

For discussion
on 11 December 2002

EC(2002-03)8

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

**HEAD 153 – GOVERNMENT SECRETARIAT:
ENVIRONMENT, TRANSPORT AND WORKS BUREAU
(TRANSPORT AND WORKS)**

Subhead 001 Salaries

Members are invited to recommend to Finance Committee the creation of the following permanent post with effect from 1 January 2003 –

1 Administrative Officer Staff Grade C/
non-civil service position at D2-equivalent
(D2) (\$117,040 - \$124,305)

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

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

PROBLEM

The Secretary for the Environment, Transport and Works (SETW) needs an Administrative Assistant (AA) to provide her with administrative support under the accountability system.

/PROPOSAL

PROPOSAL

2. We propose to create one permanent post of Administrative Officer Staff Grade C (AOSGC) (D2)/non-civil service position at D2-equivalent with effect from 1 January 2003 as AA to SETW. This is to be offset by the deletion of an existing AOSGC (D2) post in the Transport Sub-branch of the Environment, Transport and Works Bureau (ETWB), the duties of which are to be absorbed within the Transport Sub-branch.

JUSTIFICATION

3. Under the accountability system introduced on 1 July 2002, each Director of Bureau is to have his/her own private office, comprising an AA (equivalent to AOSGC (D2) rank) and other non-directorate support staff. The financial provisions for these posts in the Director of Bureau's private office are to be made available through redeployment of existing resources by the bureau concerned. We created a supernumerary AOSGC (D2) post in ETWB to serve as AA to SETW on 1 July 2002 for six months under delegated authority from the Finance Committee on a temporary basis, with a view to making the post permanent by way of redeployment of existing staff resources with the approval of the Finance Committee.

Encl. 1 The job description of the AA to SETW post is at Enclosure 1.

4. Since the introduction of the accountability system, we have been critically reviewing our staffing and organisation structure with a view to making better use of available resources and identifying scope for staff redeployment to regularize the AA to SETW post on a permanent basis. We have identified that some of the responsibilities previously undertaken by the Principal Assistant Secretary (Transport) 3 (PAS(T)3) (ranked at AOSGC (D2) level) with regard to monitoring the planning and implementation of new railway projects of the Mass Transit Railway Corporation Limited (MTRCL), such as the Tseung Kwan O Extension and Quarry Bay Relief Works are no longer required following the recent completion of the said projects. Taking into account the operational need to continue to provide an AA to SETW on a permanent basis upon the lapse of the supernumerary AOSGC post as AA to SETW, we propose that the remaining duties of the PAS(T)3 post, relating to the overseeing and monitoring of transport policies and administrative matters concerning the operation and services provided by MTRCL and the implementation of Octopus in transport services, be absorbed by another PAS in the Transport Sub-branch, namely PAS(T)2. PAS(T)2 is currently mainly responsible for overseeing the transport policy for road safety, matters relating to the Transport Advisory Committee and the

/Transport

Transport Complaints Unit, and the application of information technology in transport. The PAS(T)3 post will consequentially be permanently redeployed as the AA to SETW post.

5. When Members considered the creation of non-civil service positions of principal officials under the accountability system in June 2002 (EC(2002-03)2), Members noted that the principal official’s AA would be pitched at a level equivalent to AOSGC (D2). These positions could be filled by civil servants on postings or by way of direct appointment to non-civil service positions at the rank of D2-equivalent. Hence, we propose to rank the AA post at AOSGC (D2)/non-civil service position at D2-equivalent to provide SETW with the flexibility in the filling of this position. The proposed creation is to be offset by the deletion of an AOSGC post designated as PAS(T)3 in the Transport Sub-branch with effect from 1 January 2003.

Encl. 2 6. The proposed organisation chart of ETWB is at Enclosure 2.

FINANCIAL IMPLICATIONS

7. The additional staff cost required for the creation of the proposed AOSGC (D2) post/non-civil service position at D2-equivalent will be fully offset by the savings from the deletion of an AOSGC (D2) post in the Transport Sub-branch. The financial implications are set out as follows –

	NAMS \$	Full Annual Average Staff Cost \$	No. of Post
AOSGC (D2) post/ non-civil service position at D2- equivalent	1,448,040	2,472,000	1
Less AOSGC (D2) post	1,448,040	2,472,000	1
	0	0	0
	0	0	0

/BACKGROUND

BACKGROUND INFORMATION

8. With the implementation of the accountability system from 1 July 2002, the Administration has pledged that the principal officials will review the working relationship between the bureaux and executive departments within their respective purview. The overall direction is to streamline the structure and working relationship between the two, merging and integrating similar functions being performed by both, making better use of limited resources, enhancing the efficient and effective implementation of policies and delivery of services to the public, and effecting sufficient savings within 12 months to make the introduction of the accountability system a cost-neutral exercise.

ESTABLISHMENT CHANGES

9. The establishment changes in Transport Sub-branch of ETWB for the last two years are as follows –

Establishment (Note)	Number of posts			
	Existing (as at 1.11.2002)	As at 1.4.2002	As at 1.4.2001	As at 1.4.2000
A	15@	15	15	12+(4)
B	33	33	32	33
C	68	68	73	74
Total	116	116	120	119+(4)

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
- @ – including one permanent D8 post being held against by the supernumerary Permanent Secretary for Economic Development and Labour (Labour) post until 30.6.2003

/CONSULTATION

CONSULTATION WITH LEGISLATIVE COUNCIL PANELS

10. We issued an information paper on 20 November 2002 to consult the Legislative Council Panels on Environmental Affairs, Planning, Lands and Works, and Transport respectively. Members of the Panels noted the proposal and had no comments.

CIVIL SERVICE BUREAU COMMENTS

11. Having regard to the operational need for an AA to SETW and the proposed redistribution of work within ETWB to improve the delivery of services, the Civil Service Bureau supports the proposed creation of one AOSGC(D2)/non-civil service position at D2-equivalent, offset by the deletion of an AOSGC post within ETWB.

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

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

Environment, Transport and Works Bureau
December 2002

Job Description

**Administrative Assistant to the
Secretary for the Environment, Transport and Works**

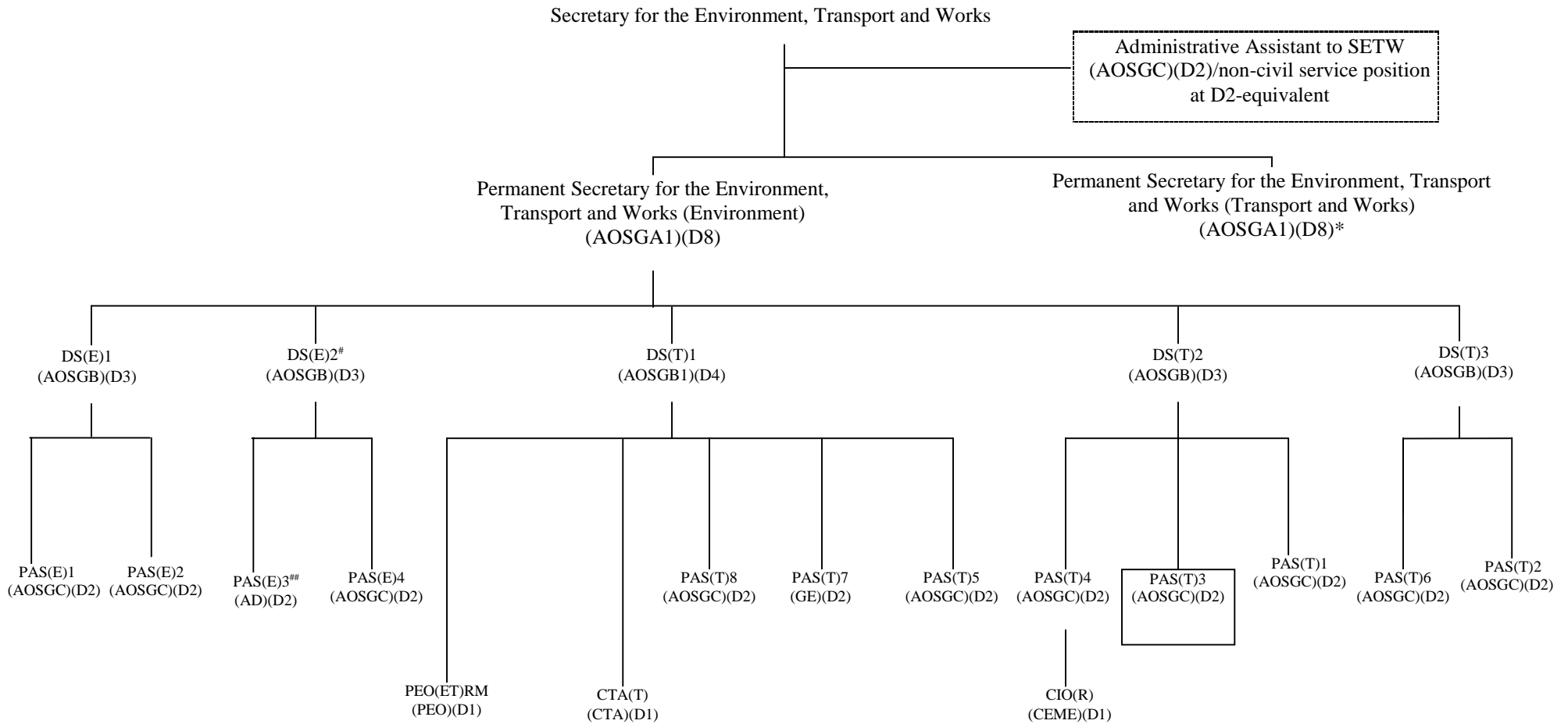
Rank : Administrative Officer Staff Grade C (D2)/
non-civil service position at D2-equivalent

Responsible to : Secretary for the Environment, Transport and Works (SETW)

Main Duties and Responsibilities –

1. provide general administrative support to SETW;
2. coordinate submissions to SETW;
3. coordinate and handle replies to correspondence, including complaints, addressed to SETW;
4. in co-ordination with the Press Secretary to SETW, prepare speeches and statements to be delivered by SETW;
5. plan SETW's programme of official visits and duty trips, both locally and overseas, coordinate the preparation of briefs for such visits and follow-up action as required;
6. plan meetings on various subjects, prepare briefs, and service meetings chaired by SETW; and
7. perform such other administrative duties as SETW may from time to time direct.

Proposed Organisation Chart of the Environment, Transport and Works Bureau



Legend

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

 Proposed creation of 1 AA to SETW post

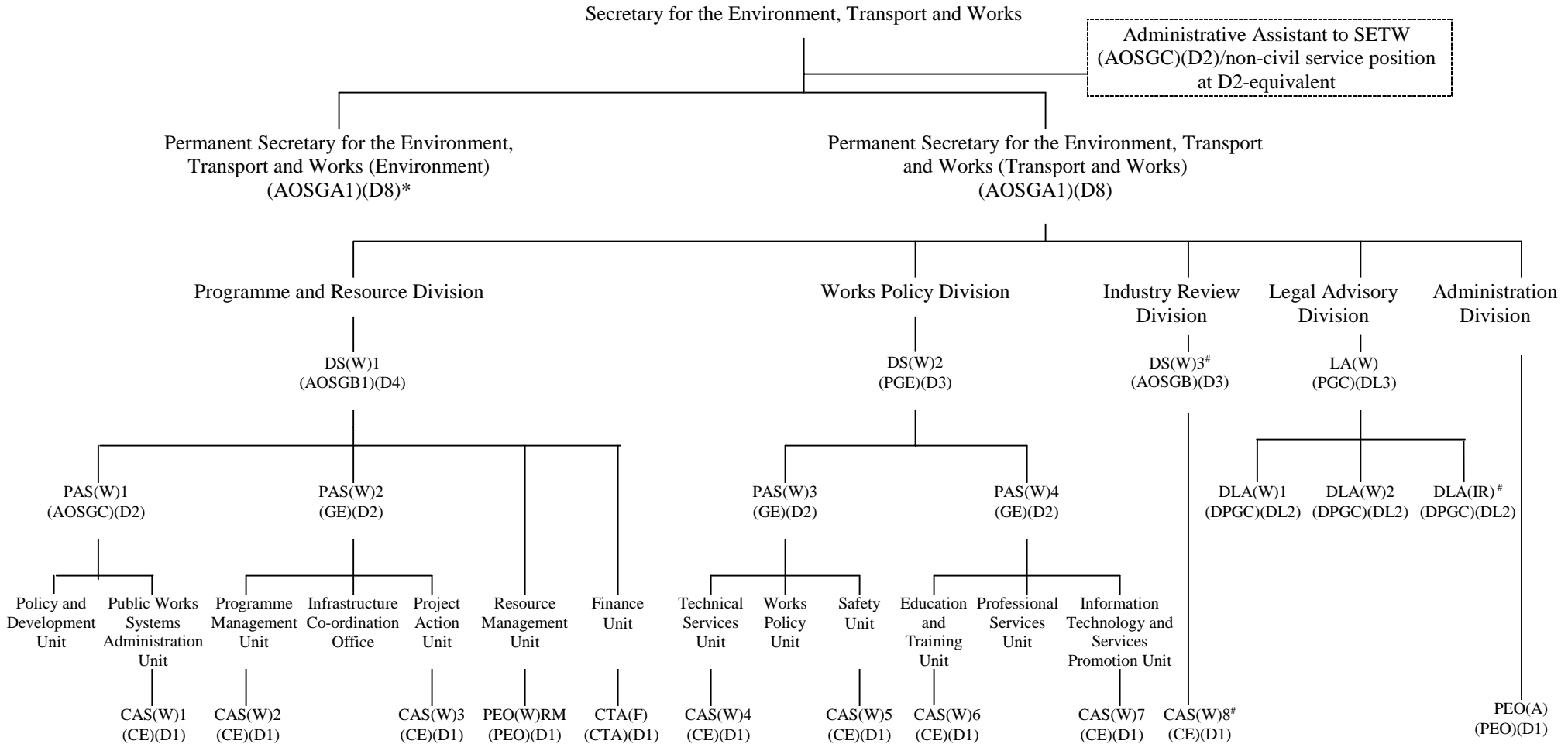
 Proposed deletion of the PAS(T)3 post

Supernumerary Directorate Post created up to 22.6.2003

Supernumerary Directorate Post created up to 14.4.2003

* See separate sheet for organisation under the Permanent Secretary for the Environment, Transport and Works (Transport and Works)

Proposed Organisation Chart of the Environment, Transport and Works Bureau



Legend

SETW	Secretary for the Environment, Transport and Works	AOSGA1	Administrative Officer Staff Grade A1	PGC	Principal Government Counsel	 	Proposed creation of 1 AA to SETW post
DS	Deputy Secretary	AOSGB1	Administrative Officer Staff Grade B1	DPGC	Deputy Principal Government Counsel	#	Supernumerary Directorate Post created up to 5.7.2004 inclusive
LA	Legal Adviser	AOSGB	Administrative Officer Staff Grade B	PEO	Principal Executive Officer		
PAS	Principal Assistant Secretary	AOSGC	Administrative Officer Staff Grade C	RM	Resource Management		
DLA	Deputy Legal Adviser	PGE	Principal Government Engineer	CTA	Chief Treasury Accountant		
IR	Industry Review	GE	Government Engineer	A	Administration		
CAS	Chief Assistant Secretary	CE	Chief Engineer	F	Finance		
				W	Works		

* See separate sheet for organisation under the Permanent Secretary for the Environment, Transport and Works (Environment)