

**立法會**  
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**Panel on Economic Development**  
**Meeting on 26 November 2018**

**Background brief on the proposed retention of one supernumerary post of  
Administrative Officer Staff Grade B in the Civil Aviation Department**

**Purpose**

This paper provides background information on the proposed retention of one supernumerary post of Administrative Officer Staff Grade B ("AOSGB") (D3) in the Civil Aviation Department ("CAD"). It also summarizes the major views and concerns expressed by Members on relevant matters in previous discussions.

**Background**

2. The Audit Commission conducted a review of the provision of office accommodation and facilities in the new CAD Headquarters, and a separate review on CAD's administration of the air traffic control ("ATC") and related services with a view to identifying room for improvement in 2014. The Director of Audit recommended, inter alia, that the Director-General of Civil Aviation ("DGCA"), in managing building works projects, should strengthen internal controls over compliance with Government regulations and guidelines, and take measures to raise the awareness of CAD staff on the need to comply with Government regulations and procedures in managing accommodation matters and public funds.

3. When considering the Director of Audit's related report, the Public Accounts Committee ("PAC") urged the Transport and Housing Bureau ("THB") to step up its supervisory role to ensure the effective implementation of major projects by CAD in future. In addressing the Government Minute to PAC, the Chief Secretary for Administration stated, inter alia, that to ensure the administrative management, resource planning, liaison and co-ordination work

involved could be conducted effectively, the Government would consider allocating additional resources to strengthen the senior management of CAD.

4. Against the above background, the Administration proposed to create a supernumerary AOSGB (D3) post in CAD in 2016, to be designated as Deputy Director-General of Civil Aviation (2) ("DDGCA(2)") with a term of about three years up to 31 March 2019, to strengthen the capacity of CAD's senior management in taking forward various key projects including the replacement of ATC system, manpower planning for the three-runway system, and the regulatory regime for unmanned aircraft system, as well as enhancing the overall administrative control and management of CAD. The main duties of the proposed post is in **Appendix I**.

5. The related staffing proposal was discussed by the Panel on Economic Development ("the Panel") at its meeting on 26 January 2016, and subsequently endorsed by the Establishment Subcommittee and the Finance Committee on 6 June and 28 June 2016 respectively.

### **Major views and concerns expressed by Members in previous discussions**

6. During the discussions of the related staffing proposal, Members in general were concerned about the inherent governance issues of CAD as pointed out by the Director of Audit's report and the PAC report, and agreed that there was a need for CAD to strengthen its senior management. The Administration advised that the proposed creation of DDGCA(2) in CAD to deal with various improvement measures on internal control was a move in response to the recommendations contained in the two reports. The new DDGCA(2) would be responsible for personnel planning and resource allocation, examining the internal governance of CAD from the perspective of the entire system, and assisting DGCA to remedy the problems.

7. Noting that the proposed DDGCA(2) post would be filled by a non-professional grade Administrative Officer, some Members were concerned if the post holder would be able to supervise the replacement of ATC system effectively as such work required expertise in air traffic. The Administration responded that replacement of ATC system was a professional and technical project which would be taken forward by the professional staff of CAD under the leadership of DGCA and the incumbent DDGCA. Nonetheless, to ensure smooth running of the new system, CAD would also need to handle substantial coordination and administrative work, such as resources and manpower deployment for the operation of the system and reporting work progress to the Legislative Council ("LegCo") and THB. The proposed DDGCA(2) would be responsible for such duties.

8. On some Members' enquiry whether it would be more appropriate to create the DDGCA(2) post on a permanent basis instead of a time-limited one, the Administration explained that it would exercise prudence and duly assess the needs for the creation of a permanent directorate post as public resources were involved. It was expected that the post holder could complete the relevant tasks in three years. The Administration would review the manpower needs and the organization structure of CAD before expiry of the three-year period.

### **Latest development**

9. The Administration will seek the Panel's endorsement on extending the post of DDGCA(2) which will expire on 31 March 2019, with a view to continuously strengthening the senior management of CAD for improving the coordination of various key projects and legislative amendment exercises, at the Panel meeting on 26 November 2018.

### **Relevant papers**

10. A list of the relevant papers, including those available on the LegCo Website (<http://www.legco.gov.hk>), is at **Appendix II**.

Council Business Division 4  
Legislative Council Secretariat  
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## Appendix I

### Proposed Job Description for the Post of Deputy Director-General of Civil Aviation (2)

**Post title** : Deputy Director-General of Civil Aviation (2)  
**Rank** : Administrative Officer Staff Grade B (D3)  
**Responsible to** : Director-General of Civil Aviation (DGCA)

#### **Aim of the Post –**

The proposed Deputy Director-General of Civil Aviation (2) will be tasked to oversee the administrative management of various key projects of Civil Aviation Department (CAD), and will help to strengthen the senior management of CAD.

#### **Main Duties and Responsibilities –**

1. To oversee the administrative work in preparation for the implementation of the new air traffic control system;
2. To map out a co-ordinated and strategic approach in taking forward various legislative proposals;
3. To oversee the preparation of CAD's submissions on the Three-Runway System (3RS) to the Legislative Council Sub-committee on 3RS;
4. To oversee the manpower planning and staff development matters of CAD, including to chair the CAD Departmental Consultative Committee;
5. To support DGCA in supervising the Administration Division and Finance Division in CAD;
6. To support DGCA in overseeing the operation of the Air Services and Safety Management Division;
7. To devise departmental rules and guidelines with regard to work procedures, prevailing guiding principles, policies and strategies on procurement, project management and record documentation and foster a culture of compliance in CAD;
8. To work closely with the Airport Authority Hong Kong on the detailed planning and implementation of the civil aviation academy project, including resource planning, co-ordination among bureaux/departments as well as engagement with the aviation industry and tertiary education sector; and
9. Any other duties assigned by DGCA.

*Source: Enclosure 2 to EC(2016-17)3*

## List of relevant papers

Issued by	Meeting Date/ Issue Date	Paper
Panel on Economic Development	26 January 2016 (Item VIII)	<a href="#">Administration's paper</a> <a href="#">Background brief</a> <a href="#">Minutes</a>
Establishment Subcommittee of Finance Committee	31 May 2016	<a href="#">Administration's paper</a> <a href="#">Minutes</a>
	6 June 2016	<a href="#">Minutes</a>
Finance Committee	28 June 2016	<a href="#">Minutes</a>