

**For information
On 28 May 2007**

Panel on Administration of Justice and Legal Services

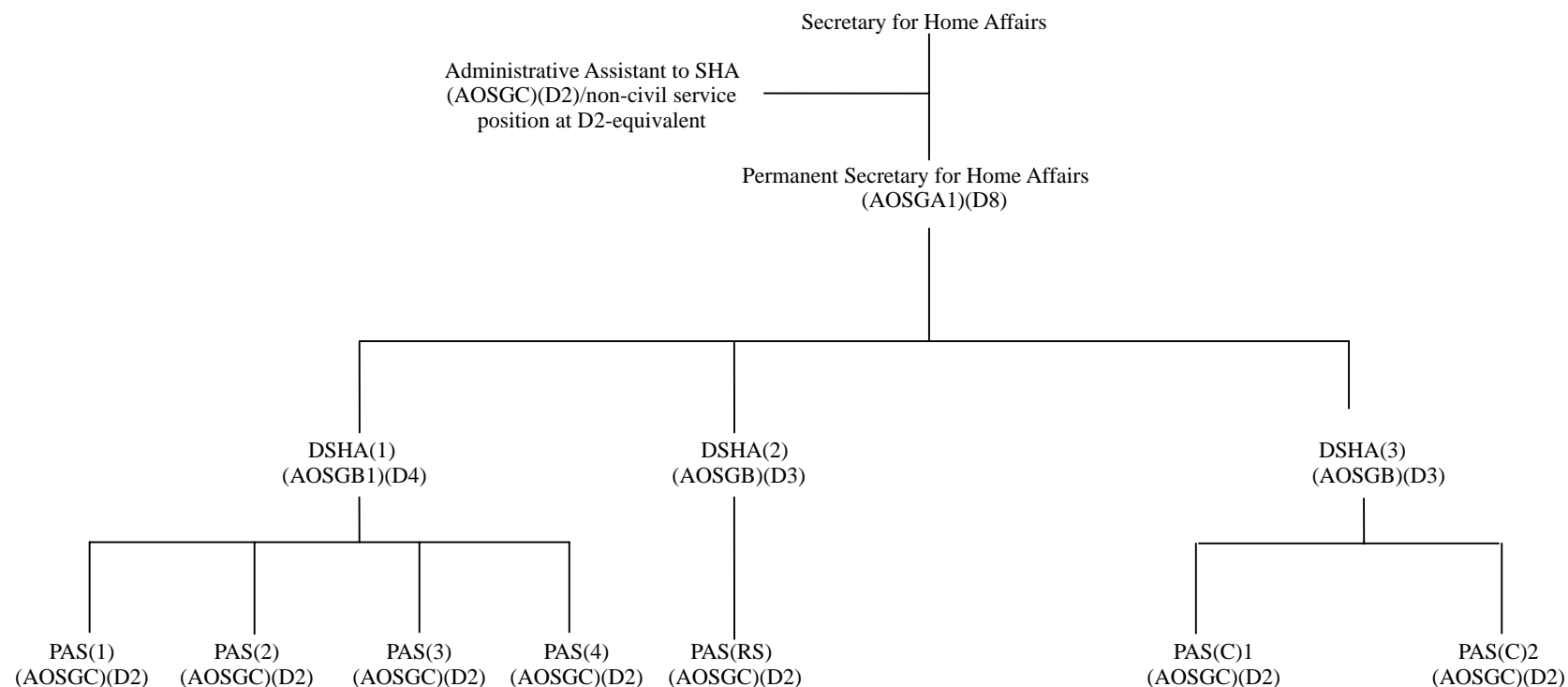
**Re-organisation of the Government Secretariat:
Proposed transfer of the legal aid portfolio to the Home Affairs Bureau**

The additional information requested by the Panel is extracted from the Establishment Subcommittee paper on the proposed re-organization of policy bureaux (EC2007-08(2)) of 22 May 2007 and attached for easy reference –

- (a) the existing and proposed organization charts of the Home Affairs Bureau (Annex A);
- (b) the revised job descriptions of the posts of the Permanent Secretary for Home Affairs, Deputy Secretary for Home Affairs and other related posts (Annex B);
- (c) the existing and proposed organization charts of the Administration Wing (Annex C); and
- (d) the revised job descriptions of posts of the Director of Administration, Deputy Director of Administration and other related posts (Annex D).

Administration Wing
Chief Secretary for Administration's Office
May 2007

Existing Organisation Chart of the Home Affairs Bureau

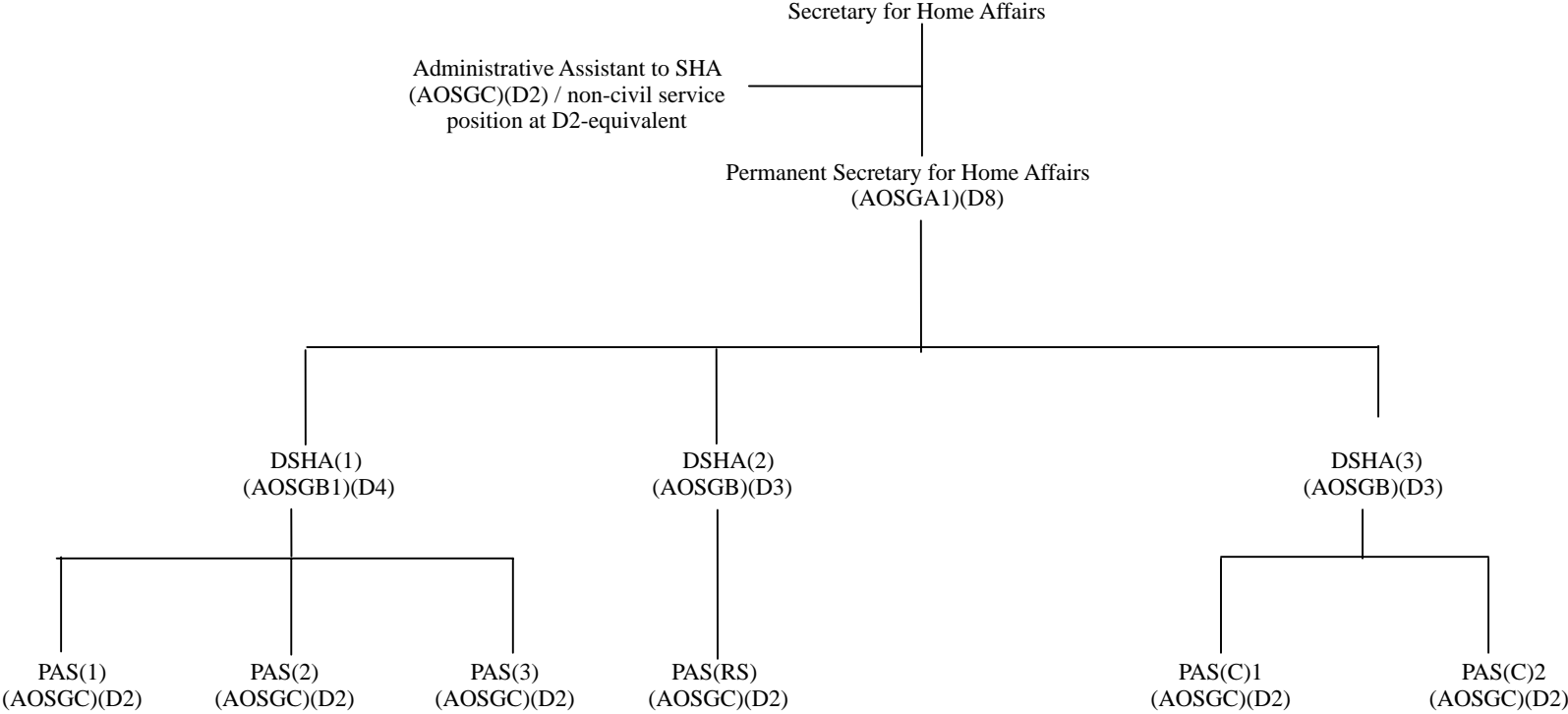


Legend

SHA	Secretary for Home Affairs	AOSGB	Administrative Officer Staff Grade B
DSHA	Deputy Secretary for Home Affairs	AOSGC	Administrative Officer Staff Grade C
PAS	Principal Assistant Secretary	C	Culture
AOSGA1	Administrative Officer Staff Grade A1	RS	Recreation and Sport
AOSGB1	Administrative Officer Staff Grade B1		

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

Proposed Organisation Chart of the Home Affairs Bureau



Legend

SHA	Secretary for Home Affairs	AOSGB	Administrative Officer Staff Grade B
DSHA	Deputy Secretary for Home Affairs	AOSGC	Administrative Officer Staff Grade C
PAS	Principal Assistant Secretary	C	Culture
AOSGA1	Administrative Officer Staff Grade A1	RS	Recreation and Sport
AOSGB1	Administrative Officer Staff Grade B1		

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo’s approval or under delegated authority for more than 6 months are featured.

Enclosure 11(c) to EC(2007-08)2

**Job Description
Permanent Secretary for Home Affairs**

Rank : Administrative Officer Staff Grade A1 (D8)

Responsible to : Secretary for Home Affairs (SHA)

Main Duties and Responsibilities –

1. To lead the formulation of policies under the purview of Home Affairs Bureau (HAB) and make recommendations to SHA, including policies on youth development, gambling, civic education promotion, religion, recreation and sport, arts and culture, legal aid, social enterprise, community building, District Administration development, building management, entertainment licensing and oversee two major projects, i.e. the West Kowloon Cultural District development and the 2008 Beijing Olympic Equestrian Events.
2. To assist SHA in explaining policies to the community, and in securing the support of the public and the Legislative Council.
3. To assist SHA in securing and deploying the financial and staffing resources needed to implement agreed policies and programmes.
4. To steer and strategise work of Home Affairs Department (HAD) and Leisure and Cultural Services Department (LCSD) particularly on support of the enhanced role of District Councils and chair the Steering Committee on District Administration with a view to enhancing the work of government in districts.
5. To uphold the reliability and professional excellence in the delivery of services by HAD and LCSD.
6. To assume housekeeping roles in respect of Information Services Department and Legal Aid Department.
7. To serve as the Controlling Officer for the expenditure head of HAB and to ensure proper use of financial resources within the bureau.
8. To manage staff resources in HAB.

Job Description
Deputy Secretary for Home Affairs (1)

Rank : Administrative Officer Staff Grade B1 (D4)

Responsible to : Permanent Secretary for Home Affairs

Main Duties and Responsibilities –

1. To oversee the policy on youth development and plan for commissioning the Centre for Youth Development in full consultation with the Commission on Youth.
2. To oversee the gambling policy and perform the role of licensing authority for horse racing, soccer betting and lotteries in consultation with the Betting and Lotteries Commission.
3. To formulate policies and oversee implementation of programmes in civic education promotion including building a harmonious society in consultation with the Committee on Promotion of Civic Education.
4. To take forward the Government's agenda on promotion of social enterprises to assist the disadvantaged and oversee the operation of the Enhancing Self-reliance through District Partnership programme.
5. To oversee the policy on legal aid and the housekeeping of the Legal Aid Department.
6. To monitor appointments to public sector advisory boards and statutory bodies, including promulgating guidelines on such appointments as and when needed.
7. To oversee the management of Trust Funds, Chinese temples and Chinese permanent cemeteries.
8. To undertake bureau administration and resource management of the Home Affairs Bureau.

Job Description
Principal Assistant Secretary for Home Affairs (2)

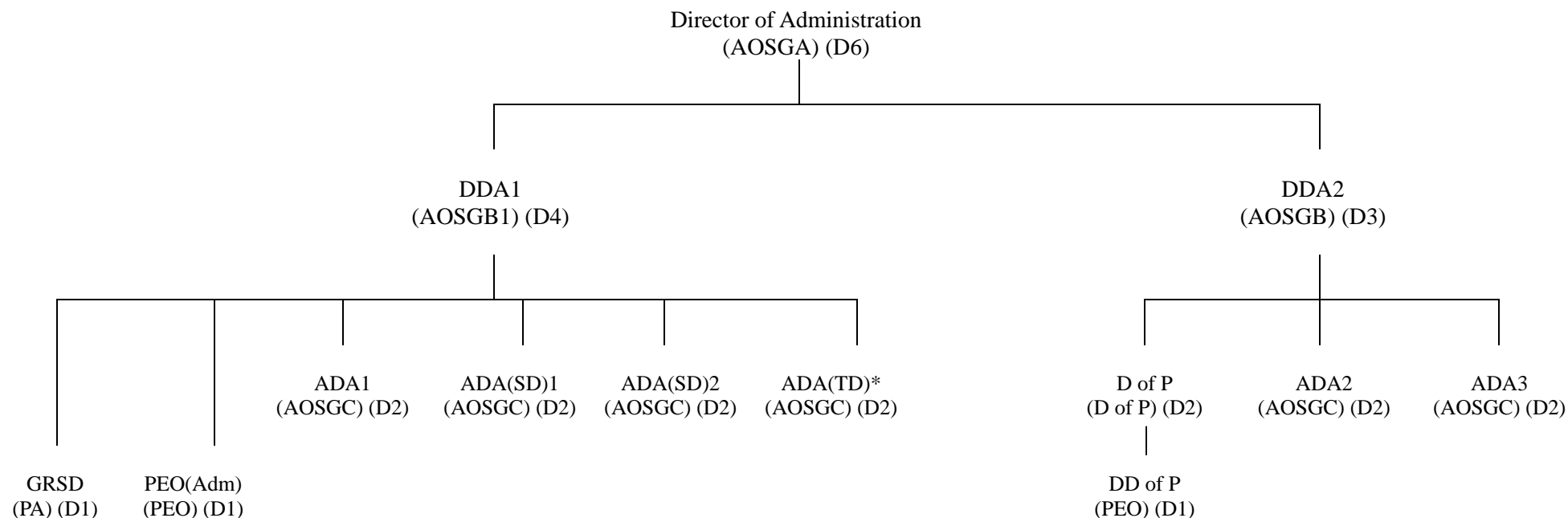
Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Secretary for Home Affairs (1)

Main Duties and Responsibilities –

1. To oversee policy matters on legal aid, including the review and development of policies on legal aid financial eligibility limits, criteria for assessing financial eligibility and criminal legal aid fee system etc.
2. To oversee the operation of various legal aid schemes under Legal Aid Department, including the monitoring of the implementation of the pilot scheme on mediation for legally aided matrimonial cases etc.
3. To handle housekeeping matters relating to Legal Aid Department, Duty Lawyer Service and Legal Aid Services Council.
4. To oversee legislation and education and publicity programmes to safeguard the rights of divorcees and review and formulate policies relating to wills and intestates' estates.

Existing Organisation Chart of the Administration Wing



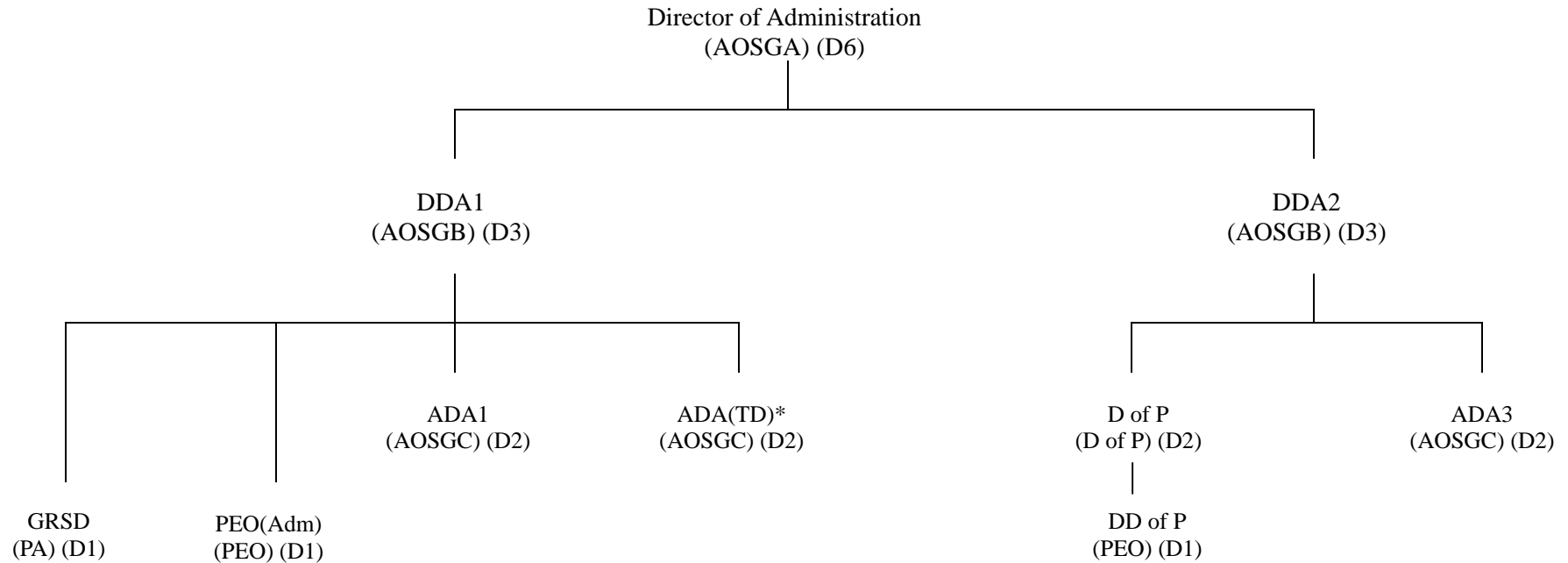
Legends:

DDA :	Deputy Director of Administration	AOSGB1 :	Administrative Officer Staff Grade B1
ADA :	Assistant Director of Administration	AOSGB :	Administrative Officer Staff Grade B
GRSD :	Government Records Service Director	AOSGC :	Administrative Officer Staff Grade C
SD :	Sustainable Development	PA :	Principal Archivist
D of P :	Director of Protocol	PEO :	Principal Executive Officer
DD of P :	Deputy Director of Protocol	TD :	Tamar Development
AOSGA :	Administrative Officer Staff Grade A		

* Supernumerary post created with LegCo's approval

Note : For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

Proposed Organisation Chart of the Administration Wing



Legends:

DDA :	Deputy Director of Administration	AOSGB :	Administrative Officer Staff Grade B
ADA :	Assistant Director of Administration	AOSGC :	Administrative Officer Staff Grade C
GRSD :	Government Records Service Director	PA :	Principal Archivist
D of P :	Director of Protocol	PEO :	Principal Executive Officer
DD of P :	Deputy Director of Protocol	TD :	Tamar Development
AOSGA :	Administrative Officer Staff Grade A		

* Supernumerary post created with LegCo's approval

Note : For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

**Job description
Director of Administration**

Rank : Administrative Officer Staff Grade A (D6)

Responsible to : Chief Secretary for Administration

Main duties and responsibilities –

1. To oversee the Government Secretariat machinery including planning the Tamar Development Project.
2. To co-ordinate the Administration's business with the Legislative Council.
3. To co-ordinate the Administration's business with the Judiciary.
4. To housekeep the Independent Commission Against Corruption and the Office of the Ombudsman.
5. To deal with protocol matters and administer the system for honours and awards and the Justices of the Peace Scheme.
6. To deal with other subjects as the Chief Secretary for Administration assigns.

Job description
Deputy Director of Administration (2)

Rank : Administrative Officer Staff Grade B (D3)

Responsible to : Director of Administration

Main duties and responsibilities –

1. To co-ordinate the Administration's business with the Legislative Council.
2. To co-ordinate the Administration's business with the Judiciary.
3. To facilitate implementation of measures in support of the population policy.
4. To oversee mutual legal assistance in civil matters involving court procedures.
5. To oversee protocol matters, including legislation relating to privileges and immunities.
6. To oversee honours and awards.
