

**Replies to Supplementary Oral Questions raised by Finance Committee Members  
in examining the Estimates of Expenditure 2003-04**

[Controlling Officer : Private Secretary to Chief Executive]  
[Session No. : 13] [File name : S-CEO-e.doc]

<b>Reply Serial No.</b>	<b>Question Serial No.</b>	<b>Name of Member</b>	<b>Head</b>	<b>Programme</b>
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Examination of Estimates of Expenditure 2003-04  
**CONTROLLING OFFICER'S REPLY TO  
 ORAL QUESTION**

Reply Serial No.

S-CEO001

Question Serial No.

Oral

Head: 21 – Chief Executive's Office

Subhead(No. & title):

Programme:

Controlling Officer: Private Secretary to Chief Executive

Director of Bureau: Director of the Chief Executive's Office

Question :

The Chief Executive's Office (CEO) to provide the performance pledges of, as well as the financial and staffing resources incurred in 2002-03 for various tasks under the purview of CEO, particularly in respect of the handling of correspondence from members of the public.

Asked by: Hon. Emily Lau

Reply:

- (a) In handling correspondences from members of the public, generally, an interim reply will be given within 10 calendar days if a firm reply is not yet available. As the cases vary in nature and circumstances, the timing of a final reply to individual member of the public also varies. This is a general practice applicable to all government departments.
- (b) The 86 posts on the establishment of the Chief Executive's Office can be broadly put under the following work streams –

	No of posts	Staffing provisions
Assist in policy coordination and formulation, planning of CE's public duties and handling of public correspondences	- 4 posts of Administrative Officer grade - 1 post of Executive Officer grade	\$5,759,000
Departmental administration, management of Government House and Fanling Lodge, household matters and social functions	-5 posts of Executive Officer grade -2 posts of Social Secretary grade -1 post of Housekeeper grade	\$4,781,000
Translation service	-2 posts of Chinese Language officer grade	\$1,627,000

Driving duties	-5 posts of Chauffeur grade -1 post of Motor Driver grade	\$2,000,000
Domestic staff	-27 posts of Domestic Staff grade	\$5,806,000
Secretarial, Clerical and General Support	-14 posts of Secretarial grades -17 posts of Clerical grades -3 posts of Office Assistant grade -1 post of Confidential Assistant grade -3 posts of Communications Controller grade	\$9,490,000
Total	86 posts	<b>\$29,463,000</b>

Signature \_\_\_\_\_

Name in block letters Robin IP

Post Title Private Secretary to Chief Executive

Date 31 March 2003

Examination of Estimates of Expenditure 2003-04  
**CONTROLLING OFFICER'S REPLY TO  
ORAL QUESTION**

Reply Serial No.

S-CEO002

Question Serial No.

Oral

Head: 21 – Chief Executive's Office

Subhead(No. & title):

Programme:

Controlling Officer: Private Secretary to Chief Executive

Director of Bureau: Director of the Chief Executive's Office

Question :

The Chief Executive's Office to provide the following information for 2002-03 ;

- (a) a breakdown of the utilization of the Government House by the Chief Executive and his wife for holding official and private functions, as well as the expenditure incurred; and
- (b) the staffing and financial resources incurred in organizing the social and public functions undertaken solely by the Chief Executive's wife.

Asked by: Hon. Margaret Ng

Reply:

- (a) In 2002-03, the Chief Executive (CE) and Mrs Tung hosted a total of 141 official functions at Government House. The expenditure incurred was covered by CE's non-accountable entertainment allowance (\$794,600) and General departmental expenses (\$153,800). CE and Mrs Tung did not host any private functions at Government House.
- (b) Staff of the Chief Executive's Office are responsible for rendering assistance to CE's wife in performing her official role, for instance, by providing administrative and secretarial support in relation to her public and social engagements, and assisting in preparing speech and message. It is impracticable to separate the staff costs involved in this respect.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Robin IP

Post Title \_\_\_\_\_ Private Secretary to Chief Executive

Date \_\_\_\_\_ 31 March 2003