

For information

Legislative Council Panels on Environmental Affairs, Planning, Lands and Works, and Transport

Proposed Creation of a Permanent Directorate Post as Administrative Assistant to the Secretary for the Environment, Transport and Works

PURPOSE

This paper briefs Members on the Administration's proposal to create a permanent directorate post as Administrative Assistant (AA) to the Secretary for the Environment, Transport and Works (SETW) to provide her with administrative support under the accountability system. We plan to submit the proposal to the Establishment Subcommittee (ESC) of the Finance Committee (FC) for consideration at its meeting on 11 December 2002.

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 through the Establishment Subcommittee machinery. The job description of the AA to

Encl. 1 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. We have found that some of the duties of the Principal Assistant Secretary (Transport) 3 (PAS(T)3) (ranked at AOSGC (D2) level) in 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 have been completed. The remaining on-going 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 could be absorbed by another PAS in the Transport Sub-branch, namely PAS(T)2, who is mainly responsible for overseeing the transport policy for road safety, matters relating to the Transport Advisory Committee and the Transport Complaints Unit, and the application of information technology in transport.

5. 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, and the feasibility for PAS(T)2 to absorb the remaining duties of the PAS(T)3 post, we propose to effect the permanent redeployment of the PAS(T)3 post as the AA to SETW post. 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 proposed creation of the AOSGC post/non-civil service position at D2-equivalent will be fully offset by the deletion of an AOSGC (D2) post in ETWB.

Environment, Transport and Works Bureau
November 2002

Enclosure 1

Job Description
Administrative Assistant to the
Secretary for the Environment, Transport and Works

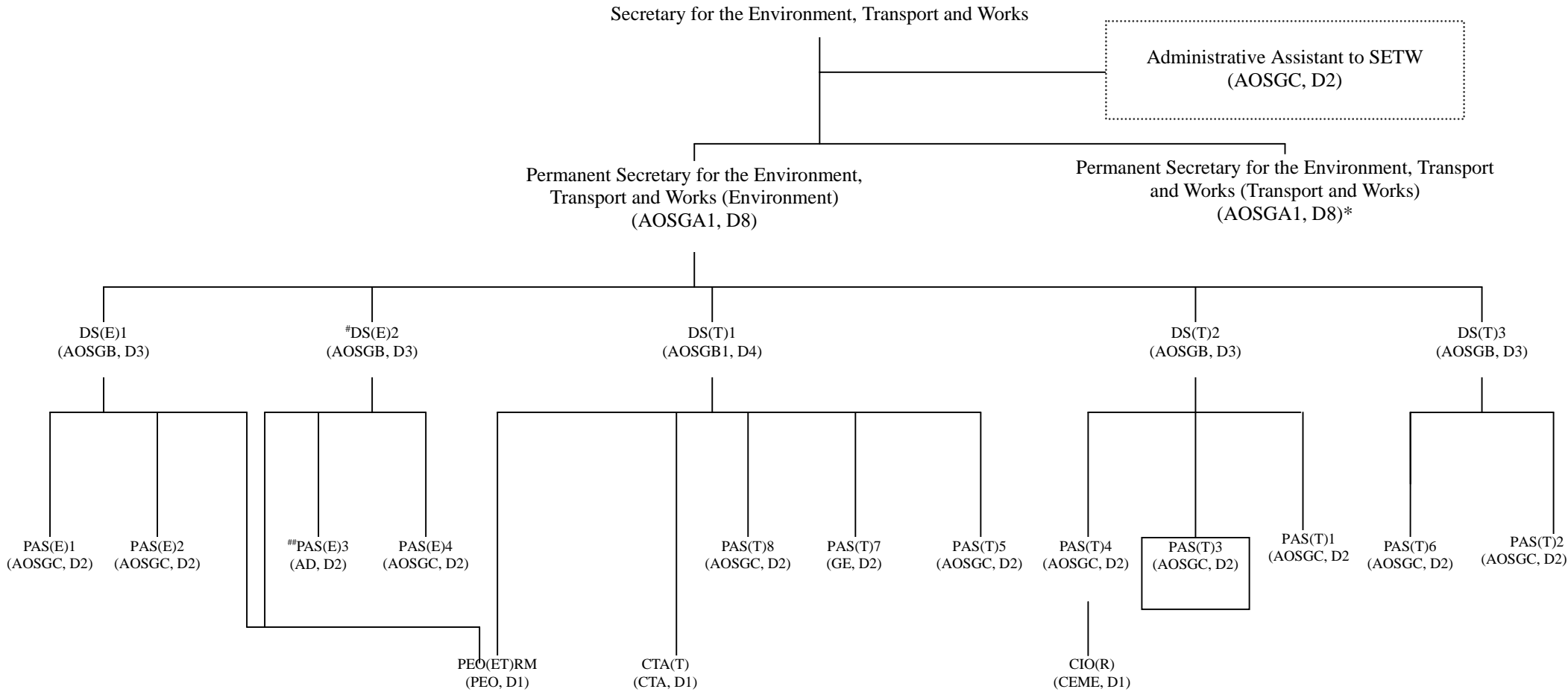
Rank : Administrative Officer Staff Grade C (D2)

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.
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
DS Deputy Secretary
PAS Principal Assistant Secretary
CIO(R) Chief Inspecting Officer (Railways)
AOSGA1 Administrative Officer Staff Grade A1
AOSGB1 Administrative Officer Staff Grade B1
AOSGB Administrative Officer Staff Grade B
AOSGC Administrative Officer Staff Grade C
GE Government Engineer
AD Assistant Director of Environmental Protection

PEO Principal Executive Officer
CTA Chief Treasury Accountant
CEME Chief Electrical and Mechanical Engineer
RM Resource Management
T Transport
E Environment

 Proposed creation of 1 AA to SETW post

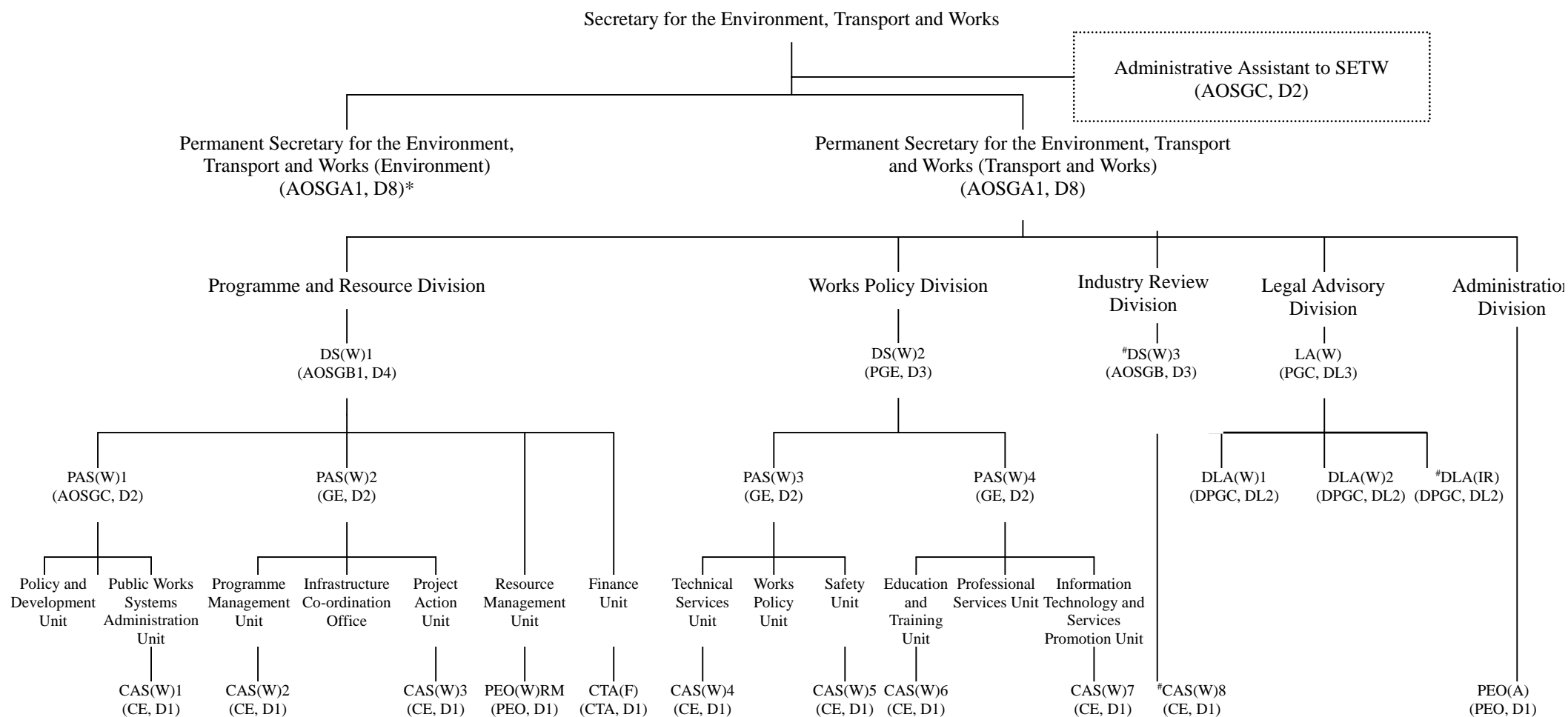
 Proposed deletion of the PAS(T)3 post

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
 DS Deputy Secretary
 LA Legal Adviser
 PAS Principal Assistant Secretary
 DLA Deputy Legal Advisor
 IR Industry Review
 CAS Chief Assistant Secretary

AOSGA Administrative Officer Staff Grade A
 AOSGB1 Administrative Officer Staff Grade B1
 AOSGB Administrative Officer Staff Grade B
 AOSGC Administrative Officer Staff Grade C
 PGE Principal Government Engineer
 GE Government Engineer
 CE Chief Engineer

PGC Principal Government Counsel
 DPGC Deputy Principal Government Counsel
 PEO Principal Executive Officer
 CTA Chief Treasury Accountant
 RM Resource Management
 F Finance
 A Administration
 W Works



Proposed creation of 1 AA to SETW post

Supernumerary Directorate Posts created up to 5.7.2004 inclusive

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

