

**For discussion  
on 21 February 2008**

**EC(2007-08)16**

## **ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE**

**HEAD 159 – GOVERNMENT SECRETARIAT :  
DEVELOPMENT BUREAU (WORKS BRANCH)  
Subhead 000 Operational expenses**

Members are invited to recommend to Finance Committee the creation of the following permanent post in the Works Branch of the Development Bureau –

1 Administrative Officer Staff Grade C  
(D2) (\$115,450 - \$122,600)

### **PROBLEM**

The Secretary for Development (SDEV) needs dedicated support at the directorate level in implementing the policy on heritage conservation and keeping it under constant review, taking forward a series of initiatives as well as serving as a focal point of contact, both locally and overseas.

### **PROPOSAL**

2. SDEV proposes to create a permanent post of Administrative Officer Staff Grade C (AOSGC) (D2) to be designated as Commissioner for Heritage (C for H) to cope with the additional work arising from the implementation of the policy on heritage conservation and the associated new initiatives. He/she will also head a new dedicated heritage office to be set up in the Development Bureau (DEVB).

**/JUSTIFICATION .....**

## JUSTIFICATION

### Increasing Importance of Heritage Conservation

3. With the re-organisation of the Government Secretariat on 1 July 2007, the DEVB was formed and the policy responsibility for heritage conservation was put under it so as to enable a closer interface at the policy level between development and heritage conservation.

4. In his Election Manifesto, the Chief Executive (CE) stated the need to strike a balance amongst environmental protection, sustainable development and heritage conservation. The following policy statement which was endorsed by the Executive Council on 25 September 2007 is also adopted to guide heritage conservation work –

“To protect, conserve and revitalise as appropriate historical and heritage sites and buildings through relevant and sustainable approaches for the benefit and enjoyment of present and future generations. In implementing this policy, due regard should be given to development needs in the public interest, respect for private property rights, budgetary considerations, cross-sector collaboration and active engagement of stakeholders and the general public.”

In the 2007-08 Policy Address delivered on 10 October 2007, the CE announced a range of new policy and administrative measures. These were detailed in the Legislative Council (LegCo) brief “Heritage Conservation Policy” (Ref.: DEVB(CR)(W) 1-55/68/01) issued to Members of the LegCo on 11 October 2007.

5. Following the Policy Address, progress has been made on various fronts in the implementation of the range of measures. This is briefly summarised as follows –

- (a) Conducting heritage impact assessments (HIA) for new capital works projects

Since 22 November 2007, a “Heritage Implications” paragraph has been added in submissions to Public Works Subcommittee/Finance Committee (FC) seeking funding for new capital works projects.

A comprehensive technical circular outlining the details of the conducting of HIAs was issued to Works Group of Departments in December 2007. The process will be reviewed after one year to see if there is any room for improvement;

/(b) .....

- (b) Introduction of a scheme for adaptive re-use of government-owned historic buildings

We plan to introduce a scheme, namely, the “Revitalising Historic Buildings Through Partnership Scheme (the Revitalisation Scheme)” to encourage adaptive re-use of government-owned historic buildings through involvement of social enterprises. A briefing on the Scheme was conducted by the Administration on 8 November 2007 to tap the views of potential applicants. More than 200 participants from around 100 non-governmental organisations (NGOs) and professional bodies attended the briefing. Approval was obtained from FC on 1 February 2008 for a new commitment of \$100 million to meet the non-recurrent expenditure of the Scheme over five years. We are going to invite proposals from NGOs before end February 2008;

- (c) Providing economic incentives for conservation of privately-owned historic buildings

We consider that there is a need for appropriate incentive schemes to facilitate the conservation of privately-owned historic buildings. However, the implementation of this initiative is complicated as it straddles different areas including planning, lands and building control. Also, the incentive schemes can be in many forms such as, in-situ land exchange, non-in-situ land exchange, cash compensation, etc. Since each case has its uniqueness, we are making a start by adopting a case-by-case approach. We have made some progress in this area of work relating to 45 Stubbs Road (King Yin Lei), which was declared as a proposed monument in September 2007;

- (d) Extending financial assistance on maintenance to privately-owned graded historic buildings

We have undertaken to extend the current financial assistance for enhancing the maintenance of privately-owned historic buildings from monuments to privately-owned graded historic buildings. We are now working out the implementation details;

- (e) Conducting public engagement and publicity

Since the Policy Address on 10 October 2007, the Administration has provided briefings on the new initiatives on heritage conservation to various bodies such as the Antiquities Advisory

Board, Town Planning Board, Urban Renewal Authority, Real Estate Developers Association, professional institutes as well as the general public. Furthermore, interviews on media programmes have been conducted. On 15 January 2008, we launched a Public Awareness Campaign on Heritage Conservation which included activities such as exhibitions, seminars, guided tours and a photo competition; and

- (f) Research into heritage trust

The Administration has started to study relevant overseas experience of a heritage trust and consider its appropriateness locally.

6. Apart from the above, Works Branch (WB) has to provide support to SDEV, who is the Antiquities Authority, in handling cases of monument declaration and other statutory responsibilities under the Antiquities and Monument Ordinance. With the growing concern of our community over heritage conservation, the number of enquiries and proposals regarding heritage conservation has also increased significantly.

### **Existing Staffing for Heritage Conservation**

7. Consequent upon the transfer of heritage policy responsibility from Home Affairs Bureau to DEVB on 1 July 2007, five non-directorate posts<sup>1</sup> have been transferred to WB for taking on the related work. At the directorate level, WB has internally deployed its resources to meet the workload on this very important front on a part-time basis as follows –

- (a) both Permanent Secretary for Development (Works) and Deputy Secretary (Works)<sup>1</sup> who is the head of the Programme and Resources Division in WB have taken on heritage conservation duties on top of their existing duties;
- (b) Principal Assistant Secretary (Works)<sup>1</sup>, the only AOSGC working under Deputy Secretary (Works)<sup>1</sup>, has taken on heritage conservation duties on top of his existing schedule of work including handling of matters relating to the implementation of the recommendations of the Construction Industry Review Committee Report, liaison with and providing support to the statutory Construction Industry Council (CIC), overseeing the amalgamation

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<sup>1</sup> The five posts comprise one Chief Executive Officer, one Management Services Officer I, one Executive Officer I, one Assistant Clerical Officer and one Clerical Assistant.

of the Construction Industry Training Authority and CIC and acting as an overall co-ordinator on various cross-bureaux/departmental matters; and

- (c) Chief Assistant Secretary (Works)<sup>3</sup>, one of the three Chief Assistant Secretaries in the Programme and Resources Division and ranked at Chief Engineer (D1), has diverted a significant portion of his attention to heritage conservation work. However, in the light of the heavy workload within WB, the incumbent has to continue to attend to monitoring some major infrastructural projects under his original portfolio.

The expansion in the portfolios of the above-mentioned four directorate officers has been reported in Establishment Subcommittee Paper No. EC(2007-08)2 “Proposed re-organisation of policy bureaux with effect from 1 July 2007”.

8. While the above arrangements have enabled WB to cope with the immediate workload on heritage conservation, they would not be sufficient to achieve the desired results on a sustainable basis due to the following reasons –

- (a) the workload on heritage conservation is mammoth. Out of the new measures outlined in paragraph 5 above, the Revitalisation Scheme alone is almost a full-time job in terms of preparing invitations for proposals, liaising with interested non-profit-making organisations, assessing proposals, securing funding and monitoring their implementation on an on-going basis. Without considerable enhancement in staff resources, it will be difficult to deliver the desired outcome within a reasonable time-frame;
- (b) there is at present no dedicated officer at the directorate level to take charge of heritage conservation duties. Officers are undertaking these duties on top of their existing portfolios. As a result, heritage conservation work could not be accorded the priority and focus as it should be; and
- (c) as the duties concerning heritage conservation are scattered among various officers in the Bureau, there is a lack of focal point of contact resulting in inadequate profile and visibility on heritage conservation.

### **Proposed Changes to the Staffing for Heritage Conservation**

9. To improve the situation, we propose to set up a Commissioner for Heritage’s Office (CHO) and re-align the duties of officers within WB such that –

/(a) .....

- (a) more manpower resources will be devoted to heritage conservation;
- (b) dedicated staff will be assigned to work on a full-time basis on the subject; and
- (c) the division of work amongst officers will be more clear-cut and tidy.

10. This will to a large extent be achieved by internal redeployment as follows –

- (a) to make available resources for heritage conservation, the Programme and Resources Division under Deputy Secretary (Works)1 will transfer its house-keeping duties of the Works Group of Departments as well as the monitoring of individual major infrastructural projects to Works Policies Division under the charge of Deputy Secretary (Works)2. With this, Deputy Secretary (Works)1 can better focus on heritage conservation matters;
- (b) Principal Assistant Secretary (Works)2 now responsible for specific infrastructural projects will be transferred to the Works Policies Division accordingly. This arrangement is particularly desirable following the announcement of the implementation of the ten major infrastructural projects in the 2007-08 Policy Address which will render workload on this front heavier. Upon the transfer, Principal Assistant Secretary (Works)2 will be supported by Chief Assistant Secretary (Works)4, who is currently working under Principal Assistant Secretary (Works)3, on a part-time basis; and
- (c) Chief Assistant Secretary (Works)3 will pass non-heritage related duties to Principal Assistant Secretary (Works)2.

### *Establishment of the Commissioner for Heritage's Office*

11. With internal staff redeployment and reshuffling of duties, we will be able to largely make available resources for the setting up of a new CHO which will be responsible for the implementation and monitoring of policies on heritage conservation and for devising and taking forward new initiatives related to heritage conservation. It will, at the policy level, provide support and guidance to the Antiquities and Monument Office (AMO) of the Leisure and Cultural Services Department. Nonetheless, the AMO will remain the executive arm of the

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Encl. 1 Antiquities Authority (i.e. SDEV) on heritage conservation matters<sup>2</sup>. The proposed structure of the CHO is at Enclosure 1. To head this office, we propose the creation of a new C for H post at the rank of AOSGC.

*Need for the Creation of the Commissioner for Heritage*

12. We need dedicated support at the directorate level to cope with the additional workload on heritage conservation. The proposed C for H post will have to deal with a wide range of matters including implementation and monitoring of policy on heritage conservation, implementation of a wide range of improvement measures, commissioning and overseeing research, liaising with the civic society especially those with a particular interest in heritage as well as engaging the public in heritage conservation.

13. With reference to the range of initiatives on heritage conservation as announced in the 2007-08 Policy Address, the input of the C for H will be required in implementing the following key tasks –

- (a) Conducting HIAs for new capital works projects

A DEVB Technical Circular (Works) for new capital works projects has been issued and the HIA mechanism has been implemented in full swing from 1 January 2008 onwards. As this is a new initiative, there can be problems which will need to be sorted out. The mechanism will be reviewed after one year's time to see if there is room for improvement;

- (b) Introducing and operating the Revitalisation Scheme

We intend to launch the Scheme before end February 2008, i.e. inviting applications for the first batch of seven historic buildings. We expect that more historic buildings will be put under the Revitalisation Scheme in the long run. To implement the Scheme effectively, a series of tasks will need to be carried out including –

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<sup>2</sup> The AMO will continue to be the executive arm in the implementation of heritage conservation policies, in particular it will identify buildings of historical interest and provide professional advice to the Antiquities Authority (i.e. SDEV) in handling cases of monument declaration; organise the protection, restoration and maintenance of monuments and historic buildings; assess and evaluate the impact of development projects on heritage; conduct historical research and draw up conservation guidelines to support the Revitalisation Scheme; and provide services to the Antiquities Advisory Board.

- (i) providing secretariat support to a Committee on the Revitalisation Scheme to be set up;
- (ii) examining proposals from applicants and making recommendations to the Committee mentioned above;
- (iii) drafting agreements on tenancy and other administrative matters and ensuring compliance;
- (iv) handling applications for grants;
- (v) inspecting the conditions of the historic buildings;
- (vi) overseeing the performance of the social enterprises;
- (vii) examining/evaluating progress reports submitted by the successful applicants during the lease period; and
- (viii) answering enquiries and undertaking publicity activities, etc..

The overall co-ordination and steering of the above operational duties will come from the C for H.

- (c) Providing economic incentives on conservation of privately-owned historic buildings

Devising economic incentives to facilitate the conservation of privately-owned historic buildings is a complicated endeavour as mentioned in paragraph 5(c) above. We have already made a start in the context of 45 Stubbs Road ( King Yin Lei). However, much work remains to be done;

- (d) Extending financial assistance on maintenance to privately-owned graded historic buildings

As this is a new area of work, it will be necessary to assess the magnitude of demand, how the demand can be best met within resources available, and how works can be implemented in the most efficient manner. This will be done in the coming few months;

- (e) Conducting public engagement and publicity

As we have undertaken previously, we will more actively engage the public in heritage conservation. In the coming months, we will –

(i) .....

- (i) work with the Antiquities Advisory Board to enhance its transparency and increase public engagement in its work in the classification of heritage buildings;
- (ii) engage the public in formulating the details of the proposed administrative measures;
- (iii) release information on heritage buildings to achieve greater transparency; and
- (iv) conduct publicity to promote Government's heritage policies and measures.

In particular, we will seek the views of District Councils on the initiatives on heritage conservation; and

- (f) Research into heritage trust and other overseas practices

Many overseas countries have valuable and successful experiences on heritage conservation. We will study their practices and consider their appropriateness and applicability to our local situation. We will in particular examine the issue of setting up a heritage trust in the longer term.

14. In the light of the anticipated workload as well as the importance and complexity of duties in connection with heritage conservation, we consider it appropriate to create an AOSGC (D2) post to head the CHO. The job description of the proposed C for H post is at Enclosure 2.

Encl. 2

15. To effect the internal redeployment mentioned in paragraph 10 above and the creation of the C for H post, there will be changes in the duties of a number of directorate posts in WB. The Programme and Resources Division will also be re-titled "Heritage, Programme and Resources Division" while the Works Policies Division will be re-titled "Works Policies and Infrastructural Projects Division" to reflect the changes in responsibilities. The existing and proposed organisation charts of WB are at Enclosures 3(a) and 3(b) respectively. The revised job descriptions of the affected directorate posts are at Enclosures 4(a) to 4(f).

Encls. 3(a)  
& (b)  
Encls. 4(a)  
to (f)

### **Alternatives Considered**

16. We have critically examined whether Principal Assistant Secretary (Works)<sup>1</sup> can continue to work on part-time basis on the heritage conservation portfolio and whether the other existing directorate staff in DEVB have spare

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capacity to absorb the duties of the proposed post. As they are already fully committed to their existing workload, it is operationally not possible for them to take up the whole range of duties on heritage conservation without adversely affecting the discharge of their own schedule of duties. Furthermore, due to the need to implement the ten major infrastructural projects announced in the 2007-08 Policy Address, the workload of WB on this front is expected to be heavier in the coming years.

## **FINANCIAL IMPLICATIONS**

17. The proposed creation of the C for H post will bring about an additional notional annual salary cost at mid-point of \$1,428,000. The full annual average staff cost, including salaries and on-cost, is \$2,038,000. We have earmarked sufficient provision in the 2008-09 draft Estimates to meet the cost of this proposal. The proposal is covered in ECI(2007-08)8 “Update on Overall Directorate Establishment Position”.

18. The C for H will be underpinned by 13 supporting staff in the CHO. The total notional annual salary cost at mid-point for the 13 posts is \$8,377,140 and the full annual average staff cost, including salaries and on-cost, is \$11,702,000. In addition, about 12 non-civil service contract staff will be employed for the implementation of the Revitalisation Scheme. The funding involved is around \$5 million and will be met from within WB's own resources.

## **PUBLIC CONSULTATION**

19. We briefed the LegCo Panel on Home Affairs on 2 January 2008 on the current position in regard to the implementation of initiatives on heritage conservation as set out in the LegCo brief “Heritage Conservation Policy” (Ref.: DEVB(CR)(W) 1-55/68/01) issued on 11 October 2007 and explained the proposal of the Revitalisation Scheme. We also consulted the Panel at the same meeting on the proposed creation of the C for H (AOSGC) post. Members supported the proposed creation of the post.

## **BACKGROUND**

20. In recent years, there have been rising public expectations on heritage conservation from the concern groups and the community at large. In response, the Chief Executive in his 2007-08 Policy Address has undertaken to press ahead with the work on heritage conservation and also announced a range of initiatives on heritage conservation. It is therefore necessary to significantly enhance our effort on this front.

**ESTABLISHMENT CHANGES**

21. The establishment changes in WB of DEVB for the last two years are as follows –

Establishment (Note)	Number of posts			
	Existing (as at 1 January 2008)	As at 1 April 2007	As at 1 April 2006	As at 1 April 2005
A	19 #	20	20	20
B	53	52	55	55
C	107	117	119	119
Total	179 *	189	194	194

Note:

A – ranks in the directorate pay scale or equivalent

B – non-directorate ranks, the maximum pay point of which is above MPS Point 33 or equivalent

C – non-directorate ranks, the maximum pay point of which is at or below MPS Point 33 or equivalent

# – as at 1 January 2008, there is no unfilled directorate post in WB of DEVB

\* – the decrease is mainly due to the transfer of posts to other bureaux upon the re-organisation of the Government Secretariat with effect from 1 July 2007.

**CIVIL SERVICE BUREAU COMMENTS**

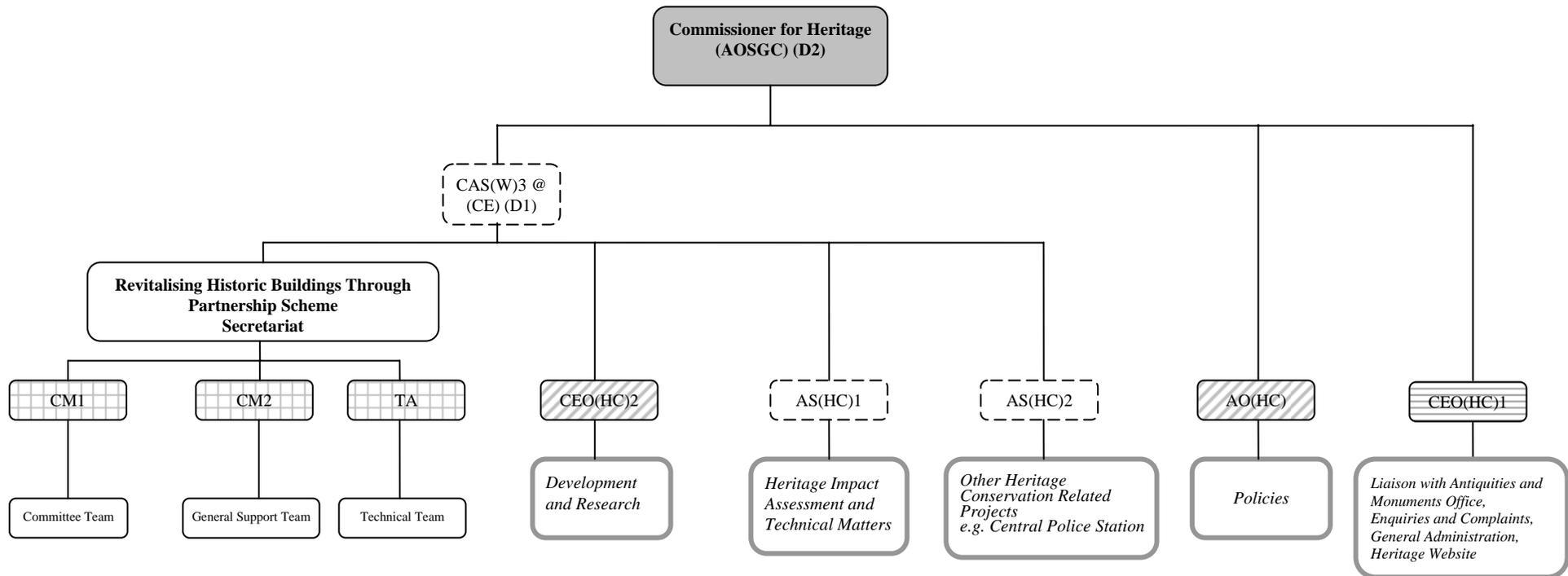
22. The Civil Service Bureau supports the proposed creation of a permanent AOSGC post to strengthen the directorate support in the WB of DEVB in implementing the policy on heritage conservation and taking forward the associated initiatives. The grading and ranking of the proposed post are considered appropriate having regard to the level and scope of the responsibilities.

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

23. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the post would be appropriate if the proposal were to be implemented.

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Proposed Organisation Chart of the Commissioner for Heritage's Office



**Legend**

-  Proposed AOSGC post
-  NCSC staff to be funded under Works Branch's own resources
-  Post transferred from Home Affairs Bureau
-  Posts to be provided through internal redeployment
-  Non-directorate posts to be created under delegated authority
-  Duties of officers

- @ Multi-disciplinary post
- AO Administrative Officer
- AOSGC Administrative Officer Staff Grade C
- AS Assistant Secretary
- CAS Chief Assistant Secretary
- CE Chief Engineer
- CEO Chief Executive Officer
- CM Chief Manager
- HC Heritage Conservation
- TA Technical Adviser
- W Works

**Proposed Job Description  
Commissioner for Heritage**

**Rank** : Administrative Officer Staff Grade C (D2)

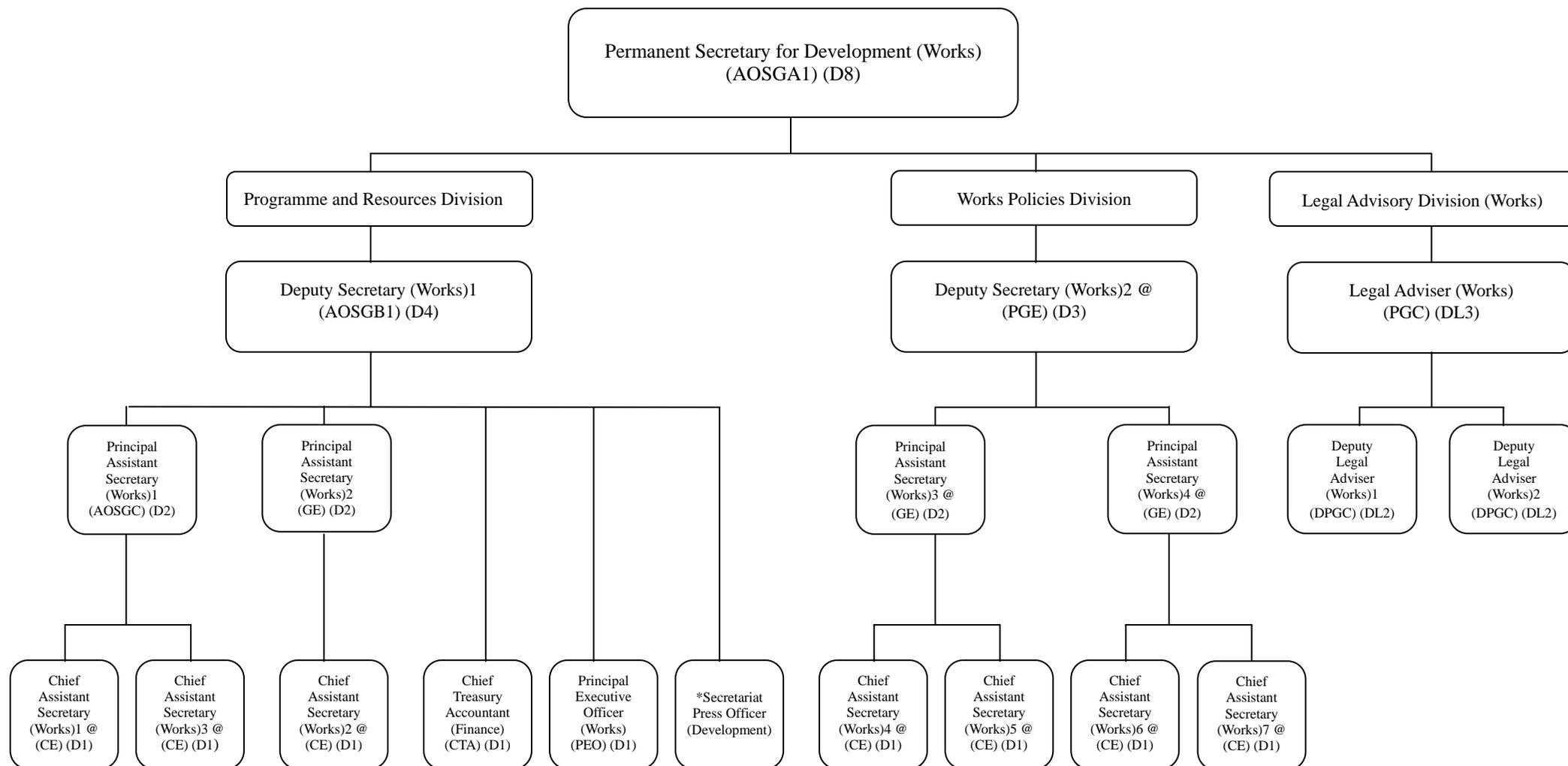
**Responsible to** : Deputy Secretary for Development (Works) 1 (DS(W)1)

**Main Duties and Responsibilities –**

1. To assist DS(W)1 in the implementation and monitoring of policies on heritage conservation and to devise and take forward new initiatives on heritage conservation, including but not limited to –
  - (a) implementation of the “Revitalising Historic Buildings Through Partnership Scheme”;
  - (b) implementation of the heritage impact assessment mechanism for new capital works projects;
  - (c) devising economic incentives for conservation of privately-owned historic buildings; and
  - (d) extending financial assistance on maintenance to privately-owned graded historic buildings.
2. To serve as the focal point of contact on heritage conservation matters both locally and overseas.
3. To spearhead the engagement of stakeholders and the public in the implementation of heritage conservation initiatives and to liaise with concerned organisations on related matters.
4. To provide policy support and guidance to the Antiquities and Monuments Office of the Leisure and Cultural Services Department.
5. To conduct research on policies, legislation and practices on heritage conservation both locally and overseas.
6. To oversee the handling of enquiries, complaints and suggestions from the public and media on heritage conservation matters.

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Existing Organisation Chart of the Works Branch of the Development Bureau

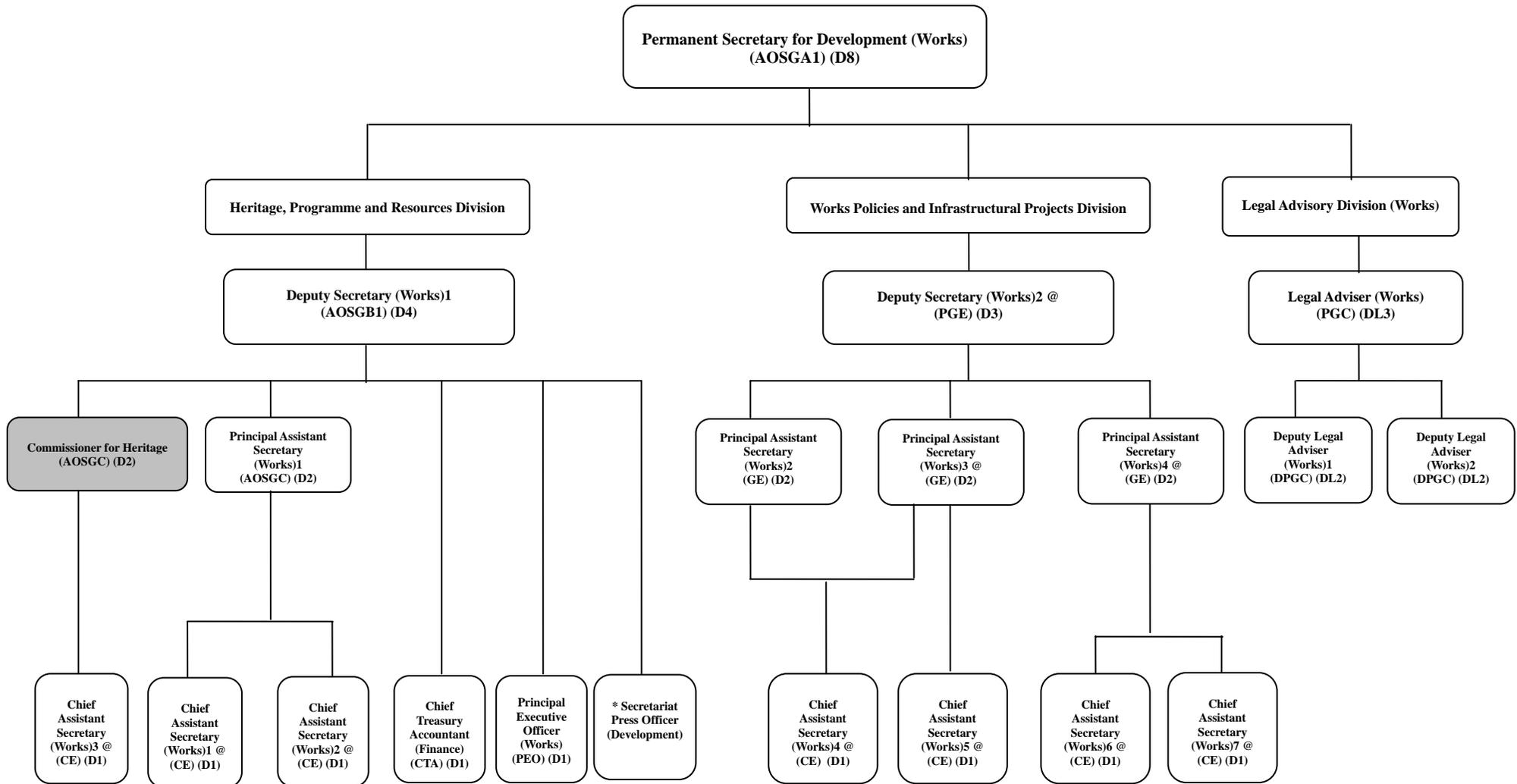


**Legend**

AOSGA1 Administrative Officer Staff Grade A1  
 AOSGB1 Administrative Officer Staff Grade B1  
 AOSGC Administrative Officer Staff Grade C  
 CE Chief Engineer  
 CTA Chief Treasury Accountant  
 DPGC Deputy Principal Government Counsel

GE Government Engineer  
 PEO Principal Executive Officer  
 PGC Principal Government Counsel  
 PGE Principal Government Engineer  
 @ Multi-disciplinary post  
 \* Secretariat Press Officer (Development) serves both Planning and Lands Branch and Works Branch

Proposed Organisation Chart of the Works Branch of the Development Bureau



**Legend**

- Proposed AOSGC post
- AOSGA1 Administrative Officer Staff Grade A1
- AOSGB1 Administrative Officer Staff Grade B1
- AOSGC Administrative Officer Staff Grade C
- CE Chief Engineer
- CTA Chief Treasury Accountant

- @ Multi-disciplinary post
- \* Secretariat Press Officer (Development) serves both PLB and WB
- DPGC Deputy Principal Government Counsel
- GE Government Engineer
- PEO Principal Executive Officer
- PGC Principal Government Counsel
- PGE Principal Government Engineer

**Job Description**  
**Deputy Secretary for Development (Works) 1**

**Rank** : Administrative Officer Staff Grade B1 (D4)

**Responsible to** : Permanent Secretary for Development (Works) (PS(W))

**Main Duties and Responsibilities –**

1. To assist PS(W) in the formulation of policies on heritage conservation, devise new initiatives on heritage conservation, oversee the work of the Commissioner for Heritage's Office as well as provide policy support and guidance to the Antiquities and Monuments Office of the Leisure and Cultural Services Department.
2. To assist PS(W) in overseeing the implementation of the Public Works Programme by reviewing and updating procedures and practices; as well as monitoring the overall spending on public works projects.
3. To oversee the provision of support to and liaison with the statutory Construction Industry Council (CIC), in particular in regard to the amalgamation of the Construction Industry Training Authority with CIC.
4. To draw up an overall strategy on greening and oversee its implementation.
5. To oversee branch administration, resource planning, media relations and publicity matters as well as financial management of bureau resources.
6. To monitor the overall financial management, manpower and public relations matters of the Works Group of Departments.

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**Job Description**  
**Deputy Secretary for Development (Works) 2**

**Rank** : Principal Government Engineer (D3), Multi-disciplinary

**Responsible to** : Permanent Secretary for Development (Works) (PS(W))

**Main Duties and Responsibilities –**

1. To assist in devising and implementing policies in regard to procurement, administration of contracts and consultancies, construction safety, environmental management and construction standards.
2. To assist in devising and implementing policies on slope safety, flood prevention and water supply.
3. To oversee the implementation of major infrastructural projects, such as the Kai Tak Development.
4. To devise policies in regard to the education and training of professionals in the construction industry, promotion of local professional services outside Hong Kong and facilitation of mutual recognition of Mainland/Hong Kong professional qualifications.
5. To oversee the implementation of the construction workers registration system in conjunction with the Construction Workers Registration Authority.
6. To assist PS(W) in directing, co-ordinating and determining the need for supporting services to the Works Group of Departments and assume housekeeping responsibilities in respect of individual departments.

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**Job Description**  
**Principal Assistant Secretary for Development (Works) 1**

**Rank** : Administrative Officer Staff Grade C (D2)

**Responsible to** : Deputy Secretary for Development (Works) 1 (DS(W)1)

**Main Duties and Responsibilities –**

1. To liaise and provide support to the operation of the statutory Construction Industry Council.
2. To assist DS(W)1 in handling matters relating to the implementation of the recommendations of the Report of the Construction Industry Review Committee.
3. To provide support to the Construction Industry Training Board (CITB) upon its formation and act as a co-ordinator between CITB and Government.
4. To assist DS(W)1 in overseeing the implementation of the Public Works Programme by reviewing and updating procedures and practices.
5. To monitor the overall spending on public works projects.
6. To assist in formulating an overall strategy on greening and overseeing its implementation. To provide secretarial support to Steering Committee on Greening.
7. To act as the overall co-ordinator within the Works Branch (e.g. in the preparation of the Policy Address, Budget, Estimates, etc.) as well as be responsible for handling cross-bureaux/departmental matters.

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**Job Description**  
**Principal Assistant Secretary for Development (Works) 2**

**Rank** : Government Engineer (D2)

**Responsible to** : Deputy Secretary for Development (Works) 2 (DS(W)2)

**Main Duties and Responsibilities –**

1. To provide high-level technical input in the implementation of major infrastructure development projects. To co-ordinate input from Works Group of Departments and resolve problems to ensure the best possible support be provided to various client bureaux.
2. To co-ordinate technical input on works aspects of planning and development issues and feasibility studies, e.g. Lantau Logistics Park, Lok Ma Chau Loop, New Development Areas, etc.
3. To assist in overseeing the implementation of major infrastructural projects, such as the Kai Tak Development including servicing the Supervisory Team on Kai Tak Development chaired by the Secretary for Development, and in resolving cross-bureaux issues.
4. To assist in monitoring of the Leisure and Cultural Services Department projects and development of cycle track networks in the New Territories.
5. To assess district-wide demand on infrastructural facilities to dovetail housing developments, monitor the implementation of such facilities and resolve interface problems.
6. To provide support to PS(W) in handling technical matters in regard to Ocean Park Re-development project and Hong Kong Disneyland project.

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**Job Description**  
**Chief Assistant Secretary for Development (Works) 3**

**Rank** : Chief Engineer (D1), Multi-disciplinary

**Responsible to** : Commissioner for Heritage (C for H)

**Main Duties and Responsibilities –**

1. To assist C for H in the implementation and monitoring of policies on heritage conservation.
2. To assist C for H in taking forward the “Revitalising Historic Buildings Through Partnership Scheme” including –
  - (a) setting up and overseeing the operation of the Secretariat;
  - (b) examining proposals from applicants and making recommendations to the vetting committee;
  - (c) drafting agreements on tenancy and other administrative arrangements;
  - (d) handling applications for grants;
  - (e) overseeing the operation of successful applications and ensuring compliance of tenancy and other conditions;
  - (f) monitoring the physical conditions of the historic buildings through regular inspection; and
  - (g) conducting publicity activities.
3. To handle other heritage conservation related projects, e.g. Central Police Station project.
4. To ensure the smooth implementation of the heritage impact assessment mechanism in new capital works projects.
5. To liaise with Works Group of Departments on the technical front in handling problems related to heritage conservation in the pursuit of new capital works projects.
6. To assist C for H in engaging the public and stakeholders in the implementation of heritage conservation initiatives.
7. To assist C for H in conducting research on policies, legislation and practices on heritage conservation both locally and overseas.

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**Job Description**  
**Chief Assistant Secretary for Development (Works) 4**

**Rank** : Chief Engineer (D1), Multi-disciplinary

**Responsible to** : Principal Assistant Secretary for Development (Works) 2 and  
Principal Assistant Secretary for Development (Works) 3

**Main Duties and Responsibilities –**

1. To assist in handling matters relating to policies on contract administration, alternative dispute resolution and conditions of contract under different procurement methods.
  2. To assist in house-keeping of the Drainage Services Department and Water Supplies Department.
  3. To assist in liaising with Mainland authorities on the supply of Dongjiang Water.
  4. To provide support in the liaison with Mainland authorities on regulation, maintenance and pollution abatement of Shenzhen River.
  5. To assist in the formulation of water supply policy including Total Water Management, delivery of waterworks projects, evaluation of waterworks accounts and water tariff.
  6. To assist in the formulation of flood prevention policy and monitor the delivery of flood prevention and drainage projects.
  7. To assist in overseeing the implementation of major infrastructural projects, such as the Kai Tak Development.
  8. To provide support in the provision of cycle track networks in the New Territories.
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