

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 142 - GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

Subhead 001 Salaries

Members are invited to recommend to Finance Committee the creation of the following supernumerary post for a period of two years starting from 1 January 2003 -

1 Administrative Officer Staff Grade C
(D2) (\$117,040 - \$124,305)

PROBLEM

The Director of Administration needs dedicated support at directorate level to take forward the development project at Tamar.

PROPOSAL

2. The Director of Administration proposes to create in the Administration Wing of the Chief Secretary for Administration's Office one supernumerary post of Administrative Officer Staff Grade C (AOSGC) (D2) for a period of two years starting from 1 January 2003 to coordinate and monitor the implementation of the development project at Tamar. We would not seek further extension of this supernumerary post beyond this two-year period.

/JUSTIFICATION

JUSTIFICATION

3. The Executive Council decided in April 2002 that the Administration should proceed to develop the Tamar site for the new Central Government Complex together with a new Legislative Council Complex and other compatible community facilities. The scope of the Tamar project covers the design and construction of a new Central Government Complex, Legislative Council Complex, Exhibition Gallery, Civic Place, associated carparking spaces and pedestrian footbridges. The Government proposes to have an integrated design for the buildings and facilities on the Tamar site together with the adjoining waterfront promenade so that the area can be developed into a new civic core of Hong Kong under a coherent planning concept.

4. It is estimated that the development project at Tamar will cost roughly \$6.4 billion and create about 5,000 jobs. The project will provide important new civic and community facilities for Hong Kong. We aim to complete the Tamar project by 2007. Given the scope, timeframe and number of parties involved, the implementation of the project will require careful planning, detailed coordination and monitoring at a senior level.

5. We have set up a Steering Committee under the chairmanship of the Director of Administration since May 2002 to oversee the implementation of the project. To solicit a world-class design with Hong Kong characteristics within the shortest and practicable timeframe, we have adopted a two-phase approach. Phase one is a prequalification exercise. We issued a prequalification document in mid August 2002 to openly invite interested applicants to submit conceptual designs for the development at Tamar. The closing date for submission of applications is 15 November 2002. Our plan is to shortlist no more than five candidates to participate in formal tendering of the design-and-build contract under phase two.

6. We have also set up a Special Selection Board under the chairmanship of the Chief Secretary for Administration with two Legislative Council members, two senior government officials and a former professor in architecture as members to assess applications for prequalification, select tenders and decide on the award of the contract for the Tamar project. The prequalified applicants will be selected on the basis of their technical, managerial and financial capability, their capability to undertake the project in time and with quality in accordance with the prescribed site parameters and user requirements, and their capability to meet the prescribed design objectives.

7. To ensure proper and timely completion of the prequalification exercise, we created under delegated authority a supernumerary post of AOSGC in the Administration Wing for six months with effect from 26 July 2002. The post was designated as Assistant Director of Administration (Tamar Development) (ADA(TD)). The incumbent is responsible for coordinating and monitoring the prequalification exercise; and providing secretariat support to both the Steering Committee and the Special Selection Board. The supernumerary post will lapse on 26 January 2003. However, there is a continued need for the post for two more years. The incumbent is expected to play a key role in ensuring the accomplishment of the following critical tasks during the period.

(a) Coordination and compilation of detailed user requirements

8. Given the large scale of the project, there needs to be extensive and effective co-ordination in finalising the user requirements to ensure that the site is put to the most cost-effective use. The proposed ADA(TD) will be responsible for ensuring proper liaison with the concerned parties and responsible government departments in drawing up the detailed user requirements. These include the Legislative Council Secretariat and the Legislative Council Commission, various policy bureaux, Planning Department and Leisure and Cultural Services Department who will be major users of the new buildings and related facilities. The incumbent will have to coordinate and compile their input for incorporation into the tender document in a contractually sound and effective manner.

(b) Tendering

9. Formal tendering for the design-and-build contract for the Tamar project will commence in early May 2003. In view of the scale and complexity of the project, the tendering exercise will involve substantial administrative efforts. The proposed ADA(TD) will have to work closely with the Architectural Services Department in the preparation of the tender document, and also in liaison with the pre-qualified applicants as necessary. Moreover, to facilitate timely and proper tender assessment by the Special Selection Board, the ADA(TD), as the secretary to the Board, will have to provide comprehensive support to the Board, including seeking technical input and advice from the concerned government departments and prepare detailed analyses of the tenders. Following the Special Selection Board's decision, the ADA(TD) and Architectural Services Department will have to jointly prepare the design-and-build contract in consultation with the Department of Justice.

/(c)

(c) *Coordination and Monitoring of Implementation*

10. The Steering Committee is to ensure the timely implementation of the Tamar project, within budget, to a good quality and close coordination among concerned government departments. It has also set up three sub-committees to deal with issues relating to the Central Government Complex, including the technical design-and-build matters, users' requirements and information technology and security requirements. The proposed ADA(TD) will play a pivotal role in supporting the operation of the Steering Committee, ensuring effective follow-up to the deliberation of the Committee, monitoring progress, liaising with relevant parties, and facilitating early resolution of identified interface issues with parties concerned.

11. The incumbent will also be heavily engaged in other essential administrative work in support of the implementation of the project, such as preparation of necessary submissions to the Public Works Sub-committee and the Finance Committee for funding approval, and subject to the approved design of the Tamar project, submission to the Town Planning Board for necessary variations to the Outline Zoning Plan.

12. We envisage that bulk of the tasks for the proposed ADA(TD) post will be carried out in 2003 and 2004, covering the critical period before the award of the design-and-build contract. It will also cover the initial construction programme when we anticipate significant interface problems with, for example, the reclamation works of the waterfront promenade, hence requiring intensive and close coordination between the major works programmes. After 2004, the implementation of the project should be well on track and the residual tasks in coordination and monitoring of the project will be absorbed by the Architectural Services Department and the non-directorate staff of the Administration Wing previously underpinning the ADA(TD) post. We shall not seek further extension of this supernumerary post beyond this two-year period. A schedule of implementation of the Tamar project is at Enclosure 1.

Encl. 1

13. The job description for the ADA(TD) post is at Enclosure 2. The incumbent will be underpinned by a Chief Executive Officer, an Executive Officer I and two secretarial staff through internal re-deployment. An organisation chart of the Administration Wing, showing the ADA(TD) post and the supporting staff is at Enclosure 3. The existing supernumerary AOSGC post created under delegated authority will automatically lapse upon the creation of the supernumerary ADA(TD) post on 1 January 2003.

Encl. 2

Encl. 3

ALTERNATIVES CONSIDERED

14. We have critically examined whether existing staff in the Administration Wing have spare capacity to absorb the duties of the proposed ADA(TD). The other directorate staff are already fully occupied with their existing responsibilities relating to sustainable development, legal aid, protocol service, government records, appeal boards, common services to the Government Secretariat, and liaison with the Ombudsman, the Legislative Council and the Independent Commission Against Corruption. It is not possible for them to take on the additional heavy workload associated with the Tamar project without seriously affecting the discharge of their current duties. We are fully conscious of the need to maintain effective control over the directorate establishment within our purview. In this connection, Members may recall that the Finance Committee has approved our initiative to integrate the Efficiency Unit and the Management Services Agency in July 2002, which has resulted in the net deletion of one permanent D3 post, one permanent D1 post and 13 permanent non-directorate posts, and creation of one supernumerary D2 post for one year in the establishment of the Chief Secretary for Administration's Office.

15. In the light of the foregoing, if the proposed supernumerary directorate post is not approved, we would not have the necessary capacity within our already streamlined directorate establishment to assume the additional responsibilities arising from the implementation of the Tamar project. As mentioned above, the supporting staff of the proposed post will be met by internal redeployment fully.

FINANCIAL IMPLICATIONS

16. The additional notional annual salary cost of the proposal at mid-point is \$1,448,040 and its full annual average staff costs, including salaries and staff on-cost is \$2,472,000. The four non-directorate staff (one Chief Executive Officer, one Executive Officer I, one Personal Secretary I and one Personal Secretary II) underpinning the proposed post will be internally re-deployed from within the Administration Wing and hence have no additional financial implications for Government.

17. We have sufficient provision in the current year Estimates to meet the cost of this proposal, and will include the necessary provision in the 2003-04 draft Estimates.

/ESTABLISHMENT

ESTABLISHMENT CHANGES

18. The following table shows the establishment changes of Head 142 Government Secretariat: Offices of the Chief Secretary of the Administration and the Financial Secretary –

| Establishment | Number of Posts | | | |
|---------------|----------------------------|------------------------|------------------------|-----------------|
| | Existing (as at 1.10.2002) | as at 31.3.2002 | as at 31.3.2001 | as at 31.3.2000 |
| A | 26 + (2) | 26 + (2) | 24 + (1) | 23 + (6) |
| B | 81 | 45 | 40 | 51 |
| C | 369 | 346 | 341 | 377 |
| Total | 478¹ | 419² | 406³ | 457 |

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

() - number of supernumerary directorate posts

¹ increase over 31.3.2002 is mainly attributed to the integration of the Management Services Agency, hitherto a department, into the Efficiency Unit and establishment of the new Hong Kong Guangdong Co-operation Coordination Unit

² increase over 31.3.2001 is mainly due to establishment of the Sustainable Development Unit under the Administration Wing

³ decrease over 31.3.2000 is mainly due to transfer of the Business and Services Promotion Unit from the Financial Secretary's Office to the then Commerce and Industry Bureau and deletion of a number of posts performing carpark management, building security, receipt and despatch, and other special duties

CONSULTATION WITH LEGISLATIVE COUNCIL PANEL

19. We consulted the Legislative Council Panel on Planning, Lands and Works by circulation of paper in October 2002. The Panel noted the proposal and had no comment on it.

CIVIL SERVICE BUREAU COMMENTS

20. To enable the Government to take forward the development project at Tamar, the Civil Service Bureau supports the proposed creation of the supernumerary post to coordinate and monitor the implementation of the development project. Having regard to the level and scope of responsibilities, we consider the grading and ranking of the proposed supernumerary post appropriate.

/ADVICE

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

21. As the post is proposed on a supernumerary basis, its creation, if approved, will be reported to the Standing Committee on Directorate Salaries and Conditions of Service in accordance with the agreed procedure.

Administration Wing
Chief Secretary for Administration's Office
November 2002

**Schedule of Implementation of
Tamar Project**

| <u>Milestone</u> | <u>Tentative Timing</u> |
|--|--------------------------------|
| Finalization of user requirements for Central Government Complex, Legislative Council Complex, Civic Place and Exhibition Gallery and preparation of tender document | First Quarter, 2003 |
| Commencement of invitation of tenders | Second Quarter, 2003 |
| Submission to Public Works Sub-committee and Finance Committee | Second Quarter, 2003 |
| Closing of tender period | Third Quarter, 2003 |
| Evaluation and selection of tenders | Third/Fourth Quarter, 2003 |
| Preparation of contract documents and if necessary, submission to Town Planning Board | Fourth Quarter, 2003 |
| Contract period | early 2004 - mid 2007 |

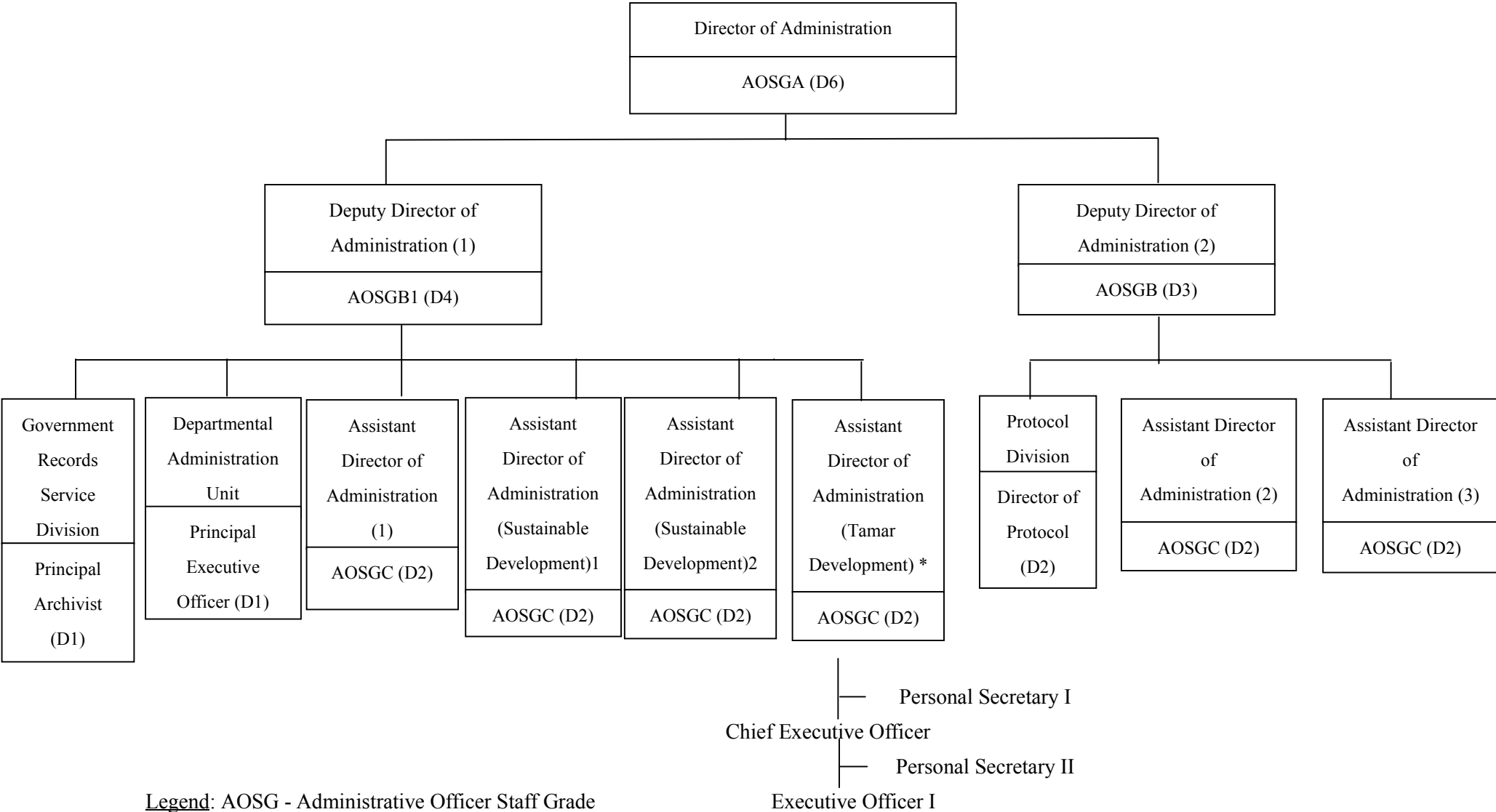
**Proposed Job Description for
Assistant Director of Administration (Tamar Development)**

Rank: Administrative Officer Staff Grade C (D2)

Main Duties and Responsibilities –

1. to coordinate and monitor the Tamar development project with a view to ensuring its timely completion in 2007;
2. to provide secretariat support to the Special Selection Board set up to assess the tenders and decide on the award of contract for the project;
3. to provide secretariat support to the Steering Committee overseeing the implementation of the Tamar project;
4. to liaise with the parties concerned to compile a set of detailed user requirements for the new Central Government Complex, Legislative Council Complex, Exhibition Gallery and Civic Place and assist in the preparation of the tender documents and the design and build contract; and
5. to assist in resolving any interface issues of the project with the departments and parties concerned.

**Organisation Chart
Administration Wing, Chief Secretary for Administration's Office**



Legend: AOSG - Administrative Officer Staff Grade
* Supernumerary post proposed to be created.