

**Legislative Council Panel on Home Affairs**

**Proposed Creation and Deletion of Directorate Posts  
in the Home Affairs Bureau**

**PURPOSE**

This paper briefs Members on the following staffing proposal arising from the implementation of the accountability system -

- (a) the creation of one permanent post of Administrative Officer Staff Grade C (AOSGC) (D2)/non-civil service position at D2-equivalent with effect from 1 July 2003 as Administrative Assistant to Secretary for Home Affairs (AA/SHA), to be offset by the deletion of a permanent AOSGC (D2) post in the Home Affairs Bureau (HAB);
- (b) the deletion of one further permanent AOSGC (D2) post in HAB with effect from 1 July 2003 by rationalizing and redistributing the duties of the post among other D2 officers in HAB and the Home Affairs Department (HAD); and
- (c) the redistribution of duties and responsibilities among the directorate posts on the establishment of HAB and HAD.

We plan to submit the proposals to the Establishment Sub-committee (ESC) of the Finance Committee (FC) for consideration at its meeting on 28 May 2003.

**JUSTIFICATION**

2. 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 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.

3. To provide administrative support to SHA, we created on 1 July 2002 a supernumerary AOSGC (D2) post for 12 months to serve as AA/SHA by holding against an AOSGC (D2) post, namely, Principal Assistant Secretary (4) (PAS(4)) within HAB. The original duties and responsibilities of the PAS(4) post have since been redistributed to and absorbed in full by other D2 officers in HAB and HAD. Specifically, his duties relating to New Territories and rural matters, the Tung Wah Group of Hospitals and Po Leung Kuk, the District Administration Scheme and new arrivals from China were transferred to HAD and shared by AD(1) and AD(3) of HAD. The remaining responsibilities relating to public sector advisory and statutory bodies, the Central Personality Index and the Neighborhood Level Community Development Projects and Integrated Neighborhood Projects were absorbed by PAS(5) in HAB (and will be further redistributed to other D2 officers with effect from 1 July 2003 as detailed in paragraph 6 below). We propose to make permanent the redeployment of the PAS(4) post as AA/SHA with effect from 1 July 2003.

4. When the ESC considered the creation of non-civil service positions of principal officials under the accountability system in June 2002, Members noted that the principal official's administrative assistant 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, while the incumbent AA/SHA is an AOSGC, we propose to rank the administrative assistant at AOSGC (D2)/non-civil service position at D2-equivalent to provide SHA with flexibility in the filling of this position. The job description of the AA/SHA post is at Enclosure 1.

Encl. 1

5. Upon implementation of the accountability system, we have reviewed the scope of responsibilities and the working relationship between HAB and its two executive departments, namely HAD and the Leisure and Cultural Services Department (LCSD). In view of the distinct functions and wide range of responsibilities performed by the three organizations, we see the need to retain them as separate entities, and maintain the present organization hierarchy, i.e. both departments should continue to be headed by a director at Administrative Officer Staff Grade A (AOSGA) (D6) level and under the steer of the Permanent Secretary for Home Affairs (PSHA) pitched at Administration Officer Staff Grade A1

(AOSGA1) (D8) level.

6. In order to achieve greater economy in staffing resources, we have reviewed the responsibilities of PASs in HAB and considered that one AOSGC post in HAB, namely, PAS(5) can be deleted by rationalizing and redistributing the duties of the post to other D2 officers. Our plan is that for those duties where it is possible to integrate policy and executive functions and hence achieve delayering in the decision making process, they will be transferred to HAD and shared by AD(1), AD(4), AD(Administration) of HAD. These duties include village representative elections, building management, licensing of hotels and bed-space apartments, and planning and management of community halls/centres. Other policy responsibilities relating to areas such as gambling policy, advisory and statutory bodies, trust funds and opinion surveys will be absorbed by four PASs in HAB (PAS(1), PAS(2), PAS(3) and PAS(7)). We plan to delete the PAS(5) post with effect from 1 July 2003. The proposed duty lists of the four relevant PASs and four relevant ADs in HAD after their taking up the duties of PAS(4) and PAS(5) are at Enclosures 2 to 9.

Encls.  
2 to 9

7. At the Deputy Secretary level, there has been an increase in the workload and involvement in high level policy responsibilities arising notably from the implementation of the 2003 Policy Agenda items, for example, in respect of the authorization of football betting, consideration of legislation against racial discrimination, the future of the Sports Development Board, the heritage policy review and the development of creative industries. After review, we have effected some reshuffling of duties among the three Deputy Secretaries in HAB since 1 April 2003. The reshuffling is also necessary to even out their workload in anticipation of the redistribution of duties at the PAS level as referred to in paragraphs 3 and 6 above. The revised duty lists of the Deputy Secretaries are at Enclosures 10 to 12.

Encls.  
10 to 12

8. We will further review the staff deployment in six months' time with a view to identifying room for further streamlining the directorate structure of HAB and its executive departments to achieve greater economy in staffing resources and a more integrated approach in policy formulation and implementation.

Encls.  
13 to 14

9. The organization charts of HAB and HAD are at Enclosures 13 to 14.

## **FINANCIAL IMPLICATIONS**

10. The proposed change in directorate posts will bring about net savings of \$1.448 million in notional annual salary cost at mid point. The savings in full annual average staff cost, including salaries and staff on-cost are \$2.472 million.

Home Affairs Bureau  
April 2003

**Home Affairs Bureau**

**Job Description**  
**Administrative Assistant to the**  
**Secretary for Home Affairs**

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

**Responsible to** : Secretary for Home Affairs (SHA)

**Main Duties and Responsibilities -**

1. provide general administrative support to SHA;
2. co-ordinate submissions to SHA;
3. co-ordinate and handle replies to correspondence, including complaints, addressed to SHA;
4. prepare speeches and statements to be delivered by SHA in co-ordination with the Press Secretary to SHA;
5. plan SHA's programme of official visits and duty trips, both locally and overseas, co-ordinate 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 SHA; and
7. perform such other administrative duties as SHA may from time to time direct.

**Home Affairs Bureau**

**Job Description  
Principal Assistant Secretary (1)**

**Rank** : Administrative Officer Staff Grade C  
**Responsible to** : Deputy Secretary for Home Affairs (2) (DSHA(2))

**Main Duties and Responsibilities -**

1. develop and implement policy on youth development; oversee youth-related matters including servicing the Commission on Youth, overseeing the Centre for Youth Development project, and liaising with parties concerned on youth development;
2. develop and implement strategy for civic education and serve the Committee on the Promotion of Civic Education;
- \*3. assist in the formulation and implementation of gambling policy, including matters relating to the authorization of football betting, and measures to address gambling-related problems;
4. formulate and implement strategies on the promotion of the Basic Law in the local community;
- \*5. oversee the conduct of Government opinion surveys and monitor the results of privately sponsored polls;
6. oversee the subvention to uniformed groups, the HK Award for Young People and Agency for Voluntary Service and the operation and development of their programmes for youth members and volunteers;
- \*7. formulate policy relating to the issue of non-charitable fund-raising permits under Summary Offences Ordinance; and
- \*8. oversee the implementation of policy on postage stamps.

(\* Items 3, 5, 7 and 8 are duties to be taken over from PAS(5) w.e.f. 1 July 2003.)

**Home Affairs Bureau**

**Job Description  
Principal Assistant Secretary (2)**

**Rank** : Administrative Officer Staff Grade C  
**Responsible to** : Deputy Secretary for Home Affairs (1) (DSHA(1))

**Main Duties and Responsibilities -**

1. oversee matters related to the operation of the Personal Data (Privacy) Ordinance, including the taking forward of legislative proposals, the implementation of the Ordinance in government departments, and the housekeeping of the Privacy Commissioner's Office;
2. oversee the implementation of the Code on Access to Information and the Guidelines on Dissemination of Information through Government Webpages;
3. formulate policies on maintenance matters and coordinate improvement measures to legal and administrative arrangements affecting maintenance payees;
4. formulate recommendations on the Law Reform Commission's Report on Stalking;
5. oversee matters related to Chinese traditional marriages and customs, wills and inheritance;
- \*6. formulate and implement policy on public sector advisory and statutory bodies including the operation of the Central Personality Index;
7. handle matters related to press freedom and the Registration of Local Newspapers Ordinance, including the formulation of responses to questions and comments on the subject;
- \*8. assess the likely public reactions to Government proposals; and
9. undertake housekeeping matters for the Information Services Department.

(\* Items 6 and 8 are duties to be taken over from PAS(5) w.e.f. 1 July 2003.)

**Home Affairs Bureau**

**Job Description  
Principal Assistant Secretary (3)**

**Rank** : Administrative Officer Staff Grade C  
**Responsible to** : Deputy Secretary for Home Affairs (1) (DSHA(1))

**Main Duties and Responsibilities -**

1. formulate and implement equal opportunities policy in respect of gender, family status, and sexual orientation; and administer the relevant legislation including the Sex Discrimination Ordinance and the Family Status Discrimination Ordinance;
2. undertake housekeeping of the Equal Opportunities Commission;
3. liaise with the religious sector and provide policy support to related matters;
- \*4. formulate and implement policy on the management of Trust Funds, Chinese temples and Chinese permanent cemeteries; and supervise the secretariat to the relevant statutory bodies;
5. formulate policy relating to entertainment licensing;
6. implement a new regulatory framework for the Internet Computer Services Centres;
- \*7. supervise the management of SHA Incorporated properties; and
8. represent HAB on the Women's Commission.

(\* Items 4 and 7 are duties to be taken over from PAS(5) w.e.f. 1 July 2003.)



**Home Affairs Bureau**

**Job Description  
Principal Assistant Secretary (7)**

**Rank** : Administrative Officer Staff Grade C  
**Responsible to** : Deputy Secretary for Home Affairs (2) (DSHA(2))

**Main Duties and Responsibilities -**

1. formulate policy in relation to human rights, including the Bill of Rights Ordinance;
2. compile periodic reports under the International Covenant on Civil and Political Rights, the International Covenant on Economic, Social and Cultural Rights, the Convention Against Torture, the International Convention for the Elimination of All Forms of Racial Discrimination and the United Nations (UN) Convention on the Rights of the Child; consult the public, the legislature and non-governmental organizations on the outlines of these reports;
3. attend related UN hearings; respond to UN human rights enquiries; and prepare responses to the UN Committees' concluding observations on reports submitted under the treaties referred to in item 2 above;
4. formulate policy in relation to racial discrimination and - as supervisor of the Race Relations Unit - promote equal opportunities for people of different races;
5. maintain a watching brief on religious (and certain other forms of) discrimination; and
- \*6. formulate policy on, and oversee the implementation of, Neighbourhood Level Community Development Projects and Integrated Neighbourhood Projects.

(\* Item 6 is duties to be taken over from PAS(5) w.e.f. 1 July 2003.)

**Home Affairs Department**

**Job Description**  
**Assistant Director of Home Affairs (1)**

**Rank** : Administrative Officer Staff Grade C

**Responsible to** : Deputy Director of Home Affairs (1)

**Main Duties and Responsibilities -**

1. oversee and implement programmes of major campaigns and projects;
2. plan, oversee and foster district involvement in community building activities;
- \*3. liaise with community personalities and major organizations including Heung Yee Kuk, Kaifong associations, Community Chest, and major charitable bodies (Tung Wah, Po Leung Kuk, Pok Oi, Lok Sin Tong, Yan Chai, Yan Oi Tong);
4. promote the wider use of IT in the community;
- \*5. monitor and advise on NT matters, including elections of village representatives and rural committees, small house policy, rural burials, succession, tso and tong matters, subvention to NT organizations, rates exemption – applications and appeals;
6. advise on community participation aspects at committees and working groups;
7. assist DDHA(1) in managing the Liaison Officer grade in the Department;
8. advise on patronage of HAB/HAD directorate staff at major functions and ceremonies;
9. collate and process recommendations for nominations for Justice of the Peace; and
10. co-ordinate GIS-sponsored VIP district visit programmes.

(\* Duties relating to the Tung Wah Group of Hospitals and Po Leung Kuk and New Territories and rural matters in Items 3 and 5 were taken over from PAS(4) w.e.f. 1 July 2002. Duties relating to village representative elections in Item 5 are to be taken over from PAS(5) w.e.f. 1 July 2003.)

**Home Affairs Department**

**Job Description**  
**Assistant Director of Home Affairs (3)**

**Rank** : Administrative Officer Staff Grade C

**Responsible to** : Deputy Director of Home Affairs (2)

**Main Duties and Responsibilities -**

- \*1. formulate and implement policy on District Administration Scheme, Area Committees (ACs), Mutual Aid Committees (MACs); and facilitate the implementation of the recommendations of the District Councils (DCs) Review;
2. advise and monitor the allocation of funds for DCs and the administration of honorarium/allowances for District Councillors;
3. supervise the support provided to the Independent Commission on Remuneration for the Members of the District Councils of the HKSAR and PSHA's monthly meeting with District Council (DC) Chairmen and Vice Chairmen;
4. co-ordinate appointments to ACs and District Fight Crime Committees;
5. oversee the formation and servicing of and subventions to MACs;
6. co-ordinate training for DC members and their assistants, DC Secretariat staff and civil servants who have frequent dealings with DCs in accordance with the recommendations of the Working Group on DCs Review;
7. collate, assess and analyse community feedback through the district network; advise bureaux and departments regarding public consultations and briefings of DCs on Government policies and programmes; and coordinate recommendations of local personalities for honours and awards and for appointments to boards and committees;
8. formulate and implement policy on, and assess and monitor the service needs for new arrivals from the Mainland and the provision of relevant services through non government organizations and Government departments, and implement the overseas domestic helpers centre scheme; and;

9. plan and formulate the publicity strategies for, undertake and facilitate the electoral arrangements of the District Councils Elections and the Legislative Council Elections, and Voter Registration exercises.

(\*Policy responsibilities on District Administration Scheme, ACs and MACs in Item 1 and policy responsibilities on new arrivals in Item 8 are duties taken over from PAS(4) w.e.f. 1 July 2002.)

**Home Affairs Department**

**Job Description**

**Assistant Director of Home Affairs (4)**

**Rank** : Administrative Officer Staff Grade C

**Responsible to** : Deputy Director of Home Affairs (2)

**Main Duties and Responsibilities -**

- \*1. review and formulate policy on private building management and map out strategies for, and direct the provision of services on, private building management;
2. review the Building Management Ordinance and monitor and coordinate its implementation;
3. formulate publicity and education strategies and programmes on private building management;
4. plan and oversee the setting up of Building Management Resource Centres, direct the operation of Building Management Resource Centre (Kowloon) and evaluate its effectiveness;
5. liaise with relevant professional bodies on the provision of professional advice and services to building owners and residents on building management and Owners' Corporation matters;
- \*6. review and formulate policy on the licensing of hotels, guesthouses, clubs and bedspace apartments;
7. supervise the Office of Licensing Authority;
8. supervise the Singleton Hostel programme; and
9. co-ordinate the work relating to the Urban Renewal Authority.

(\* Items 1 and 6 are duties to be taken over from PAS(5) w.e.f. 1 July 2003.)

**Home Affairs Department**

**Job Description**

**Assistant Director of Home Affairs (Administration)**

**Rank** : Senior Principal Executive Officer  
**Responsible to** : Deputy Director of Home Affairs (2)

**Main Duties and Responsibilities -**

1. formulate strategies and plans in the management of human and financial resources to meet departmental objectives and cope with changes arising from new government initiatives;
2. streamline office management and administrative procedures to maximize efficiency and contribution in achieving departmental objectives, increase staff effectiveness, improve service quality and enhance productivity;
3. formulate information technology development strategy and develop an information technology infrastructure for the department;
4. supervise the Administration Division for the provision of personnel, financial and general administrative support services, including the operation of the HQ Emergency Control Centre;
5. allocate and monitor the expenditure of funds for Assistant Community Organisers (ACOs) / Community Organisers (COs) and the District Office Services Vote;
6. co-ordinate matters relating to potentially hazardous installations and contingency plans for emergencies; and
- \*7. review and implement the policies relating to the provision and use of community centres and halls; plan and manage the facilities.

(\* Policy responsibilities in Item 7 are to be taken over from PAS(5) w.e.f. 1 July 2003.)

**Home Affairs Bureau**

**Job Description**  
**Deputy Secretary for Home Affairs (1)**

**Rank** : Administrative Officer Staff Grade B 1  
**Responsible to** : Permanent Secretary for Home Affairs (PSHA)

**Main Duties and Responsibilities -**

1. formulate policy and review relevant legislation in respect of –
  - access to information
  - personal data protection
  - press freedom
  - discrimination on the basis of sex, family status, and sexual orientation
  - inheritance and divorce matters
  - religion
  - entertainment licensing;
2. oversee matters relating to the future of the Sports Development Board;
3. oversee the heritage policy review;
4. oversee the housekeeping of the Equal Opportunities Commission and the Privacy Commissioner's Office;
5. undertake Bureau administration and resource management of HAB; and
6. oversee the housekeeping of the Home Affairs Department and the Information Services Department.
- \*7. oversee the policy on appointment to public sector advisory boards and statutory bodies, including conducting a review on the role and functions of those bodies; and
- \*8. oversee the management of Trust Funds, Chinese temples and Chinese permanent cemeteries.

(Items 7 and 8 are to be taken over from DSHA(2) w.e.f. 1 July 2003)

**Home Affairs Bureau**

**Job Description**

**Deputy Secretary for Home Affairs (2)**

**Rank** : Administrative Officer Staff Grade B  
**Responsible to** : Permanent Secretary for Home Affairs (PSHA)

**Main Duties and Responsibilities -**

1. formulate gambling policy and steer the implementation of the authorization of football betting;
2. keep under review the policies on youth development;
3. oversee the strategy and promotion work on civic education;
4. oversee the various funding schemes for activities on the promotion of equal opportunities, youth development and civic education; and
5. oversee the work on reporting to the UN under international human rights covenants and treaties.



**Home Affairs Bureau**

**Job Description**

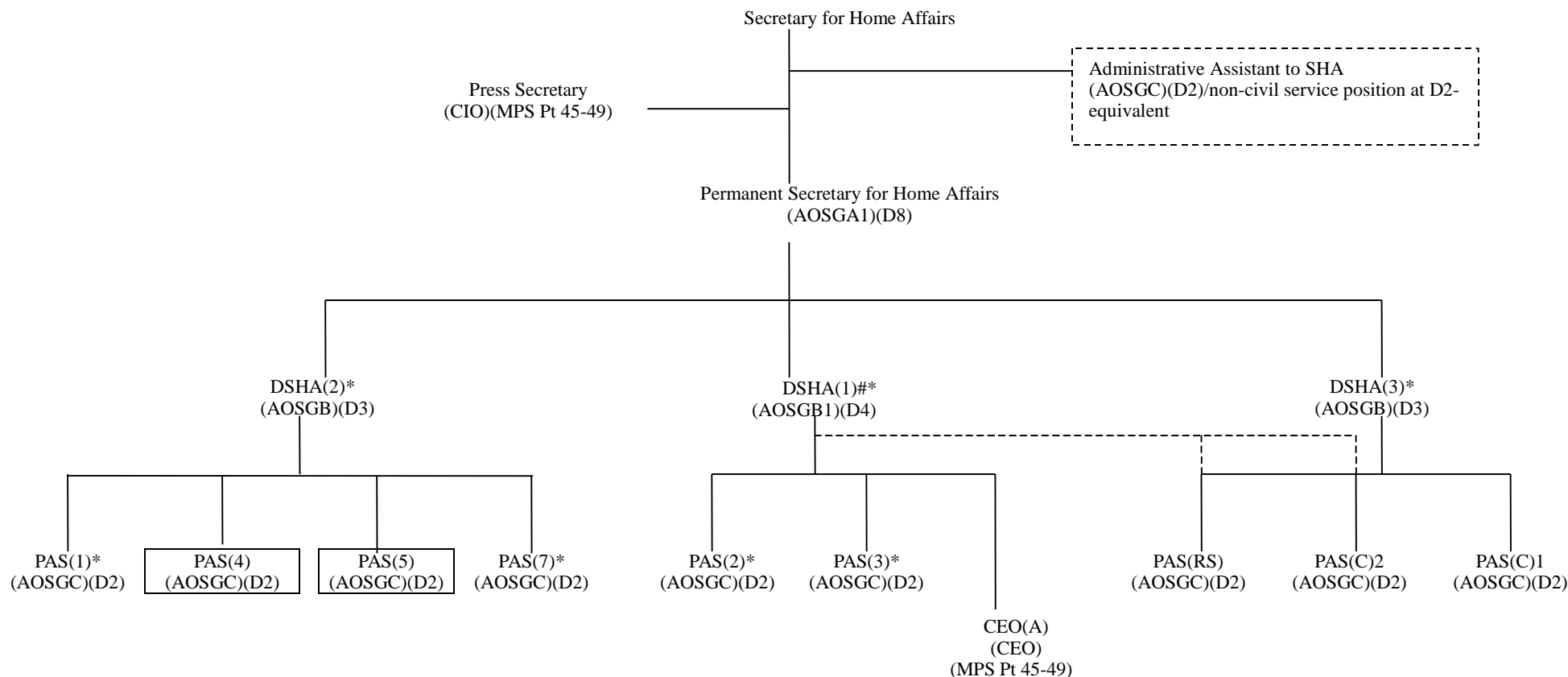
**Deputy Secretary for Home Affairs (3)**

**Rank** : Administrative Officer Staff Grade B  
**Responsible to** : Permanent Secretary for Home Affairs (PSHA)

**Main Duties and Responsibilities -**

1. formulate and review government policies and plans on arts, culture, recreation and sports (except for matters relating to the future of the Sports Development Board and the heritage policy review which have been taken over by DSHA(1) w.e.f. 1 April 2003);
2. provide policy input to the work of the Hong Kong Arts Development Council, the Hong Kong Academy for Performing Arts, the Hong Kong Arts Centre, the Lord Wilson Heritage Trust Fund; the Antiquities Advisory Board; the Hong Kong Sports Development Board and the Sports Institute, the Ocean Park Corporation and the Outward Bound School;
3. control, administer and monitor government's subvention to recreation, sports and cultural organizations (the Hong Kong Arts Development Council, the Hong Kong Academy for Performing Arts, the Hong Kong Sports Development Board);
4. plan, develop and oversee the implementation of district and territory-wide sports and culture programmes, including the integrated cultural district in West Kowloon and the stadium complex and sports facilities in South East Kowloon;
5. improve the governance and operations of cultural services, including libraries, museums and performance venues; taking into account the final recommendations of the Culture and Heritage Commission;
6. oversee the housekeeping of LCSD;
7. develop a cultural and sports network in the Greater Pearl River Delta; and
8. facilitate the further development of creative industries and initiate a study on the feasibility of setting up a Visual Arts Academy in Hong Kong.

**Organization Chart of the Home Affairs Bureau  
(showing current position and proposed position as 1 July 2003)**



Legend

SHA	Secretary for Home Affairs	CIO	Chief Information officer
DSHA	Deputy Secretary for Home Affairs	CEO	Chief Executive Officer
PAS	Principal Assistant Secretary		
AOSGA1	Administrative Officer Staff Grade A1	A	Administration
AOSGB1	Administrative Officer Staff Grade B1	C	Culture
AOSGB	Administrative Officer Staff Grade B	RS	Recreation and Sport
AOSGC	Administrative Officer Staff Grade C		

Proposed creation of the AA/SHA post w.e.f. 1 July 2003

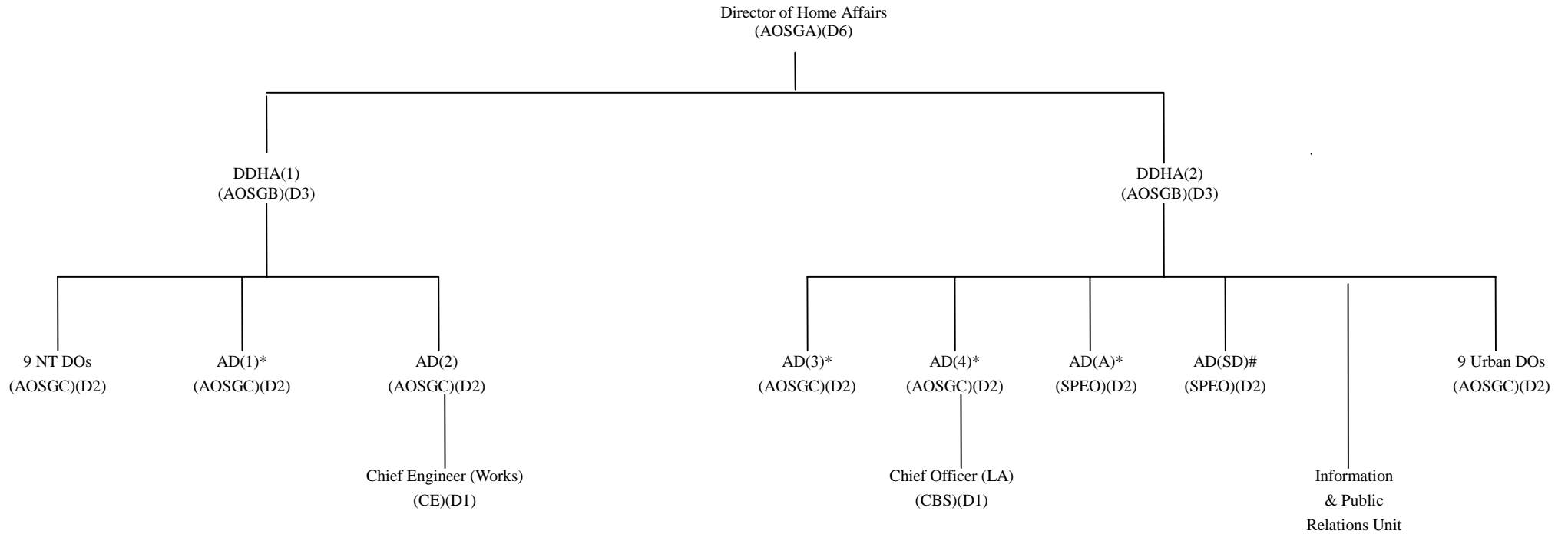
Proposed deletion of the PAS(4) post w.e.f. 1 July 2003  
(Post already re-deployed as AA/SHA w.e.f. 1 July 2002)

Proposed deletion of the PAS(5) post w.e.f. 1 July 2003

# DSHA(1) also oversees the work relating to the future of the Sports Development Board and the Heritage Policy Review with support from PAS(C)2 and PAS(RS)

\* Posts involving redistribution of duties and responsibilities

**Current Organization Chart of Home Affairs Department**



- Legend**
- |          |                                    |       |                                      |   |   |
|----------|------------------------------------|-------|--------------------------------------|---|---|
| DDHA     | Deputy Director of Home Affairs    | AOSGA | Administrative Officer Staff Grade A | # | AD(SD) is a supernumerary post created for the period from 7.4.2003 to 6.10.2003 to organize the celebration activities for the 6 <sup>th</sup> Anniversary of the Establishment of HKSAR and the National Day. |
| AD       | Assistant Director of Home Affairs | AOSGB | Administrative Officer Staff Grade B | * | Posts involving redistribution of duties and responsibilities   |
| NT DO    | New Territories District Officer   | AOSGC | Administrative Officer Staff Grade C |   |   |
| Urban DO | Urban District Officer             | SPEO  | Senior Principal Executive officer   |   |   |
|          |                                    | SD    | Special Duties                       |   |   |
|          |                                    | CE    | Chief Engineer                       |   |   |
|          |                                    | LA    | Licensing Authority                  |   |   |
|          |                                    | CBS   | Chief Building Surveyor              |   |   |