

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 118 – PLANNING DEPARTMENT Subhead 000 Operational expenses

Members are invited to recommend to Finance Committee the following proposals to rationalise the existing directorate structure of the Planning Department with immediate effect –

(a) the deletion of the following permanent posts –

2 Chief Town Planners

(D1) (\$103,400 - \$109,700); and

(b) the revision and redistribution of duties and responsibilities of some directorate posts in the Territorial Planning Branch and the District Planning Branch of the Planning Department.

PROBLEM

The Director of Planning considers that there is scope to streamline the existing directorate structure and rationalise the distribution of duties of the Territorial Planning (T) Branch and the District Planning (D) Branch of the Planning Department (PlanD) in order to achieve greater economy and efficiency.

PROPOSAL

2. We propose, with immediate effect, to –

(a) delete two permanent posts of Chief Town Planner (CTP) (D1); and

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- (b) revise and redistribute the duties and responsibilities of some directorate posts.

JUSTIFICATION

3. The PlanD is headed by the Director of Planning (D5). Its directorate establishment was last revised in February 2003. Prior to February 2003, there were two operational Branches, viz. the Territorial and Sub-Regional Planning Branch and the D Branch, each headed by a Deputy Director of Planning (DD) at the rank of Principal Government Town Planner (D3). The Territorial and Sub-Regional Planning Branch, subsequently renamed as T Branch, comprised the Territorial & Sub-Regional Planning (T&SP) Division and the Housing & Land Supply (HLS) Division. The D Branch had five divisions, namely the Town Planning Board (TPB) Division (subsequently renamed as Board (B) Division), the Technical Services (TS) Division, the Urban Renewal (UR) Division, the Metro District Planning (M) Division, and the New Territories Planning (NT) Division. Each of these divisions was headed by an Assistant Director of Planning (AD) at the rank of Government Town Planner (GTP) (D2). In March 2003, the Finance Committee approved the deletion of one GTP and one CTP posts, namely AD/HLS and CTP/Housing Task Force (HTF) of the HLS Division, with retrospective effect from 8 February 2003 vide EC (2002-03)11. The organisation chart of the PlanD as at February 2003 is at Enclosure 1.

Encl. 1

Re-organisation of the T Branch

Revision of duties of DD/Territorial and DD/District

4. In order to achieve a more balanced distribution of work, the following changes to the portfolio of DD/Territorial, the head of the T Branch, have been made over the years –

- (a) the incumbent took over from the other DD, i.e. DD/District, the supervision of the TS Division, which provides common services to the department such as grade management and training matters, formulation of information technology (IT) strategy and implementation of IT projects, community relations etc.; and
- (b) the HLS Division under his schedule was disbanded after the deletion of the posts of AD/HLS and CTP/HTF and the remaining CTP post (i.e. CTP/HLS) was redeployed to the TS Division.

Encls. 2 & 3 The updated job descriptions of DD/Territorial and DD/District are at Enclosures 2 and 3 respectively.

/Revision

Revision of duties and streamlining of CTP posts

5. The CTP/HLS post was originally responsible for managing the Land Supply Database, the Major Land Uses Information System and the Land Supply Information System. With the growing importance of the application of IT technology in planning assessment as well as planning control and enforcement, there was a need to strengthen the department's capability in handling related matters. CTP/HLS was therefore tasked to implement the integration of IT with core planning business and service-wide IT systems in the department¹. To better reflect his schedule of work, the post has been re-designated as CTP/Information Systems and Land Supply (CTP/ISLS) reporting to AD/TS. The updated job description of CTP/ISLS and the revised job description of AD/TS to reflect his expanded portfolio are at Enclosures 4 and 5 respectively.

Encls. 4&5

6. While the work of the Territorial Planning (T) Division, renamed from T&SP Division, under the T Branch has remained generally intact, scope has been identified for streamlining its directorate establishment. At present, there are four CTP posts in the T Division. The CTP/Planning Standards and Studies (CTP/SS) post was originally created for the preparation and updating of the Hong Kong Planning Standards and Guidelines (HKPSG), supervision of in-house and consultancy planning studies related to the HKPSG and providing planning advice on studies or development proposals related to planning standards and guidelines. In recent years, these researches and studies for formulation and amendment of the HKPSG have been conducted through engaging consultancies. These studies often require the input of the Strategic Planning (SP) Section, which manages consultancy services relating to territorial development planning, topical planning issues and regional planning. To optimise the deployment of directorate staffing resources, the work on planning standards and studies and the related consultancy studies has been assigned to CTP/SP and consequently the CTP/SS post has been left unfilled since January 2005. The job description of CTP/SS and the revised job description of CTP/SP are at Enclosures 6 and 7 respectively.

Encls. 6&7

7. To reflect more accurately the portfolio of the other two existing CTP posts in the T Division, we have revised the post titles concerned. The post of CTP/Transport Studies and Central Data was originally responsible for carrying out studies, researches and surveys in relation to both domestic and cross-boundary transport planning as well as the strategic transport planning modelling. In view of

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¹ Projects under his charge include Planning Submissions and Enforcement Cases Monitoring system, application of 3-D Planning Support and Visualisation System and Global Positioning System, application of multimedia and 3-D simulation technologies for land-use planning and analysis, and other service-wide e-Government initiatives.

the territory's increased pace of integration with the greater Pearl River Delta, work related to cross-boundary infrastructure development with special focus on transport network has been gaining increasing momentum. The post has therefore been re-titled as CTP/Cross-boundary Infrastructure and Development. Also, the CTP/Sub-Regional post is tasked with carrying out detailed development, implementation and land management studies for special areas and thematic planning studies, such as the North East New Territories New Development Areas Study, the Frontier Closed Areas Study and the Sha Tau Kok Study. The post has been re-designated as CTP/Studies and Research. The up-to-date job descriptions of the two posts are at Enclosures 8 and 9.

Encls. 8&9

Re-organisation of the D Branch

Redistribution of Duties in M Division

8. Prior to January 2005, the UR Division (established with one GTP and two CTP posts) of the D Branch provided planning input to the then Housing, Planning and Lands Bureau in monitoring and facilitating the planning and implementation of urban renewal programmes and providing planning advice on the preservation of areas of architectural, cultural and historical interests. With the strengthening role of the Urban Renewal Authority and to meet changing circumstances, we have reviewed and streamlined the work of the UR Division. To streamline the establishment, work related to urban renewal and heritage preservation requiring PlanD's input has been absorbed by the M Division. AD/Metro has taken up the co-ordination and overall supervision of planning input on urban renewal and heritage preservation matters previously undertaken by the UR Division. Furthermore, the three District Planning Officers (DPOs), ranked at CTP (D1) and reporting to AD/Metro, have also taken up from the UR Division the processing of individual urban renewal proposals as part of their district duties so as to enhance the overall efficiency in the processing of proposals. In view of these changes, the UR Division was reorganised to form the Special Duties (SD) Division and the posts of AD/UR and CTP/UR2 were redeployed to the new SD Division to take up special and project-based duties as detailed in paragraph 9 below. The CTP/UR1 post originally under the UR Division has been left unfilled in an effort to streamline the directorate establishment. The job description is at Enclosure 10. The revised job descriptions of AD/Metro and the three DPOs, i.e. DPO/Hong Kong, DPO/Kowloon and DPO/Tsuen Wan & West Kowloon, are at Enclosures 11 and 12.

Encl. 10

Encls.
11 & 12

Formation of SD Division and streamlining of CTP posts

9. The department has been dealing with controversial planning tasks requiring specialised planning researches and dedicated efforts through flexible deployment of existing resources. In view of the considerable number of complex

/projects

projects being/to be handled up to the next decade or so (e.g. the Central and Wan Chai development, urban design study of the Central Harbourfront), there is a need for a dedicated division to give focused attention to the relevant planning. Moreover, the workload in respect of urban design and landscape and enforcement of unauthorised development in the urban and the New Territories areas has also increased substantially over the years, overloading AD/Metro and AD/New Territories. To achieve a more even distribution of work in the D Branch, a new SD Division has been established to take up work related to special planning studies, enforcement of unauthorised development and urban design and landscape –

- (a) the GTP post, released from the UR Division, was designated as AD/SD to oversee the work of three sections, namely the new SD Section, the existing Central Enforcement and Prosecution (CEP) Section and Urban Design and Landscape (UD&L) Section;
- (b) the former CTP/UR2 post has been re-designated as CTP/SD to lead the SD Section to give more focused attention to major, controversial and cross-districts tasks. Also, the post holder is responsible for the work on co-ordinating land supply, including the provision of land for land sales and housing and related studies to assess development intensity;
- (c) following the implementation of the Town Planning (Amendment) Ordinance 2004², a strengthened mechanism has been put in place by CEP Section to expedite enforcement and prosecution actions. Greater attention is required to provide steer to guide and monitor the enforcement work. CTP/CEP, previously supervised by AD/New Territories, has been put under AD/SD so as to rationalise the division of work and to allow a more focused supervision of the enforcement and prosecution work; and
- (d) the CTP/Metro Group (CTP/MG) post was under the supervision of AD/Metro and responsible for supervising the preparation of urban design schemes, layout plans and landscape and visual appraisals for land-use proposals and development projects. With heightened public aspiration on quality environment, urban design merits and

/concern

² The Town Planning (Amendment) Ordinance 2004 came into operation in 2005. Among other things, the Ordinance includes provisions to enhance the efficiency and effectiveness of planning enforcement control with a view to safeguarding the rural environment and minimising adverse environmental impact on the residents in the rural areas.

concern on topics such as the “wall effect” of buildings, there has been increasing demand for the incumbent to provide specialised professional advice on landscaping, greening, air ventilation assessment etc. In order to reflect the work focus, and after taking into account the workload of AD/Metro who is mainly responsible for district planning in the urban area and who has also taken up additional work related to urban renewal and heritage preservation matters, the CTP/MG post has been re-titled as CTP/UD&L and put under AD/SD.

Encls. 13 -16 The job descriptions of AD/SD, CTP/SD and CTP/UD&L are at Enclosures 13 to 15. The revised job description of AD/New Territories is at Enclosure 16.

Proposed Deletion of Two CTP Posts and Regularisation of the Directorate Structure

10. The adjustments to the distribution of work among divisions made over the years seek to realign resources in the light of the prevailing operational needs. As for the posts of CTP/SS and CTP/UR1 mentioned in paragraphs 6 and 8 above which have been left vacant, our operational experience has affirmed that through proper redistribution and re-prioritisation of work, the streamlined directorate structure has been functioning smoothly in meeting our current service demand. We therefore propose to formally rationalise the organisation structure and delete the two CTP posts with immediate effect. The proposed organisation chart of the PlanD after its re-structuring, showing the up-to-date nomenclature of the divisions and designation of the directorate posts, is at Enclosure 17.

Encl. 17

FINANCIAL IMPLICATIONS

11. The proposed deletion of the two CTP posts will bring about savings of \$2,553,600 in notional annual salary cost at mid-point and \$3,624,000 in full annual average staff cost, including salaries and on-costs. The proposal has been covered in ECI(2008-09)7 on “Update on Overall Directorate Establishment Position” and ECI(2008-09)9 on “Forecast of Proposed Creation/Deletion of Directorate Posts in the 2008-09 Legislative Session” issued by the Administration in November and December 2008 respectively. As regards the revision and redistribution of duties of certain directorate posts, it does not have any additional financial implications.

/PUBLIC

PUBLIC CONSULTATION

12. We advised the Legislative Council Panel on Development of the proposals vide an information paper issued on 26 May 2009. Members did not raise any comment on the proposed deletion of the CTP posts and the revision and redistribution of duties and responsibilities of the directorate posts concerned.

ESTABLISHMENT CHANGES

13. The establishment changes in the PlanD for the last two years are as follows –

Establishment (Note)	Number of posts			
	Existing (as at 1 June 2009)	As at 1 April 2009	As at 1 April 2008	As at 1 April 2007
A	27*	27*	27*	27*
B	242	241	236	234
C	497	497	488	486
Total	766	765	751	747

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 June 2009, there were two unfilled directorate posts in PlanD (i.e. two CTP posts proposed for deletion in the present proposal).

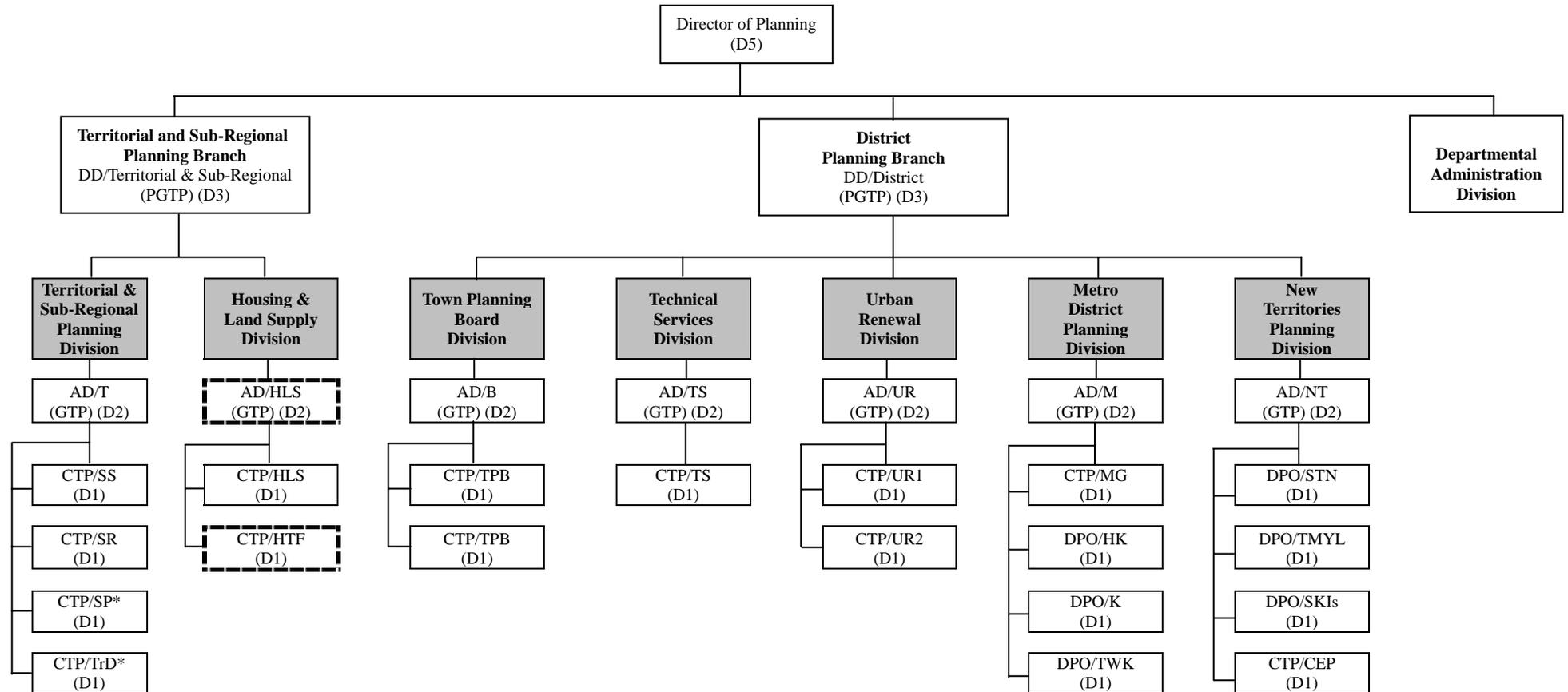
CIVIL SERVICE BUREAU COMMENTS

14. The Civil Service Bureau supports the proposed deletion of two CTP posts and the revision and redistribution of duties of the directorate posts in PlanD.

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

15. The deletion of the posts, if approved, will be reported to the Standing Committee on Directorate Salaries and Conditions of Service.

Organisation Chart of Planning Department (February 2003)



Legend:

AD - Assistant Director of Planning
 B - Board
 CEP - Central Enforcement & Prosecution
 CTP - Chief Town Planner
 DD - Deputy Director of Planning
 DPO - District Planning Officer (ranked at CTP)
 GTP - Government Town Planner
 HK - Hong Kong
 HLS - Housing & Land Supply
 HTF - Housing Task Force

K - Kowloon
 M - Metro
 MG - Metro Group
 NT - New Territories
 PGTP - Principal Government Town Planner
 SKIs - Sai Kung & Islands
 SP - Strategic Planning
 SR - Sub-Regional
 SS - Planning Standards & Studies
 STN - Sha Tin, Tai Po & North

T - Territorial & Sub-Regional
 TMYL - Tuen Mun & Yuen Long
 TPB - Town Planning Board
 TrD - Transport Studies & Central Data
 TS - Technical Services
 TWK - Tsuen Wan & West Kowloon
 UR - Urban Renewal

* Multi-disciplinary posts open to the Town Planner and Engineer grades
 [Dashed Box] Posts deleted vide EC(2002-03)11

Job Description
Deputy Director/Territorial

Rank : Principal Government Town Planner (D3)

Responsible to : Director of Planning

Main Duties and Responsibilities –

1. To supervise, manage and co-ordinate the work of the Territorial Planning Branch comprising the Territorial Planning Division and Technical Services Division.
2. To oversee studies on territorial planning and planning standards, Mainland development and transport and central data processing, such as Frontier Closed Area Study, the New Development Area Studies, the Lok Ma Chau Loop Study, the Planning Study on the Co-ordination Development of Greater Pearl River Delta Township, and cross boundary traffic studies, surveys and assessments.
3. To engage the relevant Mainland authorities on matters related to cross-boundary planning and infrastructure developments.
4. To oversee the management of the release of planning information, exhibition gallery; staff training, handling of enquiries and ombudsman cases as well as the development of information technology (IT) strategy and implementation of various IT projects, centralisation of planning data, and the development and maintenance of land supply information system.
5. To perform other management and administrative duties.

**Job Description
Deputy Director/District**

Rank : Principal Government Town Planner (D3)

Responsible to : Director of Planning

Main Duties and Responsibilities –

1. To supervise the work of the District Planning Branch in the preparation and revision of statutory and district plans, processing of planning applications, rezoning requests and objections to statutory plans, enforcement action and appeals under the Town Planning Ordinance, and major planning work such as Kai Tak Planning Review, West Kowloon Cultural District, Central Reclamation III and Wanchai Development II.
2. To supervise the work of the Town Planning Board Secretariat including setting of planning guidelines and procedures and handling judicial actions; the follow-up work on the implementation of the Town Planning (Amendment) Ordinance; work related to the re-engineering of the development process; and urban renewal projects by the Urban Renewal Authority.
3. To perform other management and administrative duties.

Job Description
Chief Town Planner/Information Systems and Land Supply

Rank : Chief Town Planner (D1)

Responsible to : Assistant Director/Technical Services (AD/TS)

Main Duties and Responsibilities –

1. To manage the Information Systems and Land Supply Section comprising the Information Systems Unit, Land Supply Unit and Information Technology Management Unit.
2. To oversee the preparation of funding bids and tender documents for information technology (IT) projects such as the enhancement works to the Major Land Use Information System and the Planning Submissions and Enforcement Cases Monitoring System.
3. To assist AD/TS in steering the implementation of IT projects such as Electronic Document Management System, the 3-D Planning Support and Visualisation System and the Global Positioning System and Mobile Computing Applications; and co-ordinate IT matters including e-Government initiatives and improvement of planning services through the internet and the departmental portal.
4. To initiate and oversee researches on customising remote sensing Geographical Information System (GIS), multimedia and 3-D simulation technologies for land-use planning and presentation of planning studies, review of Outline Zoning Plans and evaluation of development proposals.
5. To oversee the provision and enhancement of services and technical support to all sections of the department including enhancement of Lotus Notes and departmental portal, upgrading of office automation, supporting the preparation of 3-D models, training on IT techniques as well as ensuring IT security.
6. To oversee the Land Supply Unit in the updating of the Land Supply Database, provision of input to the Working Group on Population Distribution Projections and Territorial Population and Employment Data Matrices; and to develop and maintain theme-based GIS layers to facilitate undertaking of planning assessment and district planning matters.

**Job Description
Assistant Director/Technical Services**

Rank : Government Town Planner (D2)

Responsible to : Deputy Director/Territorial

Main Duties and Responsibilities –

1. To manage the Information Systems and Land Supply Section and the Technical Services Section.
2. To oversee the research, development and application of information technology (IT) to enhance the efficiency and effectiveness of the planning business, including the management of resources and in-house training on the use of IT systems.
3. To oversee the timely carrying out of and bidding for resources for IT projects and the maintenance of the Land Supply and Information System.
4. To oversee the development and management of the Geographical Information System-based information systems, the Core Planning Data Hub, the Planning Department (PlanD)'s portal and web-site, and the participation in exhibitions organised by the IT industry.
5. To ensure the effective co-ordination of replies to Legislative Council questions and replies to the Ombudsman and the Audit Commission; and the effective and co-ordinated release of information to the public and the media.
6. To oversee the management of the Planning and Infrastructure Exhibition Gallery, and the carrying out of an outreach programme and the compilation of the PlanD's Annual Report and various exhibition publicity exercises.
7. To oversee the departmental staff training policy and the preparation of the training and development plan; and the grade management functions of Survey Officers (Planning) and Technical Officers (Cartographic).
8. To oversee departmental technical administration and departmental green management.

Original Job Description
Chief Town Planner/Planning Standards and Studies

Rank : Chief Town Planner (D1)

Responsible to : Assistant Director/Territorial and Sub-regional

Main Duties and Responsibilities –

1. To manage the Planning Standards and Studies Section.
2. To initiate and supervise the carrying out of in-house/consultancy planning studies and surveys.
3. To initiate and supervise the preparation and updating of the Hong Kong Planning Standards & Guidelines.
4. To supervise the carrying out of territorial site searches for special uses.
5. To provide planning advice on studies/development proposals related to planning standards/guidelines and strategic land-use reservation.
6. To attend meetings of the Legislative Council Panels and Subcommittees, statutory bodies, advisory committees, bureaux/departmental committees and working groups.

Job Description
Chief Town Planner/Strategic Planning

Rank : Chief Town Planner /Chief Engineer (D1)

Responsible to : Assistant Director/Territorial

Main Duties and Responsibilities –

1. To manage the Strategic Planning Section comprising the Strategic and Mainland Planning Unit and the Planning Standards and Guidelines Unit.
2. To carry out special/topical research relating to territorial development strategy; and carry out studies and manage relevant consultancy services.
3. To carry out researches and studies relating to strategic developments and infrastructures in the areas adjoining the boundary, the Greater Pearl River Delta Region and Guangdong Province.
4. To carry out studies and manage relevant consultancy services relating to the review of the Hong Kong Planning Standards and Guidelines (HKPSG).
5. To carry out Area Improvement Studies for various parts of the Territory including the preparation of working papers, overseeing the work of consultants, arranging public consultation exercises and organising working group/steering group meetings.
6. To provide planning advice to bureaux/departments on matters relating to the HKPSG, strategic infrastructure projects, cross-boundary planning and related planning proposals from other sources.

Job Description
Chief Town Planner/Cross-Boundary Infrastructure and Development

Rank : Chief Town Planner/Chief Engineer (D1)

Responsible to : Assistant Director/Territorial

Main Duties and Responsibilities –

1. To supervise the work of the Cross-Boundary Infrastructure and Development Section.
2. To carry out transport research and studies relating to developments and infrastructures in the Mainland (in particular areas adjoining the boundary, the Pearl River Delta (PRD) Region and the Pan-PRD Region) and provide professional and technical support for various Hong Kong/Mainland/Macao liaison meetings on physical transport development and infrastructure projects.
3. To liaise and work with relevant Mainland and Macao authorities on transport planning issues with a Greater PRD perspective and consult and co-ordinate with relevant policy bureaux and departments for necessary inputs.
4. To develop, maintain and update a Geographical Information System-based Hong Kong-Macao-PRD-Guangdong Province Information Database; and to develop a Guangdong-Hong Kong Urban Planning Information Hub with the Guangdong authorities.
5. To oversee the construction, maintenance and updating of territorial transport models (both domestic and cross-boundary); and to undertake planning studies, researches and surveys relating to cross-boundary transport infrastructure development and related planning matters.
6. To provide professional and technical support to relevant policy bureaux on analysis and forecasts relating to the planning and implementation of cross-boundary transport infrastructure projects and related policies, and to provide planning advice and input to the Transport and Housing Bureau and Transport Department in relation to local transport development and infrastructure projects and transport planning matters.
7. To collect, collate and compile statistical data for the production of statistical forecasts relating to distribution of population and employment for strategic planning.

Job Description
Chief Town Planner/Studies and Research

Rank : Chief Town Planner (D1)

Responsible to : Assistant Director/Territorial

Main Duties and Responsibilities –

1. To supervise the work of the Studies and Research Section.
 2. To manage and supervise the undertaking of in-house and consultancy topical/thematic studies, such as the Frontier Close Area Study and the New Development Areas Study, Sha Tau Kok Study and Hong Kong Island East Study.
 3. To provide support to the work of the Harbour-front Enhancement Committee (HEC) including attending the HEC meeting, serving as alternate member to the HEC Sub-committee and Task Group, and undertaking research on harbour planning related subjects.
 4. To co-ordinate principal tasks in the implementation of proposals arising from the findings of planning studies and researches, including closely liaising with government and non-government parties, and producing reports for the committees concerned.
 5. To co-ordinate community engagement programmes to solicit public support and foster public consensus on the findings of planning studies and researches.
 6. To provide planning advice, data and information for major studies and development proposals from other sources.
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**Original Job Description
Chief Town Planer/Urban Renewal 1**

Rank : Chief Town Planner (D1)

Responsible to : Assistant Director/Urban Renewal

Main Duties and Responsibilities –

1. To review the need for urban renewal in areas outside the purview of the Urban Renewal Authority (URA) in respect of restructuring, redevelopment, regeneration, rehabilitation and heritage preservation potentials.
2. To provide planning input and advice to the then Housing, Planning and Lands Bureau, various renewal agencies and government departments on concepts, approaches, planning incentives and implementation mechanisms for urban renewal.
3. To co-ordinate with relevant departments and renewal agencies to resolve implementation issues of non-URA urban renewal projects.
4. To provide planning advice to bureaux concerned on the formulation and review of heritage policy matters, and to co-ordinate Planning Department's input to facilitate the implementation of heritage preservation proposals.
5. To supervise the setting up and maintenance of record systems for preservation of historical buildings and archaeological sites and provision of Government, Institution or Community facilities in potential urban renewal areas.
6. To supervise in-house and consultancy studies related to urban renewal.
7. To attend meetings of the Legislative Council Panels and Subcommittees, Town Planning Board, Historical Buildings and Structures Committee of the Antiquities Advisory Board, District Councils, local briefing sessions, bureaux/departmental committees, etc. to explain matters concerning the planning aspects of urban renewal.

Job Description
Assistant Director/Metro

Rank : Government Town Planner (D2)

Responsible to : Deputy Director/District

Main Duties and Responsibilities –

1. To head and be responsible for the overall administration of the Metro District Planning Division comprising the District Planning Office/Hong Kong, District Planning Office/Kowloon, District Planning Office/Tsuen Wan and West Kowloon and the Metro District Planning Division Headquarters.
2. To supervise and co-ordinate the professional planning inputs to the planning and implementation work related to developments and redevelopments in the Metro Area.
3. To co-ordinate and supervise the provision of planning inputs on urban renewal matters and heritage conservation and act as the central co-ordinator of the department in dealing with the Urban Renewal Authority.
4. To monitor and programme the preparation, circulation, revision and submission for approval of statutory outline zoning plans, non-statutory departmental plans and planning briefs for the Metro Area.
5. To vet all papers, plans, planning briefs and planning proposals etc. related to the planning and developments in the Metro Area to be submitted to the Town Planning Board, Committee on Planning and Land Development, Harbourfront Enhancement Committee, District Councils and other committees.
6. To represent the Planning Department at Legislative Council Panel meetings or major policy committees, and to chair district planning conference and working group meetings on matters related to the planning and implementation of developments in the Metro Area.
7. To steer in key Metro district planning tasks, e.g. the Kai Tak Planning Development.

Job Description
**District Planning Officer (Hong Kong/Kowloon/
Tsuen Wan and West Kowloon)**

Rank : Chief Town Planner (D1)

Responsible to : Assistant Director/Metro

Main Duties and Responsibilities –

1. To organise and manage the work of the respective District Planning Office.
2. To supervise matters concerning forward planning, design and layouts, development control, and implementation connected with developments in his/her district.
3. To supervise the preparation and processing for approval of Outline Development Plans, Layout Plans and Planning Briefs for public housing and private sector comprehensive development/redevelopment projects for his/her district.
4. To supervise the preparation, updating and amendment of Statutory Plans for his/her district and ensure their implementation, and undertake public engagement activities, e.g. attending District Council meetings.
5. To supervise and co-ordinate the planning input and advice in respect of urban renewal projects and other developments in his/her district; process the urban renewal projects; and liaise with the Urban Renewal Authority in the preparation of urban renewal, preservation and revitalisation proposals.
6. To supervise the preparation of papers and reports on objections/representations to statutory plans, planning applications, research of special topics in his/her district and attend Town Planning Board or other committee meetings as appropriate for presentation of these papers.
7. To examine and evaluate planning/engineering reports and special studies and to provide comments, professional advice and planning inputs for such reports and studies.
8. To co-ordinate with other government offices/departments or their consultants to ensure that developments in his/her district are generally in accordance with agreed planning proposals, planning policies and town plans.
9. To provide professional advice to and deal with enquiries from government offices/departments or their consultants, private developers or their agents, public utility agencies, the press and the general public regarding the planning aspects of developments in his/her district.

**Job Description
Assistant Director/Special Duties**

Rank : Government Town Planner (D2)

Responsible to : Deputy Director/District

Main Duties and Responsibilities –

1. To oversee and co-ordinate the work of the Central Enforcement and Prosecution, Urban Design and Landscape and Special Duties Sections.
2. To oversee the provision of professional services and advice on submissions under Town Planning Ordinance and Environment Impact Assessment Ordinance and matters related to urban design and landscape.
3. To oversee the establishment and refinement of the Air Ventilation Assessment (AVA) system, the selection and management of term consultancies on AVA, provision of advice on AVA studies, and management of the Study on Urban Climatic Map and Standards for Wind Environment.
4. To supervise the investigation, enforcement and prosecution actions against unauthorised development cases.
5. To supervise the commissioning and management of major studies requiring dedicated attention, e.g. the Urban Design Study for the New Central Harbourfront, the consultancy study on redevelopment of the Central Government Offices and the urban design study for Kai Tak Town Centre; and to oversee inputs to development projects in the Central and Wan Chai harbourfront.
6. To supervise the co-ordination of inputs on housing sites, schools, open space, Government, Institution or Community facilities, development intensity, Outline Zoning Plan planned population and industrial land matters; and to co-ordinate planning actions of the Department on the Application List and Master Lists of Potential Land Sale Sites.
7. To represent the Planning Department in the Building Committee and Strategic Planning Committee of the Hong Kong Housing Authority, and other interdepartmental meetings.

**Job Description
Chief Town Planner/Special Duties**

Rank : Chief Town Planner (D1)

Responsible to : Assistant Director/Special Duties

Main Duties and Responsibilities –

1. To supervise the work of the Special Duties Section.
2. To facilitate the detailed planning and urban design of the Central harbourfront by managing the Urban Design Study for the New Central Harbourfront and the related public engagement programme and activities.
3. To provide planning inputs to major government infrastructure projects, e.g. Wan Chai Development Phase II and the Central – Wan Chai Bypass, and to prepare the revised draft Wan Chai North and North Point Outline Zoning Plans (OZP).
4. To facilitate the planning and development of large-scale projects of territorial importance, e.g. the Tamar Development Project; and other development projects in the Central and Wan Chai harbourfront such as Central Reclamation Phase III, Hong Kong Convention and Exhibition Centre Phase III, government helipad etc.
5. To supervise the commissioning and management of the consultancy study on the redevelopment of Central Government Offices.
6. To supervise the commissioning and management of ad hoc studies requiring dedicated attention, e.g. the urban design study for Kai Tak Town Centre.
7. To oversee and co-ordinate housing sites, schools, open space, Government, Institution or Community facilities, development intensity, OZP planned population and industrial land matters; and to co-ordinate planning actions of the department on the Application List and Master Lists of Potential Land Sale Sites.

Job Description
Chief Town Planner/Urban Design and Landscape

Rank : Chief Town Planner (D1)

Responsible to : Assistant Director/Special Duties

Main Duties and Responsibilities –

1. To supervise the work of the Urban Design and Landscape Section.
2. To supervise urban design input on submissions under the Town Planning Ordinance (TPO) and Environmental Impact Assessment Ordinance (EIAO), and other urban design and visual impact matters arising from development proposals and planning and other studies; and prepare the Town Planning Board guidelines for submission of Visual Impact Assessment.
3. To supervise landscape input on submissions under the TPO and EIAO, and other landscape matters arising from development proposals and planning and other studies.
4. To supervise the management of urban design-related studies, e.g. the Study on Urban Climatic Map and Standards for Wind Environment and the related public engagement programme and activities.
5. To oversee the selection and overall management of term consultancies on air ventilation assessment (AVA) to provide advice on AVA studies, to organise training on AVA, and monitor the upkeep of the AVA register.
6. To provide urban design and AVA input to building height control on Outline Zoning Plans, planning briefs and lease conditions.

**Job Description
Assistant Director/New Territories**

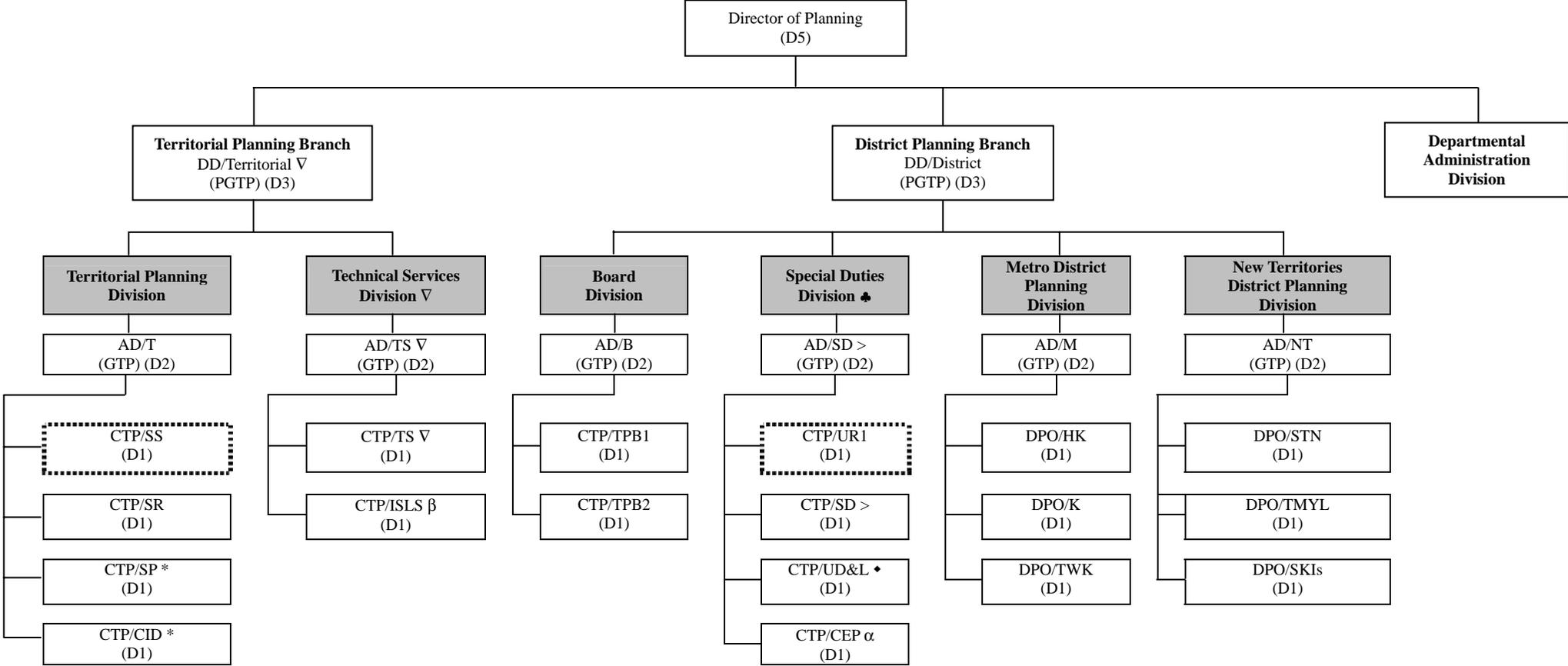
Rank : Government Town Planner (D2)

Responsible to : Deputy Director/District

Main Duties and Responsibilities –

1. To head and be responsible for the overall administration of the New Territories District Planning Division comprising the Sai Kung and Islands District Planning Office, Sha Tin, Tai Po and North District Planning Office, Tuen Mun and Yuen Long District Planning Office and the New Territories District Planning Division Headquarters.
2. To supervise and co-ordinate the professional planning inputs to the planning and implementation work related to developments in the New Territories and Islands.
3. To undertake and co-ordinate territorial site searches to facilitate the development of major Government, Institution or Community facilities with policy support.
4. To monitor and programme the preparation, circulation, revision and submission for approval of statutory outline zoning plans, non-statutory departmental plans and planning briefs for the New Territories and Islands.
5. To vet all papers, plans, planning briefs and planning proposals etc. related to the planning and developments in the New Territories and Islands to be submitted to the Town Planning Board, Committee on Planning and Land Development, District Councils and other committees.
6. To represent the Planning Department at Legislative Council Panel meetings or major policy committees, and to chair district planning conference and working group meetings including liaison meetings with open storage operators and green groups on matters related to the planning and implementation of developments in the New Territories and Islands.
7. To steer in key New Territories district planning tasks, including managing consultancy studies of district planning nature and major land-use review.

Proposed Organisation Chart of Planning Department



Legend:

- AD - Assistant Director of Planning
- B - Board
- CEP - Central Enforcement & Prosecution
- CID - Cross-Boundary Infrastructure & Development
- CTP - Chief Town Planner
- DD - Deputy Director of Planning
- DPO - District Planning Officer (ranked at CTP)
- GTP - Government Town Planner
- HK - Hong Kong
- ISLS - Information Systems & Land Supply
- K - Kowloon
- M - Metro
- NT - New Territories
- PGTP - Principal Government Town Planner

- SD - Special Duties
- SKIs - Sai Kung & Islands
- SP - Strategic Planning
- SR - Studies & Research
- SS - Planning Standards & Studies
- STN - Sha Tin, Tai Po & North
- T - Territorial
- TMYL - Tuen Mun & Yuen Long
- TPB - Town Planning Board
- TS - Technical Services
- TWK - Tsuen Wan & West Kowloon
- UD&L - Urban Design & Landscape
- UR - Urban Renewal

- ⊠ Posts proposed to be deleted
- * Multi-disciplinary posts open to the Town Planner and Engineer grades
- ∇ Transfer of the Technical Services (TS) Division (involving AD/TS and CTP/TS) from District Planning Branch to Territorial Planning Branch upon disbandment of the Housing & Land Supply (HLS) Division in February 2003
- β Post retitled (i.e. from CTP(HLS)) and redeployed to the TS Division upon disbandment of the HLS Division
- ♣ Reorganisation of the then Urban Renewal (UR) Division into the Special Duties (SD) Division since January 2005
- > Posts redeployed to the SD Division upon reorganisation of the then UR Division
- ♠ Post redeployed from the Metro District Planning Division
- α Post redeployed from the New Territories District Planning Division