducting transport management reviews in departments and making recommendations for improvements; administering vehicle hire contracts; and
6. assisting in the formulation of training policies and provision of training and testing of government drivers, and ensuring a high standard of road safety in the government fleet.

**Job Description**

**Division** : Procurement  
**Post Title** : Controller (Procurement)  
**Rank** : Controller of Government Supplies (D1)  
**Responsible to** : Deputy Director of Government Logistics

**Duties and Responsibilities -**

1. supervising the operation of the Procurement Division to ensure the efficient and cost effective delivery of services, the execution of activities in accordance with the Stores and Procurement Regulations, departmental manuals/policies and international agreements on Government Procurement as well as the optimum utilisation of resources;
2. assisting in formulating procurement policies and conducting market research;
3. advising other government departments on procurement matters;
4. interviewing and negotiating with tenderers, suppliers and contractors on high value tenders, contracts, agreements and claims;
5. scrutinizing and approving issue of high value tenders, orders and variations of contracts in accordance with the Schedule of Authorities and vetting submissions to the Central Tender Board; and
6. planning for strategic purchasing and pre-qualification exercises.

**Job Description**

**Division** : Supplies Management  
**Post Title** : Controller (Supplies Management)  
**Rank** : Controller of Government Supplies (D1)  
**Responsible to** : Deputy Director of Government Logistics

**Duties and Responsibilities -**

1. supervising the operation of the Supplies Management Division to ensure the efficient and cost effective delivery of services, the execution of activities in accordance with the Stores and Procurement Regulations and departmental manuals/policies and the optimum utilisation of resources;
2. assisting in formulating policies on supplies management with the aim of enhancing cost-effectiveness and optimizing the added value of the Department's warehouse operations;
3. advising other government departments on all supplies matters (except procurement);
4. managing the Supplies Supervisor, Supplies Assistant and Supplies Attendant grades;
5. ensuring optimal stock of common stores and supplies to facilitate efficient operation of user departments; and
6. serving as member of the Departmental Tender Board and chairman/member of other senior management committees.

**Job Description**

**Division** : Printing  
**Post Title** : Controller (Printing Services)  
**Rank** : Chief Printing Superintendent (D1)  
**Responsible to** : Deputy Director of Government Logistics

**Duties and Responsibilities -**

1. supervising the operation of the Printing Division, including the Support Unit and ensuring the efficient and cost effective delivery of services and fulfillment of security requirements where appropriate;
2. assisting in formulating policies for the provision of printing services and developing overall production plans and business strategies;
3. advising other government departments on printing matters;
4. managing the Printing Technician and Proof Reader grades;
5. monitoring the performance of the printing activities and reviewing the efficiency and effectiveness of printing services against the set targets; and
6. acting as compliance officer in the implementation of ISO 9001:2000 Quality System and ISO 14001 Environmental Management System.

**Merger Proposal : Summary of Changes in Posts**

	<b>Directorate Permanent (a)</b>	<b>Non-Directorate Permanent (b)</b>	<b>Total (a)+(b)</b>
<i><b>Creation of Posts</b></i>			
Government Logistics Department	7	812	819*
<i>Sub-total</i>	<u>7</u>	<u>812</u>	<u>819</u>
<i><b>Less : Deletion of Posts</b></i>			
Government Land Transport Agency	-1	-145	-146
Government Supplies Department	-4	-391	-395*
Printing Department	-3	-335	-338
<i>Sub-total</i>	<u>-8</u>	<u>-871</u>	<u>-879</u>
<b>Net Changes</b>	<u><b>-1</b></u>	<u><b>-59</b></u>	<u><b>-60</b></u>

\* excluding four non-directorate posts in the Analyst/Programmer grade to be transferred from Information Technology Services Department to Government Supplies Department on 1 April 2003.

**Enclosure 16 to EC(2002-03)10**

**Merger Proposal : Summary of Staff Cost**

	<b>Notional Annual Salary Cost at Mid-point (\$)</b>	<b>Full Annual Average Staff Cost (\$)</b>	<b>Number of Posts</b>
<i>Posts to be created</i>			
Government Logistics Department	199,474,740	328,868,532	819
<i>Sub-total</i>	<i>199,474,740</i>	<i>328,868,532</i>	<i>819*</i>
<i>Less : Posts to be deleted</i>			
Government Land Transport Agency	(33,333,300)	(53,901,492)	(146)
Government Supplies Department	(111,116,400)	(186,553,596)	(395)
Printing Department	(70,636,440)	(114,886,056)	(338)
<i>Sub-total</i>	<i>215,086,140</i>	<i>355,341,144</i>	<i>879*</i>
<b>Net Savings</b>	<b>(15,611,400)</b>	<b>(26,472,612)</b>	<b>(60)</b>

\* excluding four non-directorate posts in the Analyst/Programmer grade to be transferred from Information Technology Services Department to Government Supplies Department on 1 April 2003.