

**For discussion**

**on 25 October 2004**

## **Legislative Council Panel on Environmental Affairs**

### **Staffing Proposal**

#### **on the Merger of the Environment Branch of the Environment, Transport and Works Bureau with the Environmental Protection Department**

#### **PURPOSE**

This paper briefs Members on the Administration's proposal to rationalize the directorate structure of the Environment Branch (EB) of the Environment, Transport and Works Bureau (ETWB) and the Environmental Protection Department (EPD) following their merger on 1 April 2005. We plan to submit the proposal to the Establishment Subcommittee of the Finance Committee for consideration after Members have considered the proposals.

#### **BACKGROUND**

2. Members were informed of the Administration's plan to merge the EB and EPD vide CB(1)3/04-05(01) on 23 September 2004.

#### **JUSTIFICATION**

3. While there have been some evolutionary changes as new duties and responsibilities have been taken on board, the existing structure of the EPD remains largely the same, in functional terms, as it was when the department came into being in 1986. Similarly at the policy bureau level, while there have been some changes in the breadth of responsibilities for environmental issues, the essential functionality has also remained largely unchanged. The Secretary for the Environment, Transport and Works (SETW) considers that these structures are not

the most efficient possible, and are no longer adequate in meeting today's environmental problems, particularly taking into account the following -

- (a) the need for the SETW to be kept informed of state-of-the art technology as well as world trend in environmental policy formulation and to have quick access to high-level professional support and advice so as to be able to act quickly and decisively when handling urgent environmental issues;
- (b) the need for greater efficiency in policy-making, such that professional and public policy elements are integrated at an earlier stage;
- (c) the increasing need to enhance the capability to work closely with the Guangdong counterparts in order to be effective in regional environmental improvement.
- (d) the need to be able to continue to develop and sustain a more proactive approach to environmental regulation, based on partnership and compliance facilitation; and
- (e) the need to continue to provide the community with high quality service in the face of increasingly scarce resources.

#### **Existing Division of Responsibility between the EB and the EPD**

4. Under the existing structures, the professional staff of the EPD develop proposals for new policies (including legislation), plans and programmes based on their experience as part of an executive regulatory agency, advances in environmental science and technology, and international trends in effective environmental regulation and management. Such proposed new policies, plans and programmes are then passed to the EB, where they are scrutinized and vetted by Administrative Grade staff from the public policy perspective, including considerations such as sustainability and public acceptability. This is inevitably an iterative process whereby the policy bureau staff revisit, in correspondence and discussion with the EPD professional staff, the rationales and arguments for the proposals, before passing on to more senior directorate officers in the policy bureau, and eventually the SETW, for approval. This process is inherently time-consuming.

5. In addition to its responsibility for developing proposals for new policies and legislation, and for the research that underpins it, the EPD has various responsibilities as an executive regulatory agency which encompass -

- (a) the enforcement of various statutes relevant to environmental protection and pollution prevention;
- (b) the provision of advice and guidance to various parties on how to comply effectively with the relevant legislation;
- (c) participation in the town planning process;
- (d) the development of proactive partnership programmes with various business sectors to improve the efficiency and effectiveness of environmental protection measures;
- (e) the oversight and management of the environmental impact assessment process for major projects, plans and strategies;
- (f) the execution of various monitoring programmes and scientific investigations such that the Government and the public are properly informed of the state of the environment;
- (g) the planning for new facilities to collect, treat and dispose of waste and sewage;
- (h) the development and management of appropriate contracts for the design, construction, and operation of major waste treatment and disposal facilities, and the restoration and after-use of landfills; and
- (i) the organisation of various community and educational activities aimed at increasing environmental awareness.

6. Having successfully established a suite of effective environmental legislation and put in place comprehensive infrastructure for dealing with municipal and other wastes, the EPD's focus has shifted somewhat from the early days of its existence. New challenges have emerged which include the need for more proactive collaboration with the Mainland to resolve cross-boundary environmental issues,

the need for more flexible staff deployment to deal with complex cross-sectoral technical and policy issues, the need for more proactive advice on the environmental impact assessment process for major projects, plans, and strategies (including more involvement in territorial land use planning), the need for a more inclusive approach to environmental regulation whereby stakeholders become partners in efforts to raise environmental standards and compliance, and the need to devote further efforts to raising community awareness of the importance of environmental protection to our mental and physical health and well-being. Whilst the main intent of the proposals in this paper is to improve the arrangements for policy formulation, the opportunity is taken to adjust the structure of the operational elements of the existing EPD's responsibilities so that the new organisation will be more responsive to today's needs.

### **The Existing Structures of the EB and EPD**

7. At present, there are 36 directorate posts in the EB and the EPD, of which six in the EB and seven<sup>1</sup> in the EPD deal with policy formulation and related matters. The remaining 23 directorate posts in the EPD deal largely or wholly with operational matters.

8. The EB is headed by an Administrative Officer Staff Grade A (AOSGA) (D6) designated as Permanent Secretary for the Environment, Transport and Works (Environment)(PSE). Under the PSE, there are two divisions, each of which is headed by an Administrative Officer Staff Grade B (AOSGB) (D3) designated as Deputy Secretary for the Environment, Transport and Works (Environment)1 (DS(E)1) and Deputy Secretary for the Environment, Transport and Works (Environment)2 (DS(E)2). The DS(E)1 is responsible for overseeing the formulation and implementation of policies to improve water quality, provide effective waste management, promote energy efficiency, and enhance environmental education. The DS(E)2 is responsible for overseeing the formulation and implementation of policies related to improvement of air quality, prevention of noise pollution, environmental impact assessment, and conservation of the natural environment. The two Deputy Secretaries are underpinned by three Administrative Officer Staff Grade C (AOSGC) (D2) designated as Principal

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<sup>1</sup> Since officers in the EPD often deal with both policy and operational matters, this number represents "post-equivalents". For example, it includes approximately 50% of DEP's time and 50% of DDEP's time, which combines to be counted as one post.

Assistant Secretary for the Environment, Transport and Works (Environment). Additionally, an Assistant Director of Environmental Protection (ADEP) (D2) is now on loan from the EPD to deal with policies and matters on air quality and noise control. The current structure of the EB is shown in Enclosure 1.

Encl. 1

9. The EPD is headed by the Director of Environmental Protection (DEP) (D5), who is supported by the Deputy Director of Environmental Protection (DDEP) (D3). The DDEP is assisted by five ADEPs (D2) in the management of seven environmental programme areas, namely: air, noise, water, waste, environmental assessment and planning, waste facilities and community relations. The current organisation structure of the EPD is shown in Enclosure 2.

Encl. 2

### **Proposed Structure of the New EPD**

10. The new EPD will continue to fulfil the role of the Government's regulatory environmental agency responsible for the enforcement of environmental legislation, environmental monitoring, development and management of waste disposal facilities, management of the environmental impact assessment process and participation in the town planning process, conduct of activities designed to raise environmental awareness, and the day-to-day implementation of environmental policies. In addition, it will henceforth be responsible for the full cycle of policy formulation, from initiation through review and refinement to finalization, as well as for the technical/scientific background research and data gathering that underpins it.

11. In performing the extended range of responsibilities and span of control, the head of the future EPD will be supported by three Deputy Directors. One will look after mainly operational matters while the other two will be responsible for policy formulation. The three Deputy Directors will supervise the work of eight divisions, seven of which will be headed by ADEP (including two posts ranked at AOSGC) and one by a Principal Environmental Protection Officer (PEPO). The new structure following the proposed merger is shown at Enclosure 3.

Encl. 3

***Permanent Secretary for the Environment, Transport and Works/Director of Environmental Protection, AOSGA (D6)***

12. The new EPD will be headed by an officer ranked at AOSGA (D6) to be designated as the PSE/DEP, since he will be performing the functions of the PSE and the DEP. The PSE/DEP will be responsible both for policy development and implementation. The PSE/DEP will, among his other duties, serve as the Controlling Officer for Head 44 – EPD upon the combination of financial provision in the 2005-06 Estimates. The proposed job description of this post is at Enclosure 4. The post and rank of the DEP will no longer be required upon the retirement of the incumbent DEP.

Encl. 4

***Deputy Director of Environmental Protection (1) (DDEP(1)), DDEP (D3)***

13. The Deputy Director in charge of operations, to be designated as DDEP(1), will oversee work in environmental infrastructure planning and management, environmental regulation and partnership, and environmental assessment, and also take responsibility for final decisions on prosecutions in relation to breaches of environmental legislation. The same post will also supervise the new department's housekeeping division, including all matters relating to grade management for the Environmental Protection Officer (EPO) and Environmental Protection Inspector grades of civil servants. The DDEP(1) will also be the Head of Grade for the EPO Grade and thus take full responsibility for the recruitment, development, posting and promotion of the professional officers in the department. The proposed job description of this post is at Enclosure 5.

Encl. 5

***Schedules under Deputy Director of Environmental Protection (1)***

***Environmental Assessment Division***

14. This division will be a strengthened version of the division in the existing EPD structure which manages the environmental impact assessment process and participates in the town planning process. It will be headed by an ADEP (D2), to be designated as ADEP (Environmental Assessment), supported by four PEPOs (D1), each of whom will lead a group with somewhat different functional and geographical responsibilities. The main strengthening compared with the existing structure lies in the transfer from other divisions to the new division of a number of specialist staff who previously provided expert advice on specific aspects of

assessment of the impacts of major projects, plans and strategies. The incorporation of this expertise in the new division should improve information flow and enhance efficiency in this work area, the demands of which are likely to grow in future. Since this division will house all the process expertise relating to environmental impact assessment, it will also assume responsibility for policy formulation in this area.

15. In view of the very close interaction between noise assessment and strategic and local development planning, this division will also discharge some specialist functions in the noise planning area such as modelling of road and air traffic noise. For the same reason it will also assume responsibility for policy matters relating to environmental noise.

Encls.  
6-10 16. The proposed job descriptions of the ADEP (Environmental Assessment) and each of the PEPO group heads are at Enclosures 6 to 10.

*Environmental Infrastructure Division*

17. This division, titled the Waste Facilities Division in the existing EPD structure and responsible for the development and management of Hong Kong's multi-billion dollar solid and special waste treatment and disposal facilities, will be largely unchanged from its present form. It will, however, absorb the work carried out on day-to-day sewerage implementation planning, and planning for the implementation of the Harbour Area Treatment Scheme but will release certain policy development functions (for example on waste disposal charging) to the Waste Policy Division of the new department. It will continue to be headed by an ADEP (D2), to be designated as ADEP (Environmental Infrastructure), supported by four PEPOs (D1). The proposed job descriptions, which are largely unchanged from those at present, are at Enclosures 11 to 15.

Encls.  
11-15

*Environmental Compliance Division*

18. This division will take up all the law enforcement work of the six local control offices under the old Local Control Division, plus the centralised enforcement work carried out by some groups in the EPD's existing Waste and Water Division and Air Division. It will also be responsible for work promoting partnership with industry, and facilitating environmental compliance. Thus the work previously carried out by more than seven groups will be re-organized into six allowing savings at the D1 level. The geographical boundaries for the different pollution control offices will be adjusted such that there will be four Regional

Control Offices which will deal with compliance with environmental legislation on a regional basis, and one Territorial Control Office which will focus mainly on ensuring compliance with environmental legislation requiring a centralized response, such as controls over the import and export of waste, dumping at sea, and protection of the ozone layer. In addition an entirely new group, the Business Facilitation Group, will develop and implement the partnership programmes. The division will be headed by an ADEP (D2), to be designated as ADEP (Environmental Compliance), supported by six PEPOs (D1). The proposed job descriptions of the directorate posts of this division are at Enclosures 16 to 22.

Encls  
16-22

*Corporate Affairs Division*

19. The new Corporate Affairs Division will be headed by a PEPO (D1), to be designated as PEPO (Corporate Affairs). It will be essentially a housekeeping division for the new entity and will largely be the same in structure as the EPD's existing Corporate Services Division. However in the light of the substantial changes being made to the function and span of responsibilities of the department, the division will have a special role to play in the future in developing the department's human resources to ensure staff are well prepared to discharge the full range of responsibilities envisaged. The name change to "Corporate Affairs" reflects this slight shift of focus. The proposed job description of the PEPO (Corporate Affairs) is at Enclosure 23.

Encl. 23

*Prosecutions Unit*

20. The Prosecutions Unit is a free-standing unit set up so as to ensure those making decisions as to whether or not to proceed with a prosecution are wholly separated from those involved in evidence collection. In view of the possible consequences of decisions to prosecute, it is considered that the unit should be overseen directly by a Deputy Director. This Unit will be headed by a non-directorate staff at the rank of Senior Environmental Protection Officer.

***Deputy Director of Environmental Protection (2) (DDEP(2)) and Deputy Director of Environmental Protection (3) (DDEP(3)), AOSGB (D3)***

21. The other two Deputy Directors, to be designated as DDEP(2) and DDEP(3) both ranked at AODGB (D3), will take up responsibility for policy formulation, in the areas of water pollution, air pollution, waste, and nature conservation, and for the technical/scientific work that underpins it. The proposed job descriptions of these two posts are at Enclosures 24 and 25.

Encls  
24-25



*Schedules under Deputy Director of Environmental Protection (2)**Water Policy Division*

22. This division will be headed by an ADEP (D2), to be designated as ADEP (Water Policy), supported by two PEPOs (D1). The division will be responsible for developing both policy and strategy in relation to the management of the quality of Hong Kong's water environment. This will encompass the setting of objectives for water quality, and the development of pollution control policies and sewerage infrastructure plans at the strategic level to ensure those objectives are met. The division will also deal with cross-boundary and international aspects of water quality management, such as the joint development with Guangdong of appropriate regional water quality management plans, and participation in international agreements to control toxic substances. Each of the two PEPOs will head a group within the division, one of which will focus on the research and data gathering that underpins policy development while the other focuses on utilising that information to formulate policies and strategies. The division will also take up the crucially important work area of environmental education and community relations, aimed at raising the community's level of environmental awareness. The proposed job descriptions of the directorate posts in this division are at Enclosures 26 to 28.

Encls.  
26-28

*Waste Policy Division*

23. This division will be headed by an AOSGC (D2), to be designated as ADEP (Waste Policy), supported by one PEPO (D1). It will assume responsibility for all policy matters relating to the management of solid and special wastes including the development of appropriate waste disposal charging schemes, provision of the policy framework for improved management of special wastes such as clinical waste, and promotion of waste reduction and recycling. The PEPO will head a group with a focus on researching the development of techniques for solid and special wastes management so as to provide a sound technical basis for the policy development and strategic planning work. The group will also deal with policy concerning cross-boundary and international aspects of waste management, such as participation in international agreements on the import and export of hazardous wastes. Enclosures 29 and 30 contain the proposed job descriptions of the directorate posts in this division.

Encls.  
29-30

*Schedules under Deputy Director of Environmental Protection (3)**Air Policy Division*

24. This division will be headed by an ADEP (D2), to be designated as ADEP (Air Policy), supported by three PEPOs (D1). This reflects the high priority currently attached to work to improve Hong Kong's air quality. The division will assume responsibility for developing both policy and strategy in relation to the management of our air quality. In broad terms, one PEPO will head a group which undertakes the research and data gathering needed to underpin the policy development process, one PEPO will head a group which focuses on the technical issues surrounding control of motor vehicle emissions, and one PEPO will head a group which will formulate policy and strategy based on the input from the other two. The division will also deal with cross-boundary and international aspects of air quality management, such as the joint development with Guangdong of appropriate regional air quality management plans, and participation in international agreements to control greenhouse gases. The proposed job descriptions of the directorate officers in this division are at Enclosures 31 to 34.

Encls.  
31-34

*Conservation Policy Division*

25. This division will be headed by an AOSGC (D2), to be designated as ADEP (Conservation) who is to be supported by non-directorate staff. There are no plans at present to change the existing arrangement whereby implementation of conservation policy rests with the Agriculture and Fisheries and Conservation Department. Thus the role of this division will remain as at present, following the model of the conventional relationship between a policy bureau and an executive department, and the division's structure similarly remains unchanged. The proposed job description of the ADEP (Conservation) is at Enclosure 35.

Encl. 35

**STAFF CONSULTATION**

26. Within the EPD there have been on-going discussions amongst the directorate about the need for organisational change since late 2001. Staff have been kept abreast of developments through the issue by the DEP of a number of open letters over a period of time.

27. Staff representatives on the Departmental Consultative Committee and the staff unions of the departmental grades in the EPD were briefed on the finalized

proposals in September 2004. The staff are generally receptive to the proposed merger. We shall continue to maintain a dialogue with the staff, work closely with them during implementation, and address their concerns if any should arise.

**FINANCIAL IMPLICATIONS**

28. Consequent on the proposed rationalization of the directorate structure above, four directorate posts namely, one DEP (D5), one AOSGC (D2) and two PEPOs (D1), will no longer be required. The proposed changes in directorate posts will bring about savings in notional annual salary cost at mid-point of \$5,499,000 and in full annual average staff cost of \$8,552,000.

29. For Members' information, at the time of the proposed merger to be effected on 1 April 2005, 29 non-directorate posts will be redeployed from the EB to the EPD. The reorganization proposal will accommodate the deletion of some 50 non-directorate posts by the end of March 2007 producing savings in notional annual mid-point salary cost of \$21,331,920 and savings in full annual average staff cost of \$33,422,000 for the EPD. The Administration will be able to accommodate the staff to be released as a result of the deletion of these posts through natural wastage, the Second Voluntary Retirement Scheme and internal redeployment. No forced redundancy will be involved

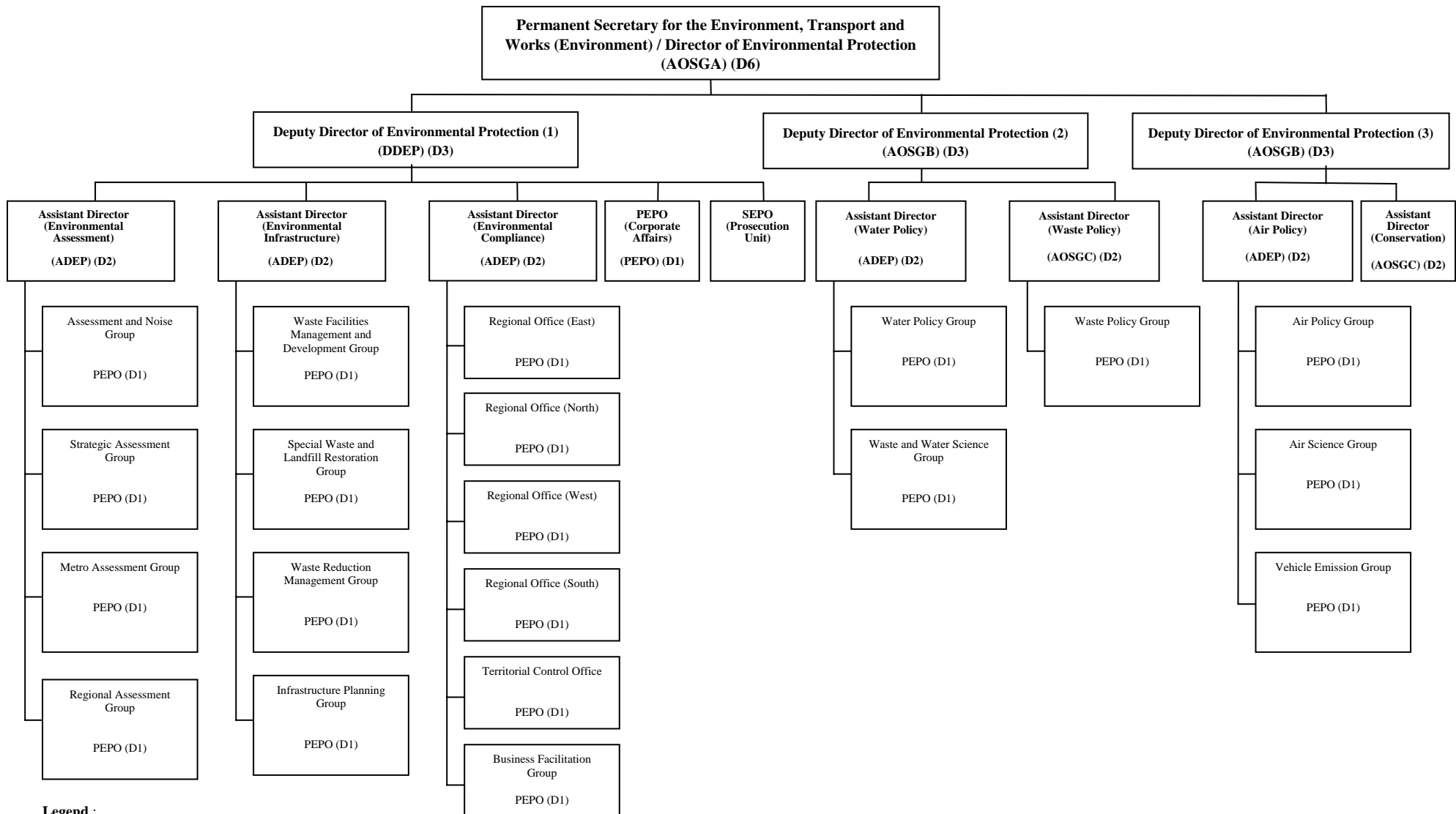
30. At present, the expenditure for the EB under Government Secretariat: ETWB (Environment and Transport Branch) and the EPD are accounted for under Head 158 and Head 44 respectively. We will combine the provision of the EB under Head 158 and that of the EPD under Head 44 in the 2005-06 draft Estimates.

**ADVICE SOUGHT**

31. Members are invited to give their views on this paper and indicate support for the staffing proposal.

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**Proposed Organisation Chart of the new EPD as at 1.4.2005**

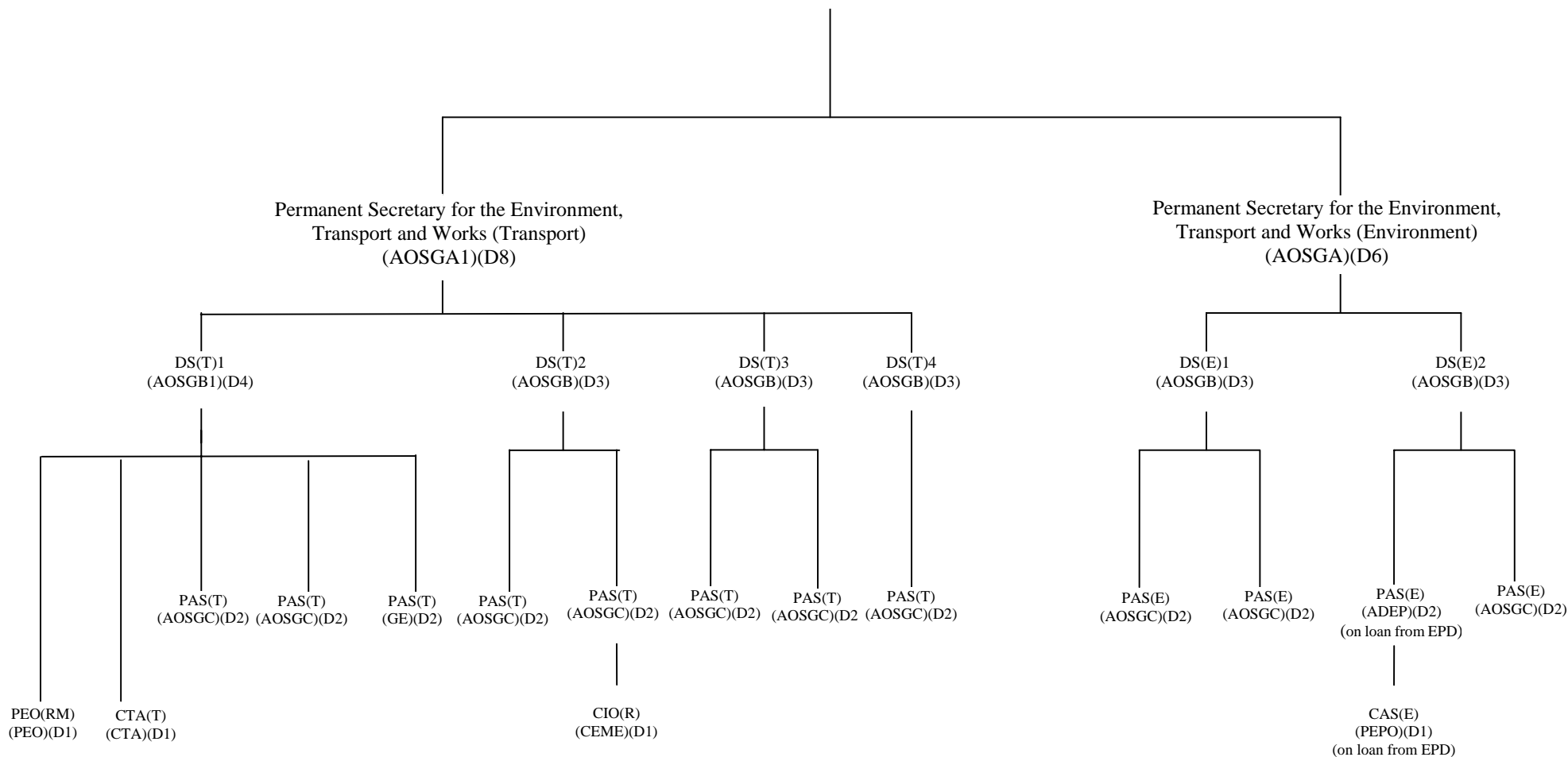


**Legend :**

- AOSGA Administrative Officer Staff Grade A
- AOSGB Administrative Officer Staff Grade B
- AOSGC Administrative Officer Staff Grade C
- DDEP Deputy Director of Environmental Protection
- ADEP Assistant Director of Environmental Protection
- PEPO Principal Environmental Protection Officer
- SEPO Senior Environmental Protection Officer

**Existing Organization Chart of the Environment, Transport and Works Bureau  
(Environment Branch and Transport Branch)**

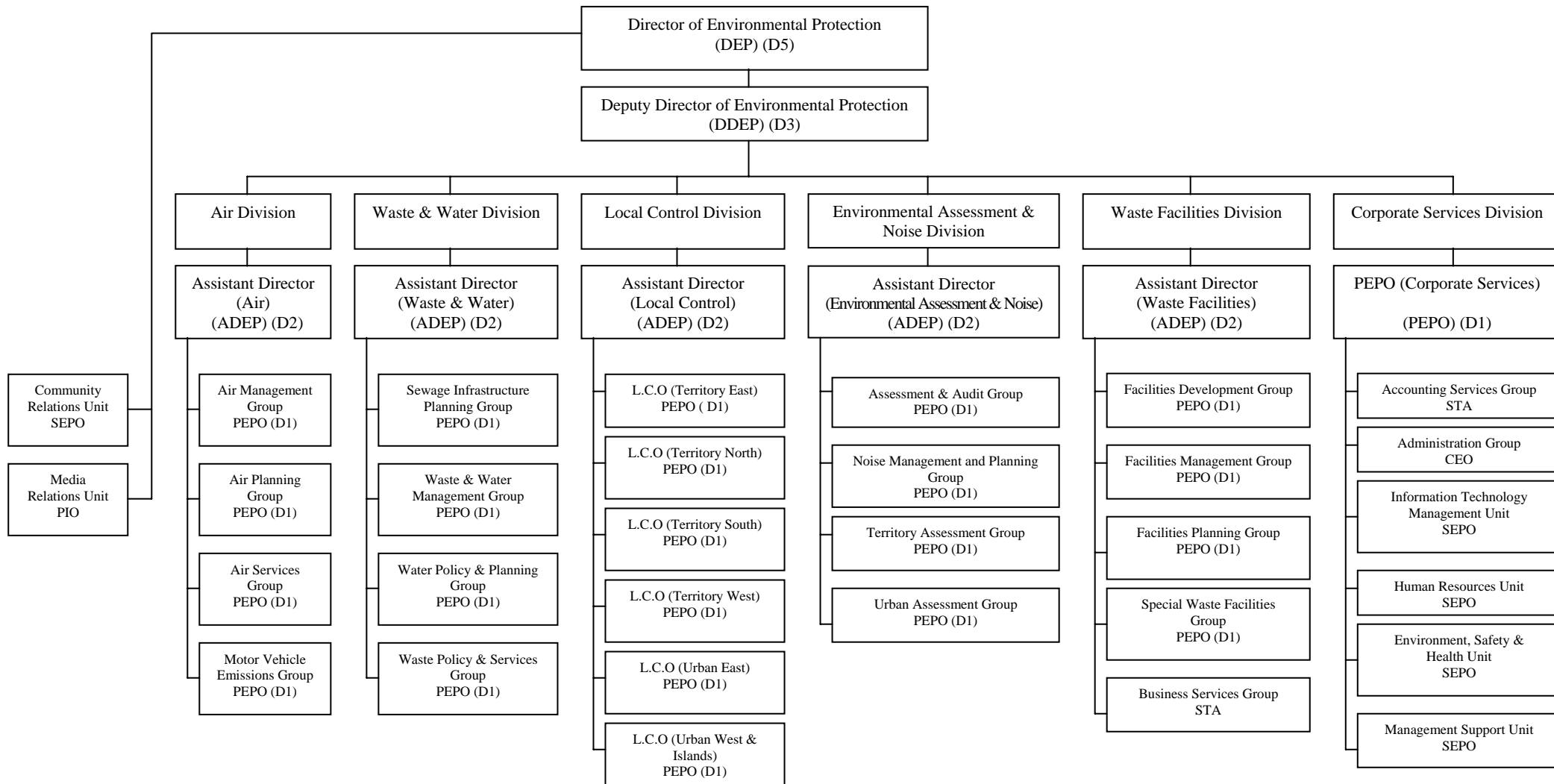
Secretary for the Environment, Transport and Works



**Legend**

SETW	Secretary for the Environment, Transport and Works	ADEP	Assistant Director of Environmental Protection	E	Environment
DS	Deputy Secretary	PEPO	Principal Environmental Protection Officer	T	Transport
PAS	Principal Assistant Secretary	PEO	Principal Executive Officer		
CAS	Chief Assistant Secretary	RM	Resource Management		
AOSGA1	Administrative Officer Staff Grade A1	GE	Government Engineer		
AOSGB1	Administrative Officer Staff Grade B1	CTA	Chief Treasury Accountant		
AOSGB	Administrative Officer Staff Grade B	CIO(R)	Chief Inspecting Officer (Railways)		
AOSGC	Administrative Officer Staff Grade C	CEME	Chief Electrical and Mechanical Engineer		

# Existing Organisation Chart of Environmental Protection Department



**Legend :**

- DEP Director of Environmental Protection
- DDEP Deputy Director of Environmental Protection
- ADEP Assistant Director of Environmental Protection
- PEPO Principal Environmental Protection Officer
- SEPO Senior Environmental Protection Officer
- CEO Chief Executive Officer
- STA Senior Treasury Accountant
- PIO Principal Information Officer
- L.C.O Local Control Office

**Job Description**

**Permanent Secretary for the Environment, Transport and Works (Environment) /  
Director of Environmental Protection**

Rank: Administrative Officer Staff Grade A (D6)

Responsible to: Secretary for the Environment, Transport and Works (SETW)

**Main Duties and Responsibilities:**

1. To be the statutory authority for the various environmental protection and pollution control ordinances.
2. To lead the formulation of environmental policies, strategies, programmes and plans and make recommendations to SETW.
3. To lead the formulation of policy in relation to nature conservation, and make recommendations to SETW.
4. To assist SETW in explaining policies to the community, and in securing the support of the public and the Legislative Council.
5. To lead the territorial planning, project identification, outline specification and project coordination of the government's programme for the treatment and disposal of wastes.
6. To lead the government's strategic and regional planning for sewage collection, treatment and disposal infrastructure.
7. To lead the formulation of departmental programme plans, objectives, standards and procedures in relation to the implementation and enforcement of pollution control legislation.
8. To lead the formulation of the department's strategy and guidelines on the assessment of the environmental impact of significant new developments, plans and policies.
9. To liaise, advise and consult at a senior level with representative industrial, trade and community groups on all relevant matters relating to environmental protection.

**Enclosure 4 to EC(2004-05)XX**

10. To participate in, and have overall responsibility for, the department's liaison and consultative activities with environmental protection bodies in mainland China and other countries.
11. To be the chairman, member or adviser, as appropriate, of senior level government or private sector committees dealing with, or requiring input on, environmental protection matters.
12. To assist SETW in securing and deploying the resources needed to implement agreed policies, strategies and programmes, and to be Controlling Officer for the relevant heads of expenditure.
13. To ensure the professional and technical excellence of the department in the delivery of public services and to lead, direct, manage and motivate all staff of the department to maximize service outcomes.



**Job Description**

**Deputy Director of Environmental Protection (1)**

Rank: Deputy Director of Environmental Protection (D3)

Responsible to: Permanent Secretary for the Environment, Transport and Works (Environment) / Director of Environmental Protection (PSE/DEP)

**Main Duties and Responsibilities:**

1. To steer the department's work in the fields of environmental assessment, environmental infrastructure, environmental compliance, corporate affairs, and prosecutions, and ensure the efficient and effective delivery of public services in these areas.
2. To steer the setting of environmental policy goals in the areas of environmental impact assessment and prevention of noise pollution.
3. To steer the initiation, development and finalization of appropriate policies, strategies and programmes for the attainment of relevant policy goals in the field of environmental impact assessment and prevention of noise pollution.
4. To formulate departmental policies and procedures in relation to the implementation and enforcement of environmental legislation.
5. To steer the departmental planning and management of government's waste infrastructure facilities.
6. To ensure the effective support to the Advisory Council on the Environment and its EIA Subcommittee.
7. To be the head of the Environmental Protection Officer Grade and oversee the recruitment, development, posting and promotion of officers in the grade.
8. To steer the department's corporate planning and the development of its human resources policies and programmes.
9. To be responsible for the department's financial planning and resource management systems.
10. To assist PSE/DEP generally in the management of the department.
11. To assist PSE/DEP in liaising and negotiating at a senior level within the government and with private sector organizations and companies on any matter relating to the department's interests or the government's environmental policies.

**Enclosure 5 to EC(2004-05)XX**

12. To assist PSE/DEP in presenting the government's policy on environmental protection through the news media and other channels.
13. To assist PSE/DEP to discharge his duties as Statutory Authority under the various environmental protection and pollution control ordinances.
14. To represent PSE/DEP on senior level government and private sector committees.
15. To assist PSE/DEP in overseeing the department's liaison activities with its counterparts in mainland China and other countries.
16. To deputize for PSE/DEP as necessary.

**Job Description**

**Assistant Director of Environmental Protection  
(Environmental Assessment)**

Rank: Assistant Director of Environmental Protection (D2)

Responsible to: Deputy Director of Environmental Protection (1)

**Main Duties and Responsibilities:**

1. To direct the work of the Environmental Assessment Division so as to ensure the discharge of the statutory responsibilities and duties required under the Environmental Impact Assessment Ordinance (EIAO), and the provision of environmental planning and noise planning advice to project proponents in accordance with the department's objectives and standards.
2. To initiate, develop and recommend appropriate policy goals for the application of environmental impact assessment, and for the prevention and control of noise pollution in Hong Kong.
3. To oversee policy in relation to Hong Kong's participation in international agreements concerning environmental impact assessment and prevention of noise pollution.
4. To initiate, develop and recommend appropriate policies, strategies, programmes and implementation plans for the attainment of Hong Kong's policy goals in relation to environmental impact assessment and noise pollution prevention and control.
5. To liaise with Mainland authorities on the environmental impacts of proposals that might have cross-boundary implications.
6. To ensure the effective and timely provision of environmental planning advice in the context of the government's town planning process.
7. To advise on the environmental implications of policies, strategies, plans and project proposals submitted to the Executive Council, Policy Committee, and Legislative Council.
8. To liaise and negotiate at a senior level within the government, and with private sector organizations and community groups, on matters and issues relating to environmental impact assessment, environmental planning and noise.
9. To represent PSE/DEP at appropriate forums and attend meetings of advisory and statutory bodies including the Town Planning Board, Legislative Council, the Advisory Council on the Environment, District Councils, and various high level Government Policy Forums / Steering Committee meetings.

**Enclosure 6 to EC(2004-05)XX**

10. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to EIA, strategic environmental assessment, cross-boundary environmental planning, and noise planning matters.
11. To serve as the government's chief professional adviser in the fields of environmental impact assessment and noise pollution.

**Job Description**

**Principal Environmental Protection Officer  
(Assessment and Noise)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection (Environmental Assessment)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Assessment and Noise Group.
2. To assist in the initiation, development and recommendation of appropriate policies, strategies, programmes and implementation plans for the attainment of Hong Kong's policy goals to prevent and control noise pollution.
3. To support the review and propose amendment to noise related legislations including the Noise Control Ordinance.
4. To provide professional support and guidance on noise aspects relating to the noise retro-fitting programme, designated projects under EIAO and other planning projects; and to develop and maintain an accredited acoustics laboratory to provide calibration services for the implementation of the Noise Control Ordinance.
5. To discharge the statutory responsibilities and duties required under the Environmental Impact Assessment Ordinance (EIAO), and to resolve issues and conflicts under the EIAO and the Technical Memorandum on the EIA process for projects within the regional boundary of the Group.
6. To oversee the provision of professional advice on the environmental implications of land use planning proposals and applications for planning permission under the Town Planning Ordinance within the regional boundary of the Group.
7. To assist in the preparation of the EPD's professional advice on the environmental implications of submissions to the Executive Council, Policy Committee, Legislative Council, and to provide comments / clearance on the environmental implication paragraph(s) for Public Works Sub-Committee papers.
8. To represent the EPD at appropriate forums and attend meetings of advisory and statutory bodies including the Town Planning Board, Legislative Council, the Advisory Council on the Environment, District Councils, and various high level Government Policy Forums / Steering Committee meetings.

**Enclosure 7 to EC(2004-05)XX**

9. To nurture, develop and maintain the professional expertise of the EPO grade in the area of noise assessment, noise pollution, and noise control and to keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to noise and EIA.
10. To facilitate training and development of professional knowledge and capability of the staff in the Assessment and Noise Group.

**Job Description**

**Principal Environmental Protection Officer  
(Strategic Assessment)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection (Environmental Assessment)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Strategic Assessment Group.
2. To assist in the initiation, development and recommendation of appropriate policies, strategies, programmes and implementation plans for the attainment of Hong Kong's policy goals in relation to environmental impact assessment.
3. To formulate and update procedures and guidelines for Strategic Environmental Assessment (SEA) / Environmental Studies (ES) on various territorial planning matters and relevant strategic initiatives set out under various Policy Objectives attached to the Policy Address.
4. To oversee the conduct of SEA / ES for strategic development and infrastructure proposals and to review the adequacy and acceptability of study findings and the recommended measures to avoid and minimize environmental impacts.
5. To discharge the statutory responsibilities and duties required under the Environmental Impact Assessment Ordinance (EIAO), and to resolve issues and conflicts under the EIAO and the Technical Memorandum on the EIA process for projects within the regional boundary of the Group.
6. To oversee the provision of professional advice on the environmental implications of land use planning proposals, and applications for planning permission under the Town Planning Ordinance within the regional boundary of the Group.
7. To assist in the preparation of the EPD's professional advice on the environmental implications of submissions to the Executive Council, Policy Committee, Legislative Council, and to provide comments / clearance on the environmental implication paragraph(s) for Public Works Sub-Committee papers.
8. To represent the EPD at appropriate forums and attend meetings of advisory and statutory bodies including the Town Planning Board, Legislative Council, the Advisory Council on the Environment, District Councils, and various high level Government Policy Forums / Steering Committee meetings.

**Enclosure 8 to EC(2004-05)XX**

9. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to sustainable development, strategic environmental assessment, EIA, and environmental planning matters.
10. To facilitate training and development of professional knowledge and capability of the staff in the Strategic Assessment Group.



**Job Description**

**Principal Environmental Protection Officer  
(Metro Assessment)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection (Environmental Assessment)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Metro Assessment Group.
2. To develop and promulgate in consultations with relevant stakeholders the relevant statutory and non-statutory guidelines and guidance notes on the Environmental Impact Assessment Ordinance (EIAO), and to develop and maintain the required management system / facilities for the operation of the EIAO.
3. To liaise with the Mainland authorities on cross-boundary environmental assessment matters, and to manage the works of the Mirs Bay and Deep Bay Areas Environmental Management Special Panel.
4. To discharge the statutory responsibilities and duties required under the Environmental Impact Assessment Ordinance (EIAO), and to resolve issues and conflicts under the EIAO and the Technical Memorandum on the EIA process for projects within the regional boundary of the Group.
5. To oversee the provision of professional advice on the environmental implications of land use planning proposals, and applications for planning permission under the Town Planning Ordinance within the regional boundary of the Group.
6. To assist in the preparation of the EPD's professional advice on the environmental implications of submissions to the Executive Council, Policy Committee, Legislative Council, and to provide comments / clearance on the environmental implication paragraph(s) for Public Works Sub-Committee papers.
7. To represent the EPD at appropriate forums and attend meetings of advisory and statutory bodies including the Town Planning Board, Legislative Councils, the Advisory Council on the Environment, District Councils, and various high level Government Policy Forums / Steering Committee meetings.
8. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to cross-boundary environmental assessment, EIA, and environmental planning matters.
9. To facilitate training and development of professional knowledge and capability of the staff in the Metro Assessment Group.

**Job Description**

**Principal Environmental Protection Officer  
(Regional Assessment)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection (Environmental Assessment)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Regional Assessment Group.
2. To discharge the statutory responsibilities and duties required under the Environmental Impact Assessment Ordinance (EIAO), and to resolve issues and conflicts under the EIAO and the Technical Memorandum on the EIA process for projects within the regional boundary of the Group.
3. To oversee the provision of professional advice on the environmental implications of land use planning proposals, and applications for planning permission under the Town Planning Ordinance within the regional boundary of the Group.
4. To assist in the preparation of the EPD's professional advice on the environmental implications of submissions to the Executive Council, Policy Committee, Legislative Council, and to provide comments / clearance on the environmental implication paragraph(s) for Public Works Sub-Committee papers.
5. To represent the EPD at appropriate forums and attend meetings of advisory and statutory bodies including the Town Planning Board, Legislative Councils, the Advisory Council on the Environment, District Councils, and various high level Government Policy Forums / Steering Committee meetings.
6. To develop the EIA knowledge development and management system for the Environmental Assessment Division and to keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to EIA, environmental planning, and EIA knowledge development & management matters.
7. To facilitate training and development of professional knowledge and capability of the staff in the Regional Assessment Group.

**Job Description**

**Assistant Director of Environmental Protection  
(Environmental Infrastructure)**

Rank: Assistant Director of Environmental Protection (D2)

Responsible to: Deputy Director of Environmental Protection (1)

**Main Duties and Responsibilities:**

1. To direct the work of the Environmental Infrastructure Division so as to ensure the commissioning of environmentally acceptable infrastructure for transferring, treating and disposing of Hong Kong's municipal and special wastes on programme and within budget.
2. To act as the Employer's Representative for contracts for the provision and operation of municipal and special waste management facilities.
3. To ensure that all municipal and special waste management facilities perform to their required environmental and operational standards.
4. To oversee strategic and regional planning studies for sustainable environmental infrastructure facilities, including waste transfer, treatment and disposal facilities, waste recovery and recycling facilities, and territorial and regional sewage collection, treatment and disposal facilities.
5. To liaise with Mainland authorities as necessary to develop strategies and mutually agreeable arrangements to facilitate the management of Hong Kong's wastes.
6. To direct the development and implementation of initiatives for after-use of exhausted waste disposal facilities and act as the Employer's Representative for contracts for the implementation of such initiatives.
7. To direct the implementation of initiatives to promote waste reduction and waste recovery schemes in the domestic, commercial and industrial sectors.
8. To direct the implementation of initiatives to promote product responsibility and the development of the recycling industry.
9. To oversee and coordinate departmental returns under the CWRF Resource Allocation System for environmental infrastructure projects.
10. To represent PSE/DEP at appropriate forums and attend meetings of advisory and statutory bodies including the Town Planning Board, Legislative Councils, the Advisory Council on the Environment, District Councils, and various high level Government Policy Forums / Steering Committee meetings.

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11. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to the planning and management of infrastructure for the transfer, treatment and disposal of waste and sewage.
12. To act as the government's chief technical adviser in matters concerning the commissioning and running of public-private partnership arrangements for the management of waste and sewage.

**Job Description**

**Principal Environmental Protection Officer  
(Waste Facilities Management and Development)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection (Environmental Infrastructure)

**Main Duties and Responsibilities:**

1. To manage and direct the work of Waste Facilities Management and Development Group.
2. To manage the strategic landfills, refuse transfer stations and the associated facilities as well as their extended/follow on schemes; and to ensure that these facilities are environmentally acceptable, economically sound, and provided in good time to meet the present and future needs of the community.
3. To prepare, monitor and enforce environmental and operational performance criteria for projects managed by the Waste Facilities Management and Development Group and to advise Assistant Director (Environmental Infrastructure) of the most effective means in enforcing these using contractual and legislative mechanisms as well as resolving contractual issues.
4. To be responsible for the certification of payments to contractors and consultants, to implement and manage the charging schemes at landfills and refuse transfer stations and set up financial monitoring systems to control the expenditure of capital works and recurrent operational costs.
5. To plan for, initiate and direct relevant consultancy studies on waste facilities management and development, including feasibility and environmental impact assessment studies.
6. To oversee the tendering of waste facilities, including tender award as well as design and construction.
7. To undertake all necessary consultation and liaison through visits and briefings of the projects to the Advisory Council on the Environment, District Councils, Legislative Council and its Sub-Committees, professional groups, trade associations, the community and any other relevant stakeholders.
8. To keep abreast of the latest technical and contractual management developments for the treatment and disposal of wastes in order to upkeep professional standards and knowledge in the subject areas.

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9. To facilitate training and development of professional knowledge and capability of the staff in the Waste Facilities Management and Development Group.

**Job Description**

**Principal Environmental Protection Officer  
(Special Waste and Landfill Restoration)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection (Environmental Infrastructure)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Special Waste and Landfill Restoration Group.
2. To develop and manage special waste facilities and the restoration and afteruse of closed landfills; and to ensure that these facilities are environmentally acceptable, economically sound, and provided in good time to meet the present and future needs of the community.
3. To prepare, monitor and enforce environmental and operational performance criteria for projects managed by the Special Waste and Landfill Restoration Group and to advise Assistant Director (Environmental Infrastructure) of the most effective means in enforcing these using contractual and legislative mechanisms as well as resolving contractual issues.
4. To be responsible for the certification of payments to contractors and consultants, to implement and manage charging schemes and to set up financial monitoring systems to control the expenditure of capital works and recurrent operational costs.
5. To plan for, initiate and direct relevant consultancy studies on special waste and landfill afteruse management and development, including feasibility and environmental impact assessment studies.
6. To oversee the tendering of special waste facilities and landfill restoration/afteruse facilities, including tender award as well as design and construction.
7. To undertake all necessary consultation and liaison through visits and briefings of the projects to the Advisory Council on the Environment, District Councils, Legislative Council and its Sub-Committees, professional groups, trade associations, the community and any other relevant stakeholders.
8. To keep abreast of the latest technical and contractual management developments for the treatment and disposal of special waste and landfill restoration/afteruse in order to upkeep professional standards and knowledge in the subject areas.
9. To facilitate training and development of professional knowledge and capability of the staff in the Special Waste and Landfill Restoration Group.

**Job Description**

**Principal Environmental Protection Officer  
(Waste Reduction Management)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection (Environmental Infrastructure)

**Main Duties and Responsibilities:**

1. To manage and direct the work of Waste Reduction Management Group.
2. To coordinate implementation of the Waste Reduction Framework Plan and related community waste reduction/recycling programmes, to monitor progress in meeting waste reduction targets, and to provide technical support to the Advisory Council on the Environment's Waste Sub-Committee and the various Waste Reduction Task Forces.
3. To develop and implement new initiatives and pilot programmes to enhance waste reduction and recycling in various sectors of the community for different types of recyclable materials.
4. To develop product responsibility schemes and other economic measures to facilitate recycling of end-of-life products.
5. To plan for, initiate and direct relevant research and development studies to develop recovery technologies and market outlets for recyclables.
6. To liaise with the local recycling trade and relevant parties to promote business interests in waste recovery and recycling.
7. To undertake promotion, publicity and public education on waste reduction and recycling including interactions and consultations with the Advisory Council on the Environment, District Councils, Legislative Council and its Sub-Committees, professional groups, trade associations, the community and any other relevant stakeholders.
8. To keep abreast of the latest technical and management developments in waste reduction and recycling to upkeep professional standards and knowledge in the subject areas.
9. To facilitate training and development of professional knowledge and capability of the staff in the Waste Reduction Management Group.



**Job Description**

**Principal Environmental Protection Officer  
(Infrastructure Planning)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection (Environmental Infrastructure)

**Main Duties and Responsibilities:**

1. To manage and direct the work of Infrastructure Planning Group.
2. To oversee the planning and development of sewage infrastructure at the territorial level including further stages of the Harbour Area Treatment Scheme and implement new policy initiatives on sewage infrastructure.
3. To oversee the planning and development of regional sewage infrastructure at catchment levels including village sewerage and to initiate and direct Sewerage Master Plan reviews and feasibility studies.
4. To provide professional advice to new development proposals and planning studies through advisory services including sewage impact assessments, development of guidelines and other planning tools on sewerage provision.
5. To oversee the planning of territorial waste management functions through the development of integrated waste management facilities and other new facilities.
6. To develop Public Private Partnership schemes and initiate and direct related studies for environmental infrastructure projects.
7. To provide divisional support on contract management, EACSB and consultancy issues, Environmental Management System (EMS), safety, training, information technologies, performance auditing of waste management projects, and management of sewage infrastructure and waste data.
8. To undertake all necessary consultation and liaison through visits and briefings of the plans and projects to the Advisory Council on the Environment, District Councils, Legislative Council and its Sub-Committees, professional groups, trade associations, the community and any other relevant stakeholders.
9. To keep abreast of the latest institutional and technical developments in sewage infrastructure and waste management in order to upkeep professional standards and knowledge in the subject areas.
10. To facilitate training and development of professional knowledge and capability of the staff in the Infrastructure Planning Group.

**Job Description**

**Assistant Director of Environmental Protection  
(Environmental Compliance)**

Rank: Assistant Director of Environmental Protection (D2)

Responsible to: Deputy Director of Environmental Protection (1)

**Main Duties and Responsibilities:**

1. To direct, manage and coordinate the activities of the constituent technical groups of the Environmental Compliance Division.
2. To oversee the formulation of departmental policies, procedures and guidelines in relation to the implementation of pollution control legislation.
3. To oversee the integrated enforcement of relevant pollution control legislation at both territorial and local level and ensure a consistent, impartial and professional approach to such enforcement at all levels.
4. To the extent required by virtue of Hong Kong's participation in international agreements relevant to enforcement of pollution control laws, to liaise with Mainland and international authorities to ensure the effective application of the relevant legislation.
5. To establish channels of communication with business and trade associations impacted by environmental protection legislation and develop and implement initiatives to assist their members and other affected parties in achieving compliance with the law, and minimizing pollution and public nuisance.
6. To ensure adequate liaison with District Councils on local pollution control issues, establish and implement procedures for the effective and speedy handling of pollution complaints, and direct and co-ordinate the outreach work of the Regional Control Offices in each district.
7. To assume overall responsibility for the deployment of staff in response to local pollution emergencies and explain to the media the department's response to such emergencies.
8. To keep under constant review the effectiveness of local environmental protection legislation, analyze deficiencies and provide feedback to the policy formulation process.
9. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to the enforcement of environmental protection laws and the application of technology to facilitate compliance with such laws.

**Job Description**

**Principal Environmental Protection Officer  
(Regional Office East)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection (Environmental Compliance)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Regional Office East, and set priorities for implementing the pollution control function in the region.
2. To oversee the implementation of environmental legislations including the pollution control of air, water, noise and waste within the region, and ensure a consistent and professional approach to such enforcement.
3. To liaise with the members of Legislative Council, District Councils and their Environmental Sub-committees, and environmental concern groups in relation to local environmental issues.
4. To enforce Environmental Permits of Designated Projects and liaise with Independent Environmental Checkers on effective implementation of Designated Projects.
5. To liaise with and advise the industries regarding the control of air, noise, waste and water pollution, and inform the public of Designated Projects within the region and the control of the associated environmental impacts.
6. To respond to local pollution complaints, oversee pollution investigations, handle press enquiries, undertake public relations duties and deal with emergency pollution incidents.
7. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to pollution control in order to ensure that up-to-date practices and appropriate professional standards are applied.
8. To facilitate training and development of professional knowledge and capability of the staff in the Regional Office East.

**Job Description**

**Principal Environmental Protection Officer  
(Regional Office South)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection (Environmental Compliance)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Regional Office South, and set priorities for implementing pollution control function in the region.
2. To oversee the implementation of environmental legislations including the pollution control of air, water, noise and waste within the region, and ensure a consistent and professional approach to such enforcement.
3. To liaise with the members of Legislative Council, District Councils and their Environmental Sub-committees, and environmental concern groups in relation to local environmental issues.
4. To enforce Environmental Permits of Designated Projects and liaise with Independent Environmental Checkers on effective implementation of Designated Projects.
5. To liaise with and advise the industries regarding the control of air, noise, waste and water pollution, and inform the public of Designated Projects within the region and the control of the associated environmental impacts.
6. To respond to local pollution complaints, oversee pollution investigations, handle press enquiries, undertake public relations duties and deal with emergency pollution incidents.
7. To manage and control territorial noise pollution issues, including railway and traffic noise.
8. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to pollution control in order to ensure that up-to-date practices and appropriate professional standards are applied.
9. To facilitate training and development of professional knowledge and capability of the staff in the Regional Office South.

**Job Description**

**Principal Environmental Protection Officer  
(Regional Office West)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection (Environmental Compliance)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Regional Office West, and set priorities for implementing the pollution control function in the region.
2. To oversee the implementation of environmental legislations including the pollution control of air, water, noise and waste within the region, and ensure a consistent and professional approach to such enforcement.
3. To liaise with the members of Legislative Council, District Councils and their Environmental Sub-committees, and environmental concern groups in relation to local environmental issues.
4. To enforce Environmental Permits of Designated Projects and liaise with Independent Environmental Checkers on effective implementation of Designated Projects.
5. To liaise with and advise the industries regarding the control of air, noise, waste and water pollution, and inform the public of Designated Projects within the region and the control of the associated environmental impacts.
6. To respond to local pollution complaints, oversee pollution investigations, handle press enquiries, undertake public relations duties and deal with emergency pollution incidents.
7. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to pollution control in order to ensure that up-to-date practices and appropriate professional standards are applied.
8. To facilitate training and development of professional knowledge and capability of the staff in the Regional Office West.

**Job Description**

**Principal Environmental Protection Officer  
(Regional Office North)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection (Environmental Compliance)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Regional Office North, and set priorities for implementing the pollution control function in the region.
2. To oversee the implementation of environmental legislations including the pollution control of air, water, noise and waste within the region, and ensure a consistent and professional approach to such enforcement.
3. To liaise with the members of Legislative Council, District Councils and their Environmental Sub-committees, and environmental concern groups in relation to local environmental issues.
4. To enforce Environmental Permits of Designated Projects and liaise with Independent Environmental Checkers on effective implementation of Designated Projects.
5. To liaise with and advise the industries regarding the control of air, noise, waste and water pollution, and inform the public of Designated Projects within the region and the control of the associated environmental impacts.
6. To respond to local pollution complaints, oversee pollution investigations, handle press enquiries, undertake public relations duties and deal with emergency pollution incidents.
7. To analyze, review and develop the territorial strategies for implementation of controls over livestock waste pollution.
8. To develop and implement pollution complaint management strategy and oversee the operation of the departmental Customer Service Centre to ensure the provision of quality service to the public.
9. To plan and organize divisional training programmes to train and develop the professional and technical capability of all staff in the Environmental Compliance Division.
10. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to pollution control in order to ensure that up-to-date practices and appropriate professional standards are applied.

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11. To facilitate training and development of professional knowledge and capability of the staff in the Regional Office North.

**Job Description**

**Principal Environmental Protection Officer  
(Territorial Control Office)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection (Environmental Compliance)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Territorial Control Office.
2. To oversee the co-ordination of the implementation of the Water Pollution Control Ordinance and the chemical waste control under the Waste Disposal Ordinance, and the implementation of the Dumping At Sea Ordinance, Ozone Layer Protection Ordinance for regulatory control of ozone depleting substances, the Air Pollution Control Ordinance and the Waste Disposal Ordinance for regulatory control and management of asbestos and the related personnel/contractors and the Air Pollution Control Ordinance for licensing/permitting control of territory-wide activities including specified processes as well as the administrative control of clinical waste, and ensure a consistent and professional approach to such enforcement.
3. To develop and review enforcement strategies and guidelines for the integrated enforcement of the pollution control legislation regarding the control of air, noise, waste and water pollution, including the Environmental Impact Assessment Ordinance.
4. To liaise with the Mainland and international control authorities and environmental agencies on waste management, waste import and export control and other enforcement related matters.
5. To liaise with and advise the public regarding the control of chemical waste, clinical waste, waste import and export, asbestos, ozone depleting substances, water pollution and the licensing/permitting of air pollution activities including specified processes except power plants.
6. To respond to related pollution complaints, oversee pollution investigations, handle press enquiries, undertake public relations duties and deal with emergency pollution incidents.
7. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to pollution control in order to ensure that up-to-date practices and appropriate professional standards are applied.
8. To facilitate training and development of professional knowledge and capability of the staff in the Territorial Control Office.



**Job Description**

**Principal Environmental Protection Officer  
(Business Facilitation)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection  
(Environmental Compliance)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Business Facilitation Group.
2. To develop and implement stakeholder relation strategies to improve communication.
3. To develop tools to promote the implementation of corporate environmental management initiatives in the public and private sectors.
4. To oversee and support the implementation of Green Management practices in both the private and public sectors to achieve wider adoption and implementation of environmental management initiatives.
5. To liaise with trade/industry associations to develop and implement partnership programme and coordinate the provision of advice and assistance to the trades and industries to facilitate compliance with environmental requirements.
6. To liaise with community representatives such as District Council and environmental concern groups in addressing their concerns and explaining EPD's work.
7. To develop educational packages and training tools on environmentally-friendly techniques and practices for trades and industries.
8. To oversee the management of the pollution control enforcement database, and develop and maintain a knowledge management portal in support of ECD functions.
9. To represent the EPD at meetings related to inter-departmental enforcement and environmental compliance issues.
10. To co-ordinate and manage finance and human resources for the Environmental Compliance Division.
11. To keep abreast of developments in customer relationship management, stakeholder management and environmental management to maintain professional standards in the related areas.
12. To facilitate training and development of professional knowledge and capability of the staff in the Business Facilitation Group.

**Job Description**

**Principal Environmental Protection Officer  
(Corporate Affairs)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Deputy Director of Environmental Protection (1)

**Main Duties and Responsibilities:**

1. To manage and direct the work of Corporate Affairs Division.
2. To develop the human resource management systems of the department so as to facilitate the effective integration of professional and administrative grade staff in achieving policy goals.
3. To direct the formulation of job-specific knowledge and competency requirements for all EPD posts; to establish appropriate knowledge and competency profiles for relevant departmental grade staff, and develop and implement a strategy for ensuring staff knowledge and competency profiles match the department's requirements.
4. To oversee the development and implementation of professional and management training programmes for the department's managers of all ranks.
5. To manage the department's internal Information Technology systems and services.
6. To direct the development and application of internal procedures and practices to ensure a safe and healthy working environment.
7. To direct the development and application of internal procedures and practices aimed at ensuring EPD's adherence to environmental best practice in its daily operations, and to prepare regular reports on the department's environmental performance.
8. To develop and maintain the knowledge management system and database to promote the wider sharing of information and knowledge.
9. To oversee the work of the media relations unit and advise on appropriate strategies for handling media issues.
10. To serve as the Head of Grade for the Environmental Protection Inspector grade, coordinate EPI grade management issues, and oversee the development and implementation of training and development programmes for technical grade staff of all ranks.
11. To coordinate the drafting and publication of EPD's corporate publications.

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12. To supervise the internal administration of the department in areas of personnel management, accommodation, budgetary allocations and financial control, procurement, co-ordination of funding bids, and general administrative support services.
13. To advise DEP, DDEPs and other senior managers on matters relating to corporate development, human resources, training, technical services, finance, procurement and management support.
14. To keep abreast of all developments and initiatives associated with finance and human resource management in the government and to ensure that they are reflected in the EPD's strategy for these services.

**Job Description**

**Deputy Director of Environmental Protection (2)**

Rank: Administrative Officer Staff Grade B (D3)

Responsible to: Permanent Secretary for the Environment, Transport and Works (Environment) / Director of Environmental Protection (PSE/DEP)

**Main Duties and Responsibilities:**

1. To steer the department's work on water quality management and waste management policy, and ensure the efficient and effective delivery of public services in these areas.
2. To steer the setting of appropriate environmental policy goals for the quality of Hong Kong's water environment and for the sustainable management of waste.
3. To steer the initiation, development and finalization of appropriate policies, strategies and programmes for the attainment of relevant policy goals for the protection of Hong Kong's water environment, including Harbour Area Treatment Scheme and sewage programmes, and for sustainable waste management.
4. To ensure the effective deployment of professional and technical staff on appropriate research and technical investigations to inform the policy development process in the water quality and waste management fields.
5. To oversee and supervise the monitoring of the water environment and waste management practices, and the preparation of appropriate reports.
6. To assist PSE/DEP in liaising and negotiating at a senior level within the government and with private sector organizations and companies on any matter relating to the department's interests or the government's environmental policies, in relation to water quality and wastes management.
7. To assist PSE/DEP in presenting the government's policy on water quality and waste management through the news media and other channels.
8. To steer the government's community relations programme in the environmental protection field, including environmental education.
9. To oversee the work of the Environmental Campaign Committee and the management of the Environment and Conservation Fund.
10. To ensure the effective support to the Waste Subcommittee of the Advisory Council on the Environment and the Environment and Conservation Fund Committee and its Sub-committee
11. To represent PSE/DEP on senior level government and private sector committees.

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12. To assist PSE/DEP in overseeing the department's liaison activities with its counterparts in mainland China and other countries, in the fields of water quality and waste management.
13. To assist PSE/DEP in the discharge of all his duties relevant to water quality and waste management, community relations and environmental education.
14. To deputize for PSE/DEP as necessary.

**Job Description**

**Deputy Director of Environmental Protection (3)**

Rank: Administrative Officer Staff Grade B (D3)

Responsible to: Permanent Secretary for the Environment, Transport and Works (Environment) / Director of Environmental Protection (PSE/DEP)

**Main Duties and Responsibilities:**

1. To steer the department's work on air quality management and conservation policy, and ensure the efficient and effective delivery of public services in these areas.
2. To steer the setting of appropriate environmental policy goals for the quality of Hong Kong's air environment and for the conservation of nature, including energy efficiency and energy conservation.
3. To steer the initiation, development and finalization of appropriate policies, strategies and programmes for the attainment of relevant policy goals for the protection of Hong Kong's air environment.
4. To vet, scrutinize and approve (as appropriate) policies, strategies and programmes formulated by the Agriculture Fisheries and Conservation Department designed to facilitate the attainment of policy goals in the area of nature conservation, including the protection of endangered species, biological diversity and the designation of country parks, special areas, marine parks and marine reserves.
5. To ensure the effective deployment of professional and technical staff on appropriate research and technical investigations to inform the policy development process in the field of air quality management.
6. To ensure the effective support to the Guangdong-Hong Kong Joint Working Group on Sustainable Development and Environmental Protection.
7. To ensure the effective support to the Energy Efficiency and Conservation Subcommittee of the Energy Advisory Committee and the six environmental appeal boards.
8. To oversee and supervise the monitoring of the air environment, and the preparation of appropriate reports.
9. To assist PSE/DEP in liaising and negotiating at a senior level within the government and with private sector organizations and companies on any matter relating to the department's interests or the government's environmental policies, in relation to air quality management.

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10. To assist PSE/DEP in presenting the government's policy on air quality management and on nature conservation through the news media and other channels.
11. To represent PSE/DEP on senior level government and private sector committees.
12. To assist PSE/DEP in overseeing the department's liaison activities with its counterparts in mainland China and other countries, in the fields of air quality management, (including participation in such international agreements as those aimed at controlling greenhouse gas emissions and ozone layer depletion) and in the field of nature conservation (including participation in such international agreements as those aimed at protecting wetlands, endangered species, and biodiversity).
13. To assist PSE/DEP in the discharge of all aspects of his duties relevant to air quality management and nature conservation.
14. To deputize for PSE/DEP as necessary.

## **Job Description**

### **Assistant Director of Environmental Protection (Water Policy)**

Rank: Assistant Director of Environmental Protection (D2)

Responsible to: Deputy Director of Environmental Protection (2)

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

1. To direct the work of the Water Policy Division so as to ensure appropriate policies, strategies and management programmes are developed and put in place to protect Hong Kong's water environment.
2. To initiate, develop and recommend appropriate policy goals for Hong Kong's water environment, including goals relevant to wastewater treatment, the collection of marine floating refuse, pollution of the sea by oil and the management and rehabilitation of contaminated land.
3. To oversee the fulfillment of Hong Kong's obligations in relation to international agreements relevant to water quality, such as those covering the control of toxic substances and persistent organic pollutants, the application and removal of anti-foulants, the control of the treatment and discharge of contaminated ballast water, and the disposal of wastes at sea, and oversee policy in relation to Hong Kong's participation in such agreements.
4. To initiate, develop and recommend appropriate policies, strategies, programmes and implementation plans for the attainment of Hong Kong's water quality policy goals, including strategies, programmes and plans for the construction and operation of sewerage and sewage treatment systems, the removal of pollutants from storm drain systems, effluent reuse, total water management, and the implementation of the polluter pays principle.
5. To review and propose for amendment appropriate legislation and standards for the attainment of Hong Kong's water quality policy goals.
6. To liaise with Mainland authorities to carry out investigations and develop strategies for improving regional water quality.
7. To oversee professional and technical studies and investigations necessary for the formulation of water quality management policies, strategies, programmes and implementation plans.



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8. To oversee professional and technical studies and investigations in the area of waste science and management as a support service to the Waste Policy Division, for the formulation of waste policy and waste management strategies.
9. To perform the role of client for the construction and operation of the government's sewage infrastructure, including determining priorities for the government's sewage programme.
10. To oversee water quality monitoring programmes and the reporting and dissemination of water quality information to the public.
11. To direct the government's environmental education programmes and supervise the provision of secretarial support to the Environmental Campaign Committee and the Environment and Conservation Fund.
12. To represent PSE/DEP at appropriate forums and attend, as necessary, meetings of advisory and statutory bodies including the Town Planning Board, the Legislative Council, the Advisory Council on the Environment, District Councils, and various high level Government Policy Forums / Steering Committee meetings.
13. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to water quality management and sewerage infrastructure planning.
14. To serve as the Government's chief scientific adviser in matters of water quality management, and waste management science.

**Job Description**

**Principal Environmental Protection Officer  
(Water Policy)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection  
(Water Policy)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Water Policy Group.
2. To assist in the initiation, development and recommendation of appropriate policies, strategies, programmes and implementation plans for the attainment of Hong Kong's water quality policy goals, including effluent reuse and total water management.
3. To assist in the initiation, development and recommendation of appropriate policies, strategies, programmes and implementation plans for the attainment of Hong Kong's policy goals in relation to sewage and wastewater management, including storm water pollution and sewage charging matters.
4. To support the development of strategies to meet and address water quality and sewage issues under international and cross-boundary requirements.
5. To support the review and propose amendment to water related legislations including the Water Pollution Control Ordinance, Water Quality Objectives and the related Technical Memorandum.
6. To oversee the implementation of the sewage programme and packages as client under the Public Works Programme, including liaison with DSD, and the prioritization of the sewage works items in the context of the Resource Allocation Exercise (RAE).
7. To assist in the preparation of replies and submissions to Legislative Council, Advisory Council on the Environment, the Policy Committee, Executive Council and other bodies.
8. To represent EPD at appropriate forums and attend meetings of advisory and statutory bodies including Legislative Council, the Advisory Council on the Environment, District Councils and various high level Government Policy Forums/Steering Committee meeting.
9. To keep abreast of developments at both local and international level in relevant professional knowledge, technical and scientific fields relating to water and sewage management policies.

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10. To facilitate training and development of professional knowledge and capability of the staff in the Water Policy Group.

**Job Description**

**Principal Environmental Protection Officer  
(Waste and Water Science)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection  
(Water Policy)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Waste and Water Science Group.
2. To direct the development, operation and maintenance of the ambient and beach water quality, bio-indicator, and toxic substances monitoring programmes, including the assessment of monitored data, preparation of annual and ad hoc reports, maintenance and updating of web-pages and databases.
3. To direct strategic studies on water quality, waste and wastewater management, and provision of sewage infrastructure; and to provide support to policy development and enforcement of water and waste pollution control legislations.
4. To direct research and development on water, wastewater and waste subjects with a view to supporting policy development and development of programmes to deal with emerging water and waste issues.
5. To provide professional support to programmes related to water and waste subjects, including MARPOL, disposal of dredged/excavated sediment, oil and chemical spills, floating refuse, ballast waters, marine pests, and conservation of wetland.
6. To direct research and development on water quality modelling, and to direct water quality modelling studies to assess compliance within marine water quality objectives and cumulative impacts, and to provide support to planning and development studies, infrastructure projects, cross-boundary and EIA studies.
7. To provide professional support and input in dealing with the Guangdong authorities on regional waste and water quality issues, and to liaise and collaborate with Mainland officials on cross-boundary water quality and waste improvements and management initiatives.
8. To represent the EPD at appropriate forums and attend meeting of advisory or statutory bodies including the Legislative Council, Advisory Council on the Environment, District Councils and various high level Government Policy Forums / Steering Committee meetings.

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9. To nurture, develop and maintain the professional expertise of the EPO grade in the field of aquatic science, water pollution, and water environment impact assessment, and to keep abreast of developments in technical and scientific fields relating to water, wastewater and waste pollution, control and management.
10. To facilitate training and development of professional knowledge and capability of the staff in the Waste and Water Science Group.

**Job Description**

**Assistant Director of Environmental Protection (Waste Policy)**

Rank: Administrative Officer Staff Grade C (D2)

Responsible to: Deputy Director of Environmental Protection (2)

**Main Duties and Responsibilities**

1. To direct the work of the Waste Policy Division so as to ensure appropriate policies, strategies and management programmes are developed and put in place for the sustainable management of Hong Kong's wastes and construction and demolition (C&D) materials.
2. To initiate, develop and recommend appropriate policy goals for the sustainable management of Hong Kong's solid wastes, including domestic wastes, commercial wastes, industrial wastes, and C&D material.
3. To initiate, develop and recommend appropriate policy goals for the sustainable management of Hong Kong's chemical waste and special wastes, including clinical waste, livestock waste, radioactive waste, sludge, grease trap wastes, animal carcasses, and MARPOL wastes.
4. To oversee the fulfillment of international agreements governing the import and export of wastes and policy on the export of C&D materials.
5. To initiate, develop and recommend appropriate policies, strategies, programmes and implementation plans for the attainment of Hong Kong's waste management policy goals, including policy goals relevant to the collection and disposal of waste and C&D materials ;and the reduction, reuse and recycling of waste and C&D materials.
6. To review and propose for amendment appropriate legislation and standards for the attainment of Hong Kong's waste management policy goals.
7. To liaise with Mainland authorities to develop strategies and devise agreements to facilitate the management of Hong Kong's wastes.
8. To supervise the review and amendment of the Waste Disposal Plan required under the Waste Disposal Ordinance.

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9. To represent PSE/DEP at appropriate forums and attend, as necessary, meetings of advisory and statutory bodies including the Town Planning Board, the Legislative Council, the Advisory Council on the Environment, District Councils, and various high level Government Policy Forums / Steering Committee meetings.
10. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to waste management.
11. To serve as the Government's adviser in matters relating to waste management.

**Job Description**

**Principal Environmental Protection Officer  
(Waste Policy)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection  
(Waste Policy)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Waste Policy Group.
2. To assist in the initiation, development and recommendation of appropriate policies, strategies, programmes and implementation plans for the attainment of Hong Kong's waste management policy goals for various types of wastes, including the development of a Waste Management Plan and measures to ensure the effective management of contaminated land.
3. To assist in the development and formulation of waste reduction policy and strategies for various types of wastes, covering issues of producers' responsibility, financial incentive and land policy.
4. To support the development of strategies to meet and address waste management issues under international and cross-boundary requirements.
5. To review and propose amendment to waste related legislations including the Waste Disposal Ordinance.
6. To assist in the preparation of replies and submissions to Legislative Council, Advisory Council on the Environment, the Policy Committee, Executive Council and other bodies.
7. To represent EPD at appropriate forums and attend meetings of advisory and statutory bodies including Legislative Council, the Advisory Council on the Environment, District Councils and various high level Government Policy Forums/Steering Committee meeting.
8. To nurture, develop and maintain the professional expertise of the EPO grade in the field of waste treatment and disposal technologies, waste management, waste pollution and waste impact assessment, and keep abreast of technological and statutory developments at both local and international level in relevant professional knowledge, technical and scientific fields relating to waste.
9. To facilitate training and development of professional knowledge and capability of the staff in the Waste Policy Group.



**Job Description**

**Assistant Director of Environmental Protection (Air Policy)**

Rank: Assistant Director of Environmental Protection (D2)

Responsible to: Deputy Director of Environmental Protection (3)

**Main Duties and Responsibilities**

1. To direct the work of the Air Policy Division so as to ensure appropriate policies, strategies and management programmes are developed and put in place to protect Hong Kong's air environment.
2. To initiate, develop and recommend appropriate policy goals for Hong Kong's air quality.
3. To oversee the fulfillment of Hong Kong's obligations under international agreements relevant to air quality, such as those covering the control of greenhouse gas emissions and substances which deplete the ozone layer, and to oversee policy in relation to Hong Kong's participation in such agreements.
4. To initiate, develop and recommend appropriate policies, strategies, programmes and implementation plans for the attainment of Hong Kong's air quality policy goals.
5. To review and propose for amendment appropriate legislation and standards for the attainment of Hong Kong's air quality policy goals.
6. To liaise with Mainland authorities to carry out investigations and develop strategies for improving regional air quality including the development of appropriate economic tools such as emissions trading.
7. To oversee work aimed at achieving required emission reduction targets, including the setting up and validation of emission monitoring systems and appropriate institutional arrangements for data compilation, and auditing.
8. To oversee the implementation of motor vehicle emission control initiatives and programmes.
9. To oversee professional and technical studies and investigations necessary for the formulation of air quality management policies, strategies and programmes.
10. To oversee air quality monitoring programmes and the reporting and dissemination of air quality information to the public.

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11. To represent PSE/DEP at appropriate forums and attend meetings of advisory and statutory bodies including the Town Planning Board, the Legislative Council, the Advisory Council on the Environment, District Councils, and various high level Government Policy Forums / Steering Committee meetings.
12. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to air quality management.
13. To serve as the Government's chief scientific adviser in matters of air quality management.

**Job Description**

**Principal Environmental Protection Officer  
(Air Policy)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection  
(Air Policy)

**Main Duties and Responsibilities:**

1. To manage and direct the work of Air Policy Group.
2. To assist in the initiation, development and recommendation of appropriate policies, strategies, programmes and implementation plans for the attainment of Hong Kong's air quality policy goals.
3. To assist in the development of environmental programmes and initiatives to prevent and control air pollution.
4. To support the review and propose amendment to air related legislations including the Air Pollution Ordinance and the Air Quality Objectives.
5. To support the development and formulation of air policy and strategy relating to the cross-boundary / regional air quality in the Pearl Delta Region, including the emission trading initiative.
6. To support the development and formulation of air policy on international initiatives and requirements which include green house gas emission and protection of ozone layers.
7. To assist in the preparation of replies and submissions to Legislative Council, Advisory Council on the Environment, the Policy Committee, Executive Council and other bodies.
8. To represent EPD at appropriate forums and attend meetings of advisory and statutory bodies including Legislative Council, the Advisory Council on the Environment, District Councils and various high level Government Policy Forums/Steering Committee meeting.
9. To keep abreast of developments at both local and international level in relevant professional knowledge, technical and scientific fields relating to the policies and control of air pollution.
10. To facilitate training and development of professional knowledge and capability of the staff in the Air Policy Group.

**Job Description**

**Principal Environmental Protection Officer  
(Air Science)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection  
(Air Policy)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Air Science Group.
2. To oversee the development, operation and maintenance of the air quality monitoring network, the assessment of monitored data, the reporting of hourly Air Pollution Indices and the preparation of reports on the Territory's air quality.
3. To direct studies with a view to supporting policy development to deal with emerging air pollution issues such as PM2.5, dioxins and other toxic air pollution; and to oversee the application of appropriate quality assurance programmes in the measurement and monitoring of air pollutants.
4. To direct research and development on air quality modelling and to oversee air quality modelling studies for providing support to policy development, enforcement of air pollution control legislation, land use planning studies and environmental impact assessment studies.
5. To direct research and development on emission inventory systems and the compilation of the Territory's air pollutant emission inventory; and to oversee the department's professional input to the compilation and development of the air pollutant emission inventory of the Pearl River Delta region.
6. To direct the implementation of the indoor air quality (IAQ) certification scheme and to oversee the management of the IAQ Information Centre.
7. To provide professional support and input in dealing with the Guangdong authorities on regional air quality issues, and to liaise and collaborate with Mainland officials on cross-boundary air quality improvement and management initiatives.
8. To represent the EPD at appropriate forums and attend meeting of advisory or statutory bodies including the Legislative Council, Advisory Council on the Environment, District Councils and various high level Government Policy Forums / Steering Committee meetings.

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9. To nurture, develop and maintain the professional expertise of the EPO grade in the field of atmospheric science, air pollution and air environment impact assessment, and to keep abreast of developments in technical and scientific fields relating to air quality monitoring, modelling, management and control.
10. To facilitate training and development of professional knowledge and capability of the staff in the Air Science Group.

**Job Description**

**Principal Environmental Protection Officer  
(Vehicle Emission)**

Rank: Principal Environmental Protection Officer (D1)

Responsible to: Assistant Director of Environmental Protection  
(Air Policy)

**Main Duties and Responsibilities:**

1. To manage and direct the work of the Vehicle Emission Group.
2. To assist in the initiation, development and recommendation of appropriate policies, strategies, programmes and implementation plans for the attainment of Hong Kong's air quality policy goals in relation to the control of air pollution emissions from motor vehicles.
3. To assist in the development of environmental programmes and initiatives to prevent and control vehicle emissions.
4. To direct studies on vehicle emission control including the advancement of control technology with a view to supporting policy development, and to act as the principal adviser on matters related to the control of air pollution from motor vehicles.
5. To oversee the implementation of the Vehicle Smoke Control Programme and the handling of complaints related to vehicle emissions.
6. To enforce vehicle emission standards and motor vehicle fuel regulations and oversee the implementation of related control programmes.
7. To liaise with and advise the industries and the public regarding the control and prevention of vehicle emissions.
8. To represent the EPD at appropriate forums and attend meeting of advisory or statutory bodies including the Legislative Council, Advisory Council on the Environment, District Councils and various high level Government Policy Forums / Steering Committee meetings.
9. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to the policies and control of air pollution emissions from motor vehicles.
10. To facilitate training and development of professional knowledge and capability of the staff in the Vehicle Emission Group.

**Job Description**

**Assistant Director of Environmental Protection (Conservation)**

Rank: Administrative Officer Staff Grade C (D2)

Responsible to: Deputy Director of Environmental Protection (3)

**Main Duties and Responsibilities**

1. To formulate and oversee the implementation of policies relating to nature conservation including conservation of biological diversity, protection of major habitats and protection of endangered species.
2. To review and process proposals on conservation designations including country parks, special areas, marine parks, and marine reserves, and to deal with the related policy matters.
3. To formulate and oversee the implementation of policies relating to energy efficiency and saving, and renewable energy.
4. To review and propose for amendments to related legislation as appropriate.
5. To deal with housekeeping matters of the conservation arm of the Agriculture, Fisheries and Conservation Department, and the Energy Efficiency Office of the Electrical and Mechanical Services Department.
6. To provide secretariat support to the Advisory Council on the Environment and its EIA and Nature Conservation Sub-committees, the Energy Efficiency and Conservation Subcommittee and six environmental appeal boards, and to deal with the related appointment matters.
7. To liaise with LegCo Secretariat on matters relating to the LegCo Panel on Environmental Affairs