

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

**HEAD 53 – GOVERNMENT SECRETARIAT :  
HOME AFFAIRS BUREAU  
Subhead 000 Operational expenses**

Members are invited to recommend to Finance Committee the creation of the following three supernumerary posts for two years from 1 July 2008 to 30 June 2010 –

1 Administrative Officer Staff Grade B  
(D3) (\$134,250 - \$142,250)

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

1 Chief Treasury Accountant  
(D1) (\$97,250 - \$103,200)

### **PROBLEM**

We need dedicated staffing support at the directorate level in the Home Affairs Bureau (HAB) to co-ordinate efforts to implement the West Kowloon Cultural District (WKCD) project.

### **PROPOSAL**

2. The Secretary for Home Affairs (SHA) proposes to create the following three supernumerary directorate posts for a period of two years with effect from 1 July 2008 to take forward the WKCD project –

- (a) one Administrative Officer Staff Grade B (AOSGB) (D3) post;
- (b) one Administrative Officer Staff Grade C (AOSGC) (D2) post; and
- (c) one Chief Treasury Accountant (CTA) (D1) post.

## **JUSTIFICATION**

### **WKCD Project**

3. The WKCD project is the Government's major strategic investment in the long-term development of the arts and culture for the future of Hong Kong. It is also a major initiative to implement our policy on the arts and culture by meeting the long-term infrastructural and development needs of Hong Kong's arts and culture. The objective is to develop an integrated arts and cultural district with world-class arts and cultural facilities, distinguished talents, iconic architectures, and quality programmes with a must-visit appeal, which is capable of making Hong Kong an international cultural metropolis. The WKCD also seeks to be a strong driving force to foster the growth and development of cultural and creative industries in Hong Kong. As announced by the Chief Executive in the 2007-08 Policy Address, the WKCD was included as one of the ten major infrastructure projects.

4. Having adopted the recommendations of the Consultative Committee on the Core Arts and Cultural Facilities of the WKCD (CC) and the financial arrangements for developing and operating these facilities, the Government announced on 31 January 2008 that legislative procedures would be put in train to set up a statutory body, viz. the West Kowloon Cultural District Authority (WKCDA), to take forward the WKCD project. The WKCDA Bill was introduced into the Legislative Council (LegCo) on 20 February 2008 and the Bills Committee is currently examining the Bill. If the Bill is passed by the LegCo in mid-2008 before the end of the current legislative session, the WKCDA could be established by the end of 2008.

### **Dedicated WKCD Office**

5. The HAB has since 1 June 2006 been responsible for steering and co-ordinating efforts to spearhead the WKCD project. Public views gauged during the public engagement exercise conducted by the HAB from mid-September to mid-December 2007 on the CC's recommendations strongly support the early implementation of the WKCD project. According to our financial analysis, we

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estimate that if the WKCDA can be set up in late 2008 and the Development Plan (DP) for the WKCD can be approved in 2009-10, the Phase I facilities shall be completed and come into operation in 2014-15. Phase I facilities include 12 performing arts facilities, a cultural institution with museum functions (M+), an exhibition centre, three hectares of piazza areas and other landscaped public open space, retail, dining and entertainment (RDE) facilities, transport facilities as well as other infrastructure facilities and associated engineering works. Details of the facilities of Phase 1 and Phase 2 are set out in Enclosure 1. This is a very tight implementation programme, given the scope, scale and the complexity of the project.

6. To facilitate the early and effective implementation of the WKCD project, we consider it necessary to set up a dedicated team in the HAB (the WKCD Office) to oversee and co-ordinate efforts of all relevant parties in taking forward the project during the early stages. The work of the WKCD Office can broadly be divided into the following two stages –

(a) Pre-establishment of the WKCDA

During this stage, the WKCD Office will provide necessary support for the establishment of the WKCDA. It will be tasked to facilitate the legislative procedures for the establishment of the WKCDA. It also needs to facilitate the LegCo to examine the financial analysis and the proposed application for an upfront endowment of \$21.6 billion (Net Present Value in 2008). In addition, it provides support for the appointment of members to the WKCDA Board.

(b) Early stage after the establishment of the WKCDA

After the WKCDA has been established, the WKCD Office would act as the focal point for co-ordinating all interfacing work between the WKCDA and the Government on all aspects relating to the formulation of the DP for the WKCD. Taking into account the complexity of the issues involved and the time required to undertake a thorough public consultation exercise, we expect that it would take about two years to complete the DP, during which the WKCD Office would need to assume a co-ordinating role. Another key area of WKCD Office's work during this period is to provide the necessary administrative support to the WKCDA for recruitment of its Chief Executive Officer (CEO) and other senior executives, sourcing for office accommodation and short-term secretariat support. The WKCD Office will also have to put in place and implement a proper financial control and monitoring system for enforcing the relevant provisions in the WKCDA Ordinance upon enactment.

7. The WKCD Office will not do anything which would unduly interfere with, or pre-empt the decision of the WKCDA in exercising its powers and carrying out its functions in accordance with its enabling legislation. Specifically, the WKCD Office will take up the following responsibilities –

- (a) preparing the legislation for the WKCDA and facilitating the legislative process in the LegCo;
- (b) facilitating the LegCo in scrutinising the financial analysis for the WKCD project, helping the WKCDA to set up its financial management system, as well as setting up and implementing the control, monitoring and reporting procedures on financial matters for compliance by the WKCDA;
- (c) establishing the WKCDA and facilitating the operation of the WKCDA during its initial period;
- (d) facilitating the WKCDA's preparation of a DP for the WKCD;
- (e) facilitating the planning, design and construction of the facilities under the WKCDA's purview;
- (f) handling all major matters and issues relating to the interface and collaborations between the Government and the WKCDA; and
- (g) preparing for the setting up of an interim M+.

8. On paragraph 7(a), the WKCD Office will be responsible for preparing the legislation for the WKCDA Bill, as well as facilitating the public and the LegCo in scrutinising the Bill with a view to ensuring its early passage in the LegCo. It will also be responsible for implementing the provisions of the legislation during the initial period.

9. On paragraph 7(b), we plan to adopt a prudent financing approach to develop the WKCD such that it could operate in a financially sustainable manner within the area of land earmarked for the project. Specifically, we plan to finance the capital costs through an upfront endowment of \$21.6 billion (Net Present Value in 2008) to be approved by Finance Committee to cover mainly the capital costs of the various facilities in the WKCD; and vest the RDE part of the commercial sites with the WKCDA to provide a steady source of recurrent income through rental proceeds to meet the operating deficits of the core arts and cultural facilities. The WKCD Office will be responsible for facilitating the LegCo in understanding and scrutinising the financial analysis for the WKCD project with a view to

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enabling the LegCo to decide whether it should be approved. It will also help the WKCDA to set up its financial management system for the upfront endowment and other sources of finances. In addition, it will set up and implement the control and monitoring system, and reporting procedures on all financial matters in the WKCDA Bill, for compliance by the WKCDA.

10. On paragraph 7(c), according to the WKCDA Bill, WKCDA should be governed by a Board (the Board) comprising members with different backgrounds, experience and expertise at different stages of the WKCD project. To enable the WKCDA to be up and running immediately upon its establishment and at the initial stage of its operation, the WKCD Office will support the WKCDA on matters relating to recruitment of its CEO and other senior executives, sourcing for office accommodation and providing temporary secretariat support mainly in terms of financial management, office administration, public relations etc.

11. On paragraph 7(d), one of the first and foremost responsibilities of the WKCDA is to prepare the DP for the WKCD, which would include commissioning all the necessary technical and impact assessments in accordance with the key development parameters stipulated in the draft South West Kowloon Outline Zoning Plan. The DP will indicate the areas and nature of the proposed land uses in the WKCD; the disposition of the various facilities, the height of the developments, open space, landscape and urban design particulars to be provided within the area, public transport and parking facilities, the alignment, width and levels of roads etc. The WKCDA has a statutory obligation to consult the public when preparing the DP. In addition to the arts and cultural facilities, the WKCDA will also be vested with the responsibility for the development and operation of RDE facilities, public open space, Automated People Mover and public car parks in the district. The remaining infrastructure and communal facilities such as public roads and public utilities are to be undertaken by the Government through separate funding under the Public Works Programme. The DP will be submitted by the WKCDA to the Town Planning Board for consideration and processing under the provisions of the Town Planning Ordinance and will be subject to Chief Executive in Council's approval.

12. We envisage that a lot of co-ordination between the Government and the WKCDA would be involved during the preparation of the DP which is estimated to take about two years to complete. To enable an early start, the WKCD Office will be tasked with the compilation of the study brief for engaging a consulting team and preparation of the consultancy contract for consideration by the WKCDA. The WKCD Office will also play the co-ordinating role for all interfacing work between the WKCDA and the concerned Government bureaux/departments during the process of formulating the DP.

13. On paragraph 7(e), whilst preparing the DP, the WKCDA should review and draw up the detailed functional requirements for the design and building of the various facilities in the WKCD. It would also need to factor in the time required for organising architectural design competition for those iconic buildings of the concerned facilities. The WKCD Office will act as a focal point of WKCDA's communications with the Government (particularly the Leisure and Cultural Services Department) to ensure that the detailed planning and design of the arts and cultural facilities in the WKCD could meet the requirements of local arts groups and complement existing facilities, as well as to put in place collaborative arrangements in the organisation of cultural programmes and loaning of museum collections.

14. On paragraph 7(f), according to the proposed financing arrangements for the WKCD in respect of the funding responsibility between the WKCDA and the Government for the communal and infrastructural facilities within the WKCD site, the WKCDA would be responsible for the public open space, the Automated People Mover and the carparks which have a direct bearing on the WKCDA's operation, while the Government would be responsible for the transport and communal facilities (such as roads, drainage, fire station, public pier and engineering works etc) designed to serve the whole WKCD, including residential, office and hotel developments outside WKCDA's core responsibility. The WKCD Office will be responsible for co-ordinating the handling of all interface issues arising from the above public works projects within the WKCD site especially during the initial years of the operation of the WKCDA. In addition, the WKCD Office will be responsible for handling interface issues between the WKCD project and other public infrastructure projects being planned or implemented in the vicinity of the WKCD site, such as the Guangzhou-Shenzhen-Hong Kong Express Rail Link, which would have an impact on the WKCD project.

15. On paragraph 7(g), we have adopted the CC's recommendation that an interim M+ should be established to prepare for the establishment of the permanent M+ in the WKCD, primarily to provide a platform for conducting relevant researches, training of staff and building up collections. We have earmarked resources for the establishment of an interim M+. The WKCD Office will have to work closely with the WKCDA after it has been set up and the relevant Government bureaux/departments on how best to develop the interim M+ with a view to seeking the necessary funding from the LegCo for the development work. The WKCD Office will also play a co-ordinating role in the establishment of the interim M+, which includes overseeing any necessary work, complying with the required government procedures, staff recruitment, and conducting the relevant research studies on the initial focal areas of M+.

**Directorate support for the WKCD Office**

16. In view of the diversity, complexity and importance of the tasks involved, as well as the need to expedite the implementation of the WKCD project to meet public expectations, we consider it necessary to set up a dedicated office for two years initially to carry out the tasks mentioned in paragraphs 7 to 15 above. The WKCD Office is to be headed by an AOSGB (D3), designated as Deputy Secretary for Home Affairs (WKCD) (DSHA(WKCD)), supported by one AOSGC (D2), designated as Principal Assistant Secretary (WKCD) (PAS(WKCD)) and one CTA (D1) designated as Chief Treasury Accountant (WKCD) (CTA(WKCD)). The three directorate posts will be created on a supernumerary basis.

*Need for an AOSGB (D3) post*

17. In view of the immense public concerns on the WKCD project, complexity, breadth, sensitivity and importance of the tasks involved, as well as the tight implementation programme, we consider it necessary to have a senior directorate officer as the leader of the WKCD Office to assume leadership, provide policy steer, and to fully exercise the co-ordination role of the WKCD Office in taking forward the WKCD project during the early stage. To this end, we consider the WKCD Office merits to be headed by a dedicated directorate officer to be pitched at Deputy Secretary level and propose the creation of a supernumerary post of AOSGB (D3), to be designated as DSHA(WKCD). The DSHA(WKCD) will oversee all aspects of the work of the WKCD Office, provide strategic direction to team members as well as bureaux and departments, and to facilitate the WKCD Office to act as the focal point for co-ordinating all interfacing work between the WKCD and the Government particularly in relation to the primary task of the formulation of the DP for the WKCD. The job description of the proposed DSHA(WKCD) post is at Enclosure 2.

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*Need for an AOSGC (D2) post*

18. We propose to create a supernumerary post of AOSGC (D2) designated as PAS(WKCD) to provide substantial directorate support to the DSHA(WKCD) in discharging the duties expected of the WKCD Office during the first two years. Having regard to the intricacy relating to the scope and diversity of the tasks and the extensive number of stakeholders involved, the PAS(WKCD) will assist DSHA(WKCD) in establishing the WKCD, liaising closely with the relevant bureaux and departments in the formulation of the DP for the WKCD for submission to the Town Planning Board, facilitating the setting up of the control and monitoring procedures on financial matters for compliance by the WKCD and taking forward public engagement work as appropriate on the WKCD project. The job description of the proposed PAS(WKCD) post is set out at Enclosure 3.

Encl. 3

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*Need for a CTA (D1) post*

19. We propose to create a supernumerary post of CTA (D1) designated as CTA(WKCD) mainly for providing professional support in accounting and financial management matters in connection with the legislative exercise and administrative procedures for the establishment of the WKCD; setting up the accounting system, financial management and reporting framework, and related matters for the WKCD; assisting the Financial Secretary in exercising his statutory powers under the WKCD Ordinance upon enactment on financial and accounting arrangements; and providing accounting and financial advice to public officers serving on the WKCD Board/Committees on issues relating to monitoring of the WKCD's performance, including helping WKCD to manage the upfront endowment of the proposed \$21.6 billion (Net Present Value in 2008), during the initial period. As the duties involved require substantial accounting and financial inputs, we consider that the WKCD Office should be supported by a professional and experienced Treasury Accountant at CTA (D1) level. It should be noted that the proposed CTA(WKCD) post has now been placed under the proposed DSHA(WKCD). It is not the same as that in the paper for the LegCo Panel on Home Affairs, for at that time the proposed CTA(WKCD) post was put under the proposed PAS(WKCD). We consider the revised organisational structure more conducive to the effective operation of the WKCD Office. The job description of the proposed CTA(WKCD) post is at Enclosure 4.

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Encl. 5 20. The proposed organisation chart of WKCD Office is at Enclosure 5  
 Encl. 6 and the organisation chart of the HAB incorporating the proposed WKCD Office is at Enclosure 6.

**Non-Directorate support for the WKCD Office**

21. The WKCD Office will be supported by a total of ten non-directorate posts for the same duration of two years. The composition of the Office cuts across different disciplines in order to provide the necessary support for completion of the tasks. The posts comprise one Senior Town Planner, one Chief Executive Officer, two Administrative Officers, one Senior Executive Officer, one Treasury Accountant, one Executive Officer II, two Personal Secretary I, and one Assistant Clerical Officer. The HAB will create the non-directorate posts in accordance with the established mechanism.

**Duration of the WKCD Office**

22. Given the tasks and the timeline for their completion, the proposed duration of two years for the supernumerary directorate posts is considered appropriate initially. For prudent deployment of public resources, we will review

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the continued need of the WKCD Office and if so, the staffing composition (at both directorate and non-directorate levels) required, before the end of the two-year period, i.e. in early 2010, taking into account the progress of the implementation of the WKCD project at that time.

23. Since the establishment of the CC and its three Advisory Groups in April 2006, HAB has been working on the WKCD project by pooling manpower resources through internal re-deployment within HAB and on-loan arrangements from other Government departments. The previous WKCD Secretariat to the CC and the three Advisory Groups which was overseen by the Deputy Secretary for Home Affairs (3) (DSHA(3)), was meant to be a temporary set-up. As the Government had adopted the recommendations of the CC to set up a statutory body to take forward the project, there is a need for a longer term dedicated office to oversee and co-ordinate the implementation of the project before the establishment of the WKCD and in the initial years of the establishment of the WKCD. To enable HAB to provide early support to the preparation of the WKCD Bill and other related work and to meet the tight timeframe, we created under delegated authority two supernumerary directorate posts at the level of AOSGC (D2) and CTA (D1) respectively for six months with effect from 1 January 2008, and one supernumerary directorate post at AOSGB (D3) level for three months with effect from 1 April 2008. These three directorate posts will lapse once the creation of the three directorate posts for two years in this proposal takes effect from 1 July 2008. The HAB also created ten non-directorate posts on a time-limited basis from 1 January 2008 to 30 June 2008 by internal redeployment of resources.

### **Alternatives considered**

24. We have critically examined the possible redeployment of existing directorate officers within HAB to take on the tasks of the proposed posts of DSHA(WKCD) and PAS(WKCD). The Permanent Secretary for Home Affairs is at present supported by one AOSGB1 (D4), two AOSGBs (D3), six AOSGCs (D2). They are already fully occupied with their own schedule of duties which span extensively across a wide range of areas, including the formulation of gambling policy, legal aid policy, youth development, promotion of civic education and national education outside schools, promotion of social enterprises, secretariat support to the Family Council, administration of Trust Funds, Chinese Temples and Chinese Permanent Cemeteries, entertainment licensing, policy on recreation and sports, as well as the co-ordination of Government functions in relation to the organisation of the 2008 Olympic and Paralympic Equestrian Events. They also need to oversee the wide range of subject areas under the policy on the arts and culture, including measures to develop and strengthen the arts and cultural software in Hong Kong, protection of intangible cultural heritage, the funding for performing arts groups, overseeing the work of the Hong Kong Arts Development

Council and the Hong Kong Academy of Performing Arts, the work of the Cantonese Opera Advisory Committee and the Cantonese Opera Development Fund, cultural co-operation with the Mainland and the Greater Pearl River Delta, management of the Arts Development Fund in support of outbound exchange programmes, as well as international cultural exchange. It is operationally not viable for them to take up the duties of DSHA(WKCD) and PAS(WKCD) without compromising on the effective delivery of their current duties. This is particularly so when the workload of the WKCD Office will be most intensive and time-critical during the first two years of the establishment of the WKCDA and the preparation of the DP. As regards the CTA(WKCD), since the duties involved need to be performed by a professional Treasury Accountant at D1 level, the requirement cannot be met by internal redeployment from within HAB.

25. Upon the creation of the dedicated post of DSHA(WKCD) to steer the WKCD project, the job description of DSHA(3) which currently includes overseeing the development of WKCD project will be revised accordingly. The revised job description of DSHA(3) is at Enclosure 7.

Encl. 7

## FINANCIAL IMPLICATIONS

26. The proposed creation of three supernumerary directorate posts will bring about an additional notional annual salary cost at mid-point of \$4,288,200 as follows –

	<b>Notional annual salary cost at mid-point \$</b>	<b>No. of posts</b>
<b>Supernumerary posts</b>		
AOSGB (D3)	1,659,000	1
AOSGC (D2)	1,428,000	1
CTA (D1)	1,201,200	1
<b>Total</b>	4,288,200	3

The additional full annual average staff cost, including salaries and staff on-cost, is \$6,100,000.

27. Based on the proposed set-up of the dedicated team in paragraph 21 above, the additional notional annual salary cost at mid-point for the proposed ten non-directorate posts is \$5,745,840 and the full annual average staff cost, including salaries and staff on-cost, is \$7,428,000.

28. We have included sufficient provision in the 2008-09 Estimates to meet the cost of the proposed creation of three supernumerary directorate posts. The proposal has been covered in ECI(2007-08)8 on “Update on Overall Directorate Establishment Position”.

## **PUBLIC CONSULTATION**

29. On 11 April 2008, we consulted the LegCo Panel on Home Affairs the original proposal for creating the proposed three supernumerary directorate posts in question for a period of three years initially to co-ordinate efforts to implement the WKCD project. Members were generally supportive of the proposal to set up a dedicated WKCD Office and the proposed directorate structure of the WKCD Office. Some Members requested the Administration to explain the work of the WKCD Office vis-à-vis the role of the future WKCDA during the proposed three-year period. Some Members took the view that the proposed duration was rather long and were concerned that it might in one way or the other interfere too much with the work of the future WKCDA. They also saw the need to substantiate the proposed duties and responsibilities of the CTA (D1) post.

30. In order to address the concerns raised by some Members, we subsequently proposed that the duration of the dedicated WKCD Office be shortened from the originally proposed three years to two years and the duration of the three supernumerary directorate posts in the WKCD Office be reduced to two years accordingly. The revised proposal was circulated to Members for their comments. Members took note of the revised proposal and had no further comments.

## **BACKGROUND**

31. Following the discontinuation of the Invitation for Proposals process for the WKCD project in February 2006, the Chief Executive appointed in April 2006 the CC and its three Advisory Groups to re-examine and re-confirm, if appropriate, the need for the core arts and cultural facilities in the WKCD as well as the financial implications of developing and operating these facilities. The CC submitted a recommendation report to the Chief Executive on 30 June 2007. The Government subsequently launched a three-month public engagement exercise in mid-September 2007 to gauge public views on the recommendations. The Government announced on 31 January 2008 that the recommendations of CC be adopted and that legislative procedures be put in train to set up the WKCDA to take forward the WKCD project. The WKCDA Bill was gazetted on 1 February 2008 and the Bills Committee is currently examining the Bill. There was strong public support for the early implementation of the project and the Government was committed to provide all necessary support to expedite the implementation of the project.

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**ESTABLISHMENT CHANGES**

32. The establishment changes in the HAB for the last two years are as follows –

Establishment (Note)	Number of Posts			
	Existing (As at 1 May 2008)	As at 1 April 2008	As at 1 April 2007	As at 1 April 2006
A	11#	11	12	12
B	50	50	53	45
C	133	132	135	131
<b>Total</b>	<b>194</b>	<b>193</b>	<b>200</b>	<b>188</b>

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
- # - The supernumerary posts created under delegated authority mentioned in paragraph 23 above are not included. As at 1 May 2008, there was no unfilled directorate post in the HAB.

**CIVIL SERVICE BUREAU COMMENTS**

33. The Civil Service Bureau supports the proposed creation of the three supernumerary directorate posts, namely the AOSGB, AOSGC and CTA, to lead and support the dedicated WKCD Office for two years. The proposed ranking of the posts is considered appropriate having regard to the level and scope of the responsibilities concerned.

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

34. As the posts are proposed on a supernumerary basis, their creation, if approved, will be reported to the Standing Committee on Directorate Salaries and Conditions of Service in accordance with the agreed procedure.

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**West Kowloon Cultural District  
List of Facilities and Associated Engineering works**

**PHASE 1**

**1 Museum and Exhibition Centre**

- 1.1 M+
- 1.2 Exhibition Centre

**2 Performing Arts Facilities**

- 2.1 Mega Performance Venue
- 2.2 Great Theatre 1
- 2.3 Concert Hall and Chamber Music Hall
- 2.4 Xiqu Centre
- 2.5 Medium-sized Theatre 1
- 2.6 Medium-sized Theatre 2 and Black Box Theatre 1
- 2.7 Black Box Theatres 2 and 3
- 2.8 Black Box Theatre 4
- 2.9 Piazzas

**3 Other Arts and Cultural Uses**

- 3.1 Accommodation space for conferences/events etc., offices and ancillary facilities for arts and cultural organisations/groups, arts and cultural information centre, as well as the office for the West Kowloon Cultural District Authority

**4 Transport Facilities**

- 4.1 Automated People Mover
- 4.2 Road works and pedestrian connections
- 4.3 Public pier
- 4.4 Public car parks

**5 Communal Facilities**

- 5.1 Public open space
- 5.2 Fire station, electricity substation, police post and refuse collection point
- 5.3 Public toilets

**6 Engineering Works**

- 6.1 Deck over Western Harbour Crossing Tunnel Portal
- 6.2 Build over ventilation buildings
- 6.3 Other site engineering works

**7 Retail / Dining / Entertainment Facilities**

**PHASE 2**

**8 Performing Arts Facilities**

- 8.1 Great Theatre 2 and Medium-sized Theatre 3
- 8.2 Medium Theatre 4

**9 M+ Extension of the M+**

**Note:**

In addition to the above facilities, there will be residential, office and hotel developments in the West Kowloon Cultural District.

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**Job Description**

**Deputy Secretary for Home Affairs  
(West Kowloon Cultural District)**

**Rank** : Administrative Officer Staff Grade B (D3)

**Responsible to** : Permanent Secretary for Home Affairs

**Main Duties and Responsibilities –**

- (a) to lead a dedicated team in the Home Affairs Bureau to oversee and co-ordinate efforts to implement the West Kowloon Cultural District (WKCD) project;
- (b) to take charge of the legislative exercise and administrative procedures for the establishment of the West Kowloon Cultural District Authority (WKCDA) and co-ordinate efforts to facilitate the initial operation of the WKCDA;
- (c) to oversee the financial management for the WKCD project, to facilitate the WKCDA to set up its own financial management system; to set up a financial control, monitoring and reporting system for compliance by the WKCDA, and to assist the Financial Secretary and other public officers in performing their duties relating to financial matters under the WKCDA Ordinance;
- (d) to oversee the co-ordination of efforts in preparation of the development plan for the WKCD and its submission to the Town Planning Board;
- (e) to co-ordinate efforts to facilitate the WKCDA in the planning, design and construction of the various facilities under its purview;
- (f) to oversee and co-ordinate efforts in handling all major matters relating to the interface and collaborations between WKCDA and the Government arising from both facilities planning and management, as well as public works projects affecting WKCD;
- (g) to oversee the preparation for the setting up of the interim M+; and
- (h) to build up and maintain liaison networks with the Legislative Council, the arts and cultural sector, concerned organisations and professional institutes on the WKCD project.

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**Job Description**

**Principal Assistant Secretary  
(West Kowloon Cultural District)**

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

**Responsible to** : Deputy Secretary for Home Affairs  
(West Kowloon Cultural District)

**Main Duties and Responsibilities –**

- (a) to take forward the legislative exercise and administrative procedures for the establishment of the West Kowloon Cultural District Authority (WKCDA) and co-ordinate efforts to facilitate the initial operation of the WKCDA;
- (b) to assist in overseeing the financial management for the WKCD project, facilitating the WKCDA to set up its own financial management system, and setting up a financial monitoring and reporting system for compliance by the WKCDA;
- (c) to liaise closely with relevant bureaux and departments in the preliminary work for the preparation of a development plan for the WKCD (including study briefs and consultancy studies) for submission to the Town Planning Board;
- (d) to assist in the co-ordination work to facilitate the WKCDA in the planning, design and construction of the various facilities under its purview, including the interface and collaboration between the WKCDA and the Government in facilities planning and management and public works projects affecting the WKCD;
- (e) to take forward the preparatory work for the establishment of the interim M+; and
- (f) to support the engagement work with the Legislative Council, the arts and cultural sector, relevant organisations and institutes and the public on the WKCD project.

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**Job Description**

**Chief Treasury Accountant  
(West Kowloon Cultural District)**

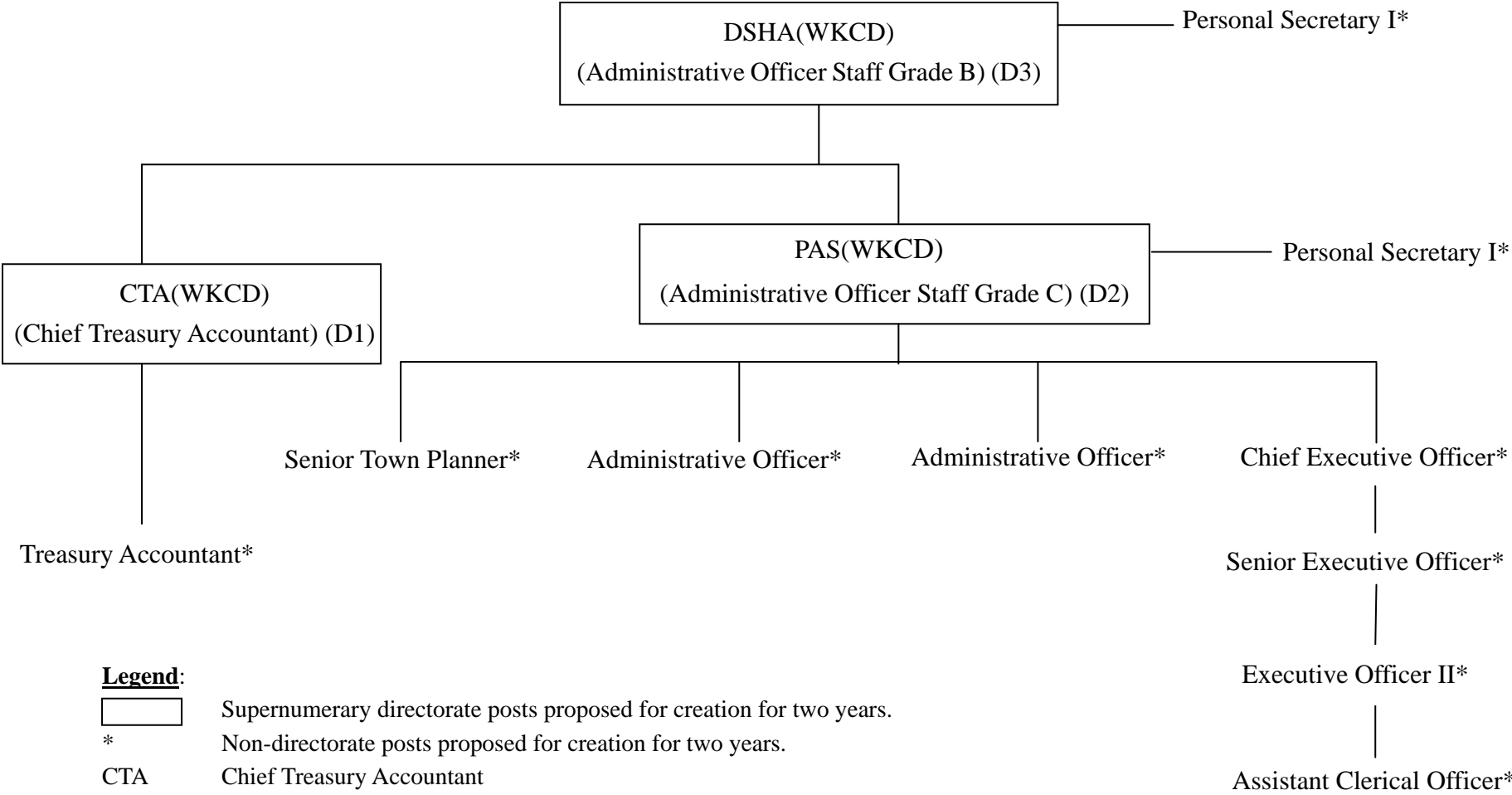
**Rank** : Chief Treasury Accountant (D1)

**Responsible to** : Deputy Secretary for Home Affairs  
(West Kowloon Cultural District)

**Main Duties and Responsibilities –**

- (a) to provide professional support on accounting and financial management matters in connection with the legislative exercise and administrative procedures for the establishment of the West Kowloon Cultural District Authority (WKCDA) and in co-ordinating efforts to facilitate the initial operation of the WKCDA;
  - (b) to provide professional support (including supervision of financial consultants) on setting up of accounting system, financial management and reporting framework, and related matters for the WKCDA;
  - (c) to provide professional support on matters requiring the Financial Secretary to exercise his statutory powers under the WKCDA Ordinance on financial and accounting arrangements;
  - (d) to provide accounting and financial advice to public officers serving on the WKCDA Board/Committees on issues relating to monitoring of the WKCDA's performance, including the management of the upfront endowment; and
  - (e) to assist in any other accounting and financial issues relating to WKCD.
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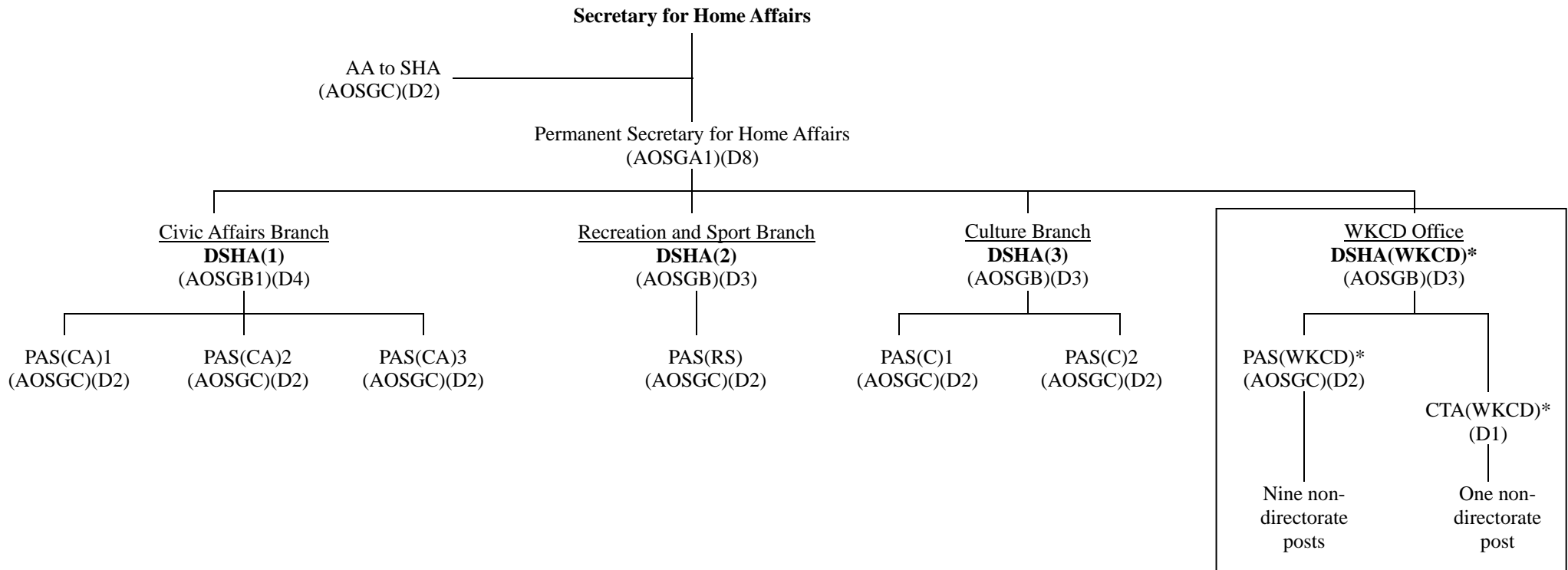
**Proposed Organisation Chart of the West Kowloon Cultural District Office**



**Legend:**

- Supernumerary directorate posts proposed for creation for two years.
- \* Non-directorate posts proposed for creation for two years.
- CTA Chief Treasury Accountant
- DSHA Deputy Secretary for Home Affairs
- PAS Principal Assistant Secretary
- WKCD West Kowloon Cultural District

**Proposed Organisation Chart of the Home Affairs Bureau**



**Legend**

AA Administrative Assistant  
 AOSGA1 Administrative Officer Staff Grade A1  
 AOSGB Administrative Officer Staff Grade B  
 AOSGB1 Administrative Officer Staff Grade B1  
 AOSGC Administrative Officer Staff Grade C  
 C Culture  
 CA Civic Affairs

DSHA Deputy Secretary for Home Affairs  
 PAS Principal Assistant Secretary  
 RS Recreation and Sport  
 SHA Secretary for Home Affairs  
 WKCD West Kowloon Cultural District  
 \* proposed creation of supernumerary directorate posts for two years  
 [ ] proposed set-up of the WKCD Office

**Revised Job Description**  
**Deputy Secretary for Home Affairs (3)**

**Rank** : Administrative Officer Staff Grade B (D3)

**Responsible to** : Permanent Secretary for Home Affairs

**Main Duties and Responsibilities –**

- (a) to formulate and implement a comprehensive strategy for improving the arts and cultural software in Hong Kong, including support for arts groups, venue management approach, support for new and budding artists, arts-related manpower planning, training and education, arts education, audience building, and arts and cultural policy researches, in consultation with the Committee on Performing Arts and the Cantonese Opera Advisory Committee;
- (b) to review, introduce and implement a new funding and assessment system for major professional performing arts groups and related matters, in consultation with the Funding Committee on Performing Arts;
- (c) to follow up on the policy recommendations for the Committee on Museums and the Committee on Libraries, particularly on the proposal to change the institutional arrangement for existing public museums;
- (d) to oversee the policy and housekeeping of the Hong Kong Arts Development Council (including re-prioritising and re-focusing its work), and the Hong Kong Academy of Performing Arts;
- (e) to formulate the policy on protection of intangible cultural heritage in Hong Kong, co-ordinate the reporting requirements under the relevant United Nations Conventions on this and other arts and culture subjects which apply to Hong Kong, and oversee the operation of the Lord Wilson Heritage Trust Fund; and
- (f) to oversee the planning and implementation of the Asian Cultural Co-Operation Forum, the cultural exchange programmes with different countries under the Memorandum of Understanding on Cultural Cooperation, the Pearl River Delta Cultural Summit as well as oversee the operation of the Arts and Sports Development Fund, the Arts Development Fund and the Hong Kong Jockey Club Music and Dance Fund.

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