

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

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

Subhead 000 Operational expenses

Members are invited to recommend to Finance Committee the creation of the following supernumerary post with immediate effect up to 31 March 2008 –

1 Administrative Officer Staff Grade C
(D2) (\$110,000 - \$116,800)

PROBLEM

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

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) with immediate effect up to 31 March 2008 to coordinate and undertake the major tasks in the implementation of the Tamar development project.

JUSTIFICATION

3. The Government decided in April 2002 to develop the Central Government Complex (CGC), Legislative Council (LegCo) Complex, Civic Place

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and an exhibition gallery at the Tamar site. The project was shelved in November 2003 due to the impact of the SARS outbreak on our economy and public finance. On 12 October 2005, the Chief Executive announced in his Policy Address the re-launch of the Tamar development project.

4. The planning objective is to develop the Tamar site into Hong Kong's prime civic core. In re-launching the project, the Government has excised the Exhibition Gallery from the project scope to reduce the intensity of development at Tamar. The CGC, LegCo Complex and Civic Place will remain the major components of the project.

5. The Government proposes to award a "design and build" (D&B) contract for the project. The selection of contractor is a two-stage process. The first stage is a prequalification exercise and we shall shortlist no more than five applicants with proven design, managerial, financial and technical capabilities to undertake this major works item. The prequalified applicants will be invited to participate in the second stage tender exercise, subject to funding approval by the Finance Committee (FC) of LegCo.

6. The Government has issued a prequalification document in December 2005 to invite interested applicants to apply for prequalification for the D&B contract. We plan to complete the prequalification exercise in the second quarter of 2006. We will seek funding approval of FC in second quarter of 2006 and commence the tender exercise in the third quarter of 2006. We plan to conclude the tender exercise and award the contract in early 2007. Our target is to complete the construction works of the project by 2010.

7. A Special Selection Board (SSB) has been set up under the chairmanship of the Chief Secretary for Administration to oversee the prequalification and tendering exercises including assessment of submissions, shortlisting of prequalified tenderers, selection of tenders and award of the D&B contract. We have also set up an interdepartmental Steering Committee (SC) under the chairmanship of the Director of Administration to oversee the implementation of the project. We will work with the LegCo Commission separately regarding the user requirements of LegCo Complex.

Need for an Administrative Officer Staff Grade C (D2) Post

8. Given the scope, complexity and timeframe of the project, the implementation of the project will require careful planning, detailed coordination

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and monitoring at a senior level. To this end, we have created under delegated authority a supernumerary post of AOSGC (D2) in the Administration Wing for six months with effect from 14 November 2005. The post is designated as Assistant Director of Administration (Tamar Development) (ADA(TD)). The incumbent is responsible for mapping out the detailed implementation programme; coordinating the support of relevant bureaux and departments in taking forward the prequalification and tendering exercises; compiling the tender document and updating user requirements; and providing secretariat support to the SC and the SSB, etc. We envisage a continued need for the ADA(TD) post up to 31 March 2008 having regard to the major tasks to be accomplished during the two-year period as outlined below.

(a) Preparation of tender document

9. The detailed user requirements include floor area, ancillary facilities, building services, security and information technology (IT) requirements. The specification of these requirements will have implications on the cost of construction, development intensity as well as building designs. The ADA(TD) will be responsible for overseeing the compilation and updating of user requirements, which requires extensive and effective coordination work amongst various concerned parties, including the LegCo Secretariat, Architectural Services Department (ArchSD), Government Property Agency, and various policy bureaux/departments/main offices. The finalised user requirements will need to be properly and efficiently compiled for incorporation into the tender document.

(b) Prequalification and Tendering

10. Prequalification of tenderers for the D&B contract commenced in December 2005. We intend to start the second stage tendering exercise in the third quarter of 2006. Besides this main D&B contract, there are other minor contracts (e.g. furniture and equipment) which may involve tendering procedures. Substantial administrative and coordination efforts will be required to conduct the prequalification and tendering work. The ADA(TD) will have to work closely with ArchSD in the preparation of the prequalification and tender documents, as well as assessment of the prequalification and tender submissions. The incumbent, in his capacity as secretary to the SSB, will have to provide comprehensive support to the SSB, including seeking technical input and advice from relevant government departments and preparing detailed analysis of the tenders. After selection of tenderers by the SSB, the ADA(TD) and ArchSD will also have to prepare the D&B contract in consultation with the Department of Justice.

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(c) Coordination and Monitoring of Implementation

11. The interdepartmental SC is set up to ensure close coordination among concerned bureaux/departments, particularly in solving interface problems during implementation of the project. Other working groups will be formed to deal with specific areas of the project, such as IT and security requirements. The ADA(TD) will support the operation of the SC such as overseeing the secretariat support, preparing discussion papers, ensuring prompt follow-up actions and monitoring progress closely.

12. The ADA(TD) will also be responsible for preparing papers and submissions to the Town Planning Board as well as the Public Works Subcommittee, FC and relevant panel and sub-committee of LegCo. The incumbent will also need to devise public relations strategies and keep LegCo Members, the media and the general public informed of the project proposals and arrangements.

- Encl. 1 13. The job description for the ADA(TD) post is at Enclosure 1. The bulk of the tasks highlighted above will be carried out in 2006 and 2007, covering the early preparatory stage to the initial construction stage. The implementation of the project should be well on track by early 2008 according to the schedule. The residual tasks in respect of coordination and monitoring of the project can be absorbed by the ArchSD and the non-directorate staff of the project team.
- Encl. 2 A schedule of implementation of the Tamar project is at Enclosure 2.

Non-directorate Establishment

- Encl. 3 14. The ADA(TD) is currently supported by a team of non-directorate staff comprising one Senior Administrative Officer, one Chief Executive Officer (CEO), one Senior Executive Officer, and two secretarial staff. An organisation chart of the Administration Wing, showing the ADA(TD) post and the supporting staff is at Enclosure 3. Except for the CEO post, which is redeployed within the Administration Wing, all the non-directorate posts are newly created on time-limited basis. As the workload of the project team would vary at different stages of the project implementation, the staffing support of the team will be reviewed and adjusted accordingly.

ALTERNATIVES CONSIDERED

15. We are mindful of the need to maintain effective control over the directorate establishment within our purview. In considering the creation of the proposed ADA(TD) post, we have critically examined whether the existing

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directorates staff in the Administration Wing have spare capacity to absorb duties relating to the Tamar development project. Our finding is that they are already fully occupied with their existing responsibilities relating to areas such as sustainable development, legal aid, protocol service, government records, appeal boards, common services to the Government Secretariat, and liaison with the Office of The Ombudsman, LegCo and the Independent Commission Against Corruption. It is therefore not possible for them to take on the additional heavy workload associated with the Tamar project without adversely affecting the effective discharge of their own schedules of duties.

16. Although some preparatory work for the Tamar project was done in 2003 before the project was shelved, they would need to be critically reviewed and updated to take account of new developments over the past two years, such as re-organisation of bureaux/departments, new government policies, change of telecommunications/IT requirements, etc. Together with other preparatory and supportive work, the manpower required is no less than two years ago. There is also much public debate regarding the Tamar development project comparing with the situation two years ago. We therefore consider the proposed creation of the supernumerary directorate post of ADA(TD) well justified.

FINANCIAL IMPLICATIONS

17. The additional notional annual salary cost of the proposed AOSGC (D2) post at mid-point is \$1,360,800, and its full annual average staff costs, including salaries and staff on-cost is \$2,026,000. The additional notional annual salary cost of the non-directorate support staff at mid-point is \$2,058,240, and the additional full annual average staff costs, including salaries and staff on-cost is \$3,134,000.

18. We will include the necessary provision in the 2006-07 Estimates to meet the cost of the proposal.

ESTABLISHMENT CHANGES

19. The establishment changes under Head 142 – Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary in the past two years are as follows –

/Establishment

Establishment (Note)	Number of Posts			
	Existing (as at 1 January 2006)	As at 1 April 2005	As at 1 April 2004	As at 1 April 2003
A	32 + (3)@	32 + (1)	26 + (2)	26 + (3)
B	99	93	80	81
C	361	360	347	366
Total	492 + (3)*	485 + (1)#	453 + (2)	473 + (3)

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

@ The supernumerary post created under delegated authority mentioned in paragraph 8 above is not included. As at 1 January 2006, there is one unfilled directorate post.

* The increase over 1 April 2005 is mainly due to the creation of posts for the Secretariat to the Commission on Poverty.

The increase over 1 April 2004 is mainly due to the cost neutral redeployment of posts from the Commerce, Industry and Technology Bureau and the Financial Services and the Treasury Bureau upon setting up of the Economic Analysis and Business Facilitation Unit under Financial Secretary's Office with effect from 1 June 2004 following transfer of responsibilities.

CONSULTATION WITH LEGISLATIVE COUNCIL PANEL

20. We briefed the LegCo Panel on Planning, Lands and Works on the Tamar development project on 22 November 2005. The Panel noted the staffing proposal in respect of the AOSGC post, and had no comment on it.

CIVIL SERVICE BUREAU COMMENTS

21. To enable the Government to take forward the development project at Tamar, the Civil Service Bureau (CSB) 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, CSB considers the grading and ranking of the proposed supernumerary post appropriate.

/ADVICE

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

22. 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
January 2006

Job Description
Assistant Director of Administration (Tamar Development)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Director of Administration (1)

Main Duties and Responsibilities –

1. To map out the implementation plan of the Tamar development project (the project) with a view to ensuring its timely completion in 2010.
2. To provide secretariat support to the Special Selection Board set up to consider applications for prequalification, assess and select tenders and decide on the award of contract for the project.
3. To provide secretariat support to the interdepartmental Steering Committee.
4. To plan and coordinate the implementation of the prequalification and tender exercises.
5. To compile the prequalification and tender documents including the detailed user requirements for the Central Government Complex, Legislative Council Complex and Civic Place, in consultation with the Architectural Services Department and relevant parties.
6. To analyse and handle policy matters relating to the project and resolve implementation/interface problems.

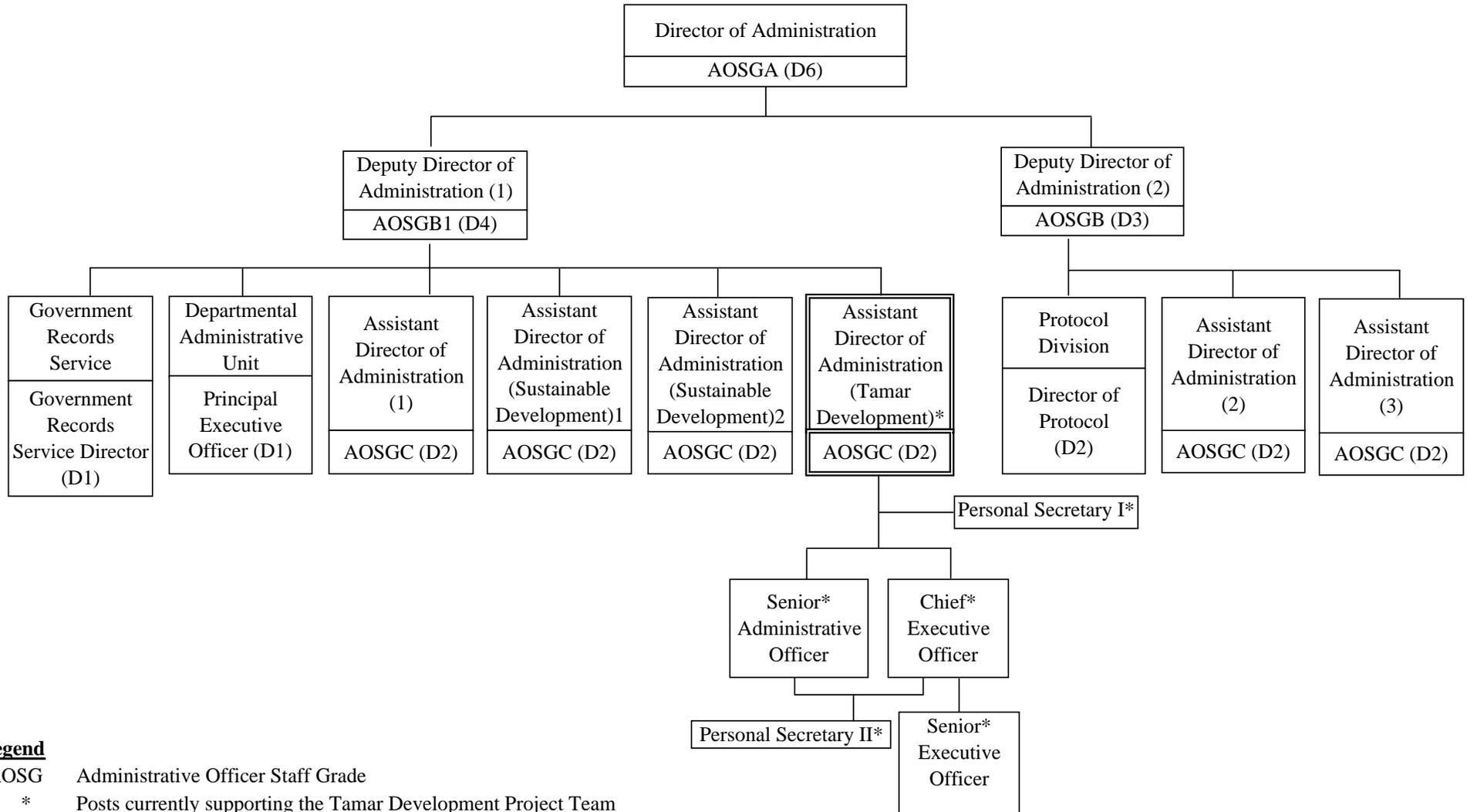
Enclosure 2 to EC(2005-06)12

Schedule of Implementation of Tamar Development Project

	Tentative Timing
Assessment of prequalification applications by the Special Selection Board	1 st – 2 nd quarter of 2006
Updating user requirements and drafting of tender document	1 st – 2 nd quarter of 2006
Submission to Public Works Subcommittee and Finance Committee for funding approval	2 nd quarter of 2006
Invitation of tender	3 rd quarter of 2006
Assessment of tenders	4 th quarter of 2006
Award of contract	Early 2007
Completion of works	2010

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

Enclosure 3 to EC(2005-06)12



Legend

AOSG Administrative Officer Staff Grade

* Posts currently supporting the Tamar Development Project Team

Supernumerary AOSGC post proposed to be created