

**For discussion on
23 April 2013**

Legislative Council Panel on Development

Regrading of Directorate Posts in Development Bureau and Its Group of Departments

PURPOSE

This paper seeks Members' views on –

- (a) the proposed regrading of three directorate posts in the Works Branch of Development Bureau¹ (DEVB(WB)), one directorate post in Planning Department (PlanD) and one directorate post in Civil Engineering and Development Department (CEDD); and
- (b) the proposed change of seven directorate posts in Electrical and Mechanical Services Department (EMSD) from multi-disciplinary (MD) posts to designated grade (i.e. single disciplinary) ones,

to meet changing operational needs and enhance utilisation of limited human resources and staff planning.

BACKGROUND

2. Prior to 1982, the then Public Works Department (PWD) was a federal department comprising a Headquarters and a number of offices including the Architectural Office, Buildings Ordinance Office, Crown Lands and Survey Office, New Territories Development Department, Civil Engineering Office, Highways Office, Electrical and Mechanical Office, Waterworks Office, etc., managing over 15 professional grades which were

¹ The Development Bureau is composed of two Branches, namely Planning and Lands (PL) Branch and Works Branch with nine departments under its purview. The PL group of departments comprises Buildings Department, Lands Department, Planning Department and Land Registry. The Works group of departments comprises Architectural Services Department, Civil Engineering and Development Department, Drainage Services Department, Electrical and Mechanical Services Department and Water Supplies Department.

broadly classified into the architectural, engineering, surveying and town planning disciplines. In 1982, the PWD Headquarters were re-organised as the then Lands and Works Branch (LWB) under the Government Secretariat and other offices upgraded to departments under LWB's policy responsibility in different stages. These departments except the Highways Department² form the present Planning and Lands (PL) group and Works group of departments¹. To enable the then Secretary for Lands and Works to effectively oversee the planning and development of the public works programme and to ensure the best use of resources available, the then LWB played a much more active role in monitoring and co-ordinating its departments than was usually expected from a Secretariat policy branch, e.g. undertaking executive responsibilities such as central co-ordination of training, computer services, publicity and financial monitoring of expenditure, etc.

3. Against the above background and in view of their job nature and requirements, a number of directorate professional posts under the "Works" portfolio³ were created in the Engineer grade and designated as MD posts open for filling by all of the professional grades in the PL and Works groups of departments. These posts generally call for the professional background and experience of a works discipline, but not the core expertise of a particular works discipline. Officers from any works discipline could perform the duties provided that they possessed the ability and aptitude to undertake the full duties of the post. For example, the post of Chief Engineer heading the Training Unit in the then PWD Headquarters created in 1980 for devising training policies and monitoring the progress of professional and technical grades training schemes for the various works disciplines in the then lands and works departments were open for filling by all of the works disciplines i.e. all the professional grades in the present PL and Works groups of departments.

4. Similarly, in the PL and Works groups of departments, due to the job nature and requirements or operational requirements, there are also directorate posts in CEDD, EMSD and PlanD which were created in one designated grade while being open for filling by some or all of the professional grades managed by the respective departments, and even those managed by other departments in the PL and Works groups.

² The Highways Department has been under the policy responsibility of the Transport and Housing Bureau since 2007.

³ The Lands and Works Branch was re-organised into the Planning, Environment and Lands Branch and Works Branch in 1989, the Planning, Environment and Lands Bureau and Works Bureau in 1997, Planning and Lands Bureau (PELB) and Works Bureau in 2000, Housing and Planning and Lands Bureau and Environment, Transport and Works Bureau in 2002 and Development Bureau in 2007.

5. In the light of the re-organisation of bureaux / departments, and changes in job and operational requirements over the years, DEVB(WB) and the departments concerned have reviewed the arrangements for filling these posts. The review concluded that these posts should be changed to designated grade (i.e. single disciplinary) posts, with some of them regraded, to be filled by officers from the designated grade only, in order to enhance operational effectiveness and efficiency, and utilisation of limited human resources and staff planning.

JUSTIFICATION

(A) Regrading of Directorate Posts

Works Branch

6. DEVB(WB) is responsible for a wide range of policy portfolios covering the delivery of the Public Works Programme; management of construction manpower; water supply; flood prevention; slope safety; lift and escalator safety; heritage conservation; greening, landscape and tree management; Energizing Kowloon East initiative; and housekeeping the Works group of departments, namely Architectural Services Department, CEDD, Drainage Services Department, EMSD and Water Supplies Department. Most of these policy responsibilities are undertaken by seven Chief Assistant Secretary (CAS) posts created at the rank of Chief Engineer (CE) (D1) while being open to other professional grades in the PL and Works groups of departments. The history of filling these posts by professionals not only from the designated grade can be traced back to the era of the then LWB as mentioned in paragraphs 2 and 3 above.

7. The main policy responsibilities of the seven CAS posts are as follows -

CAS(W)1 Overseeing the implementation and overall spending on the ten major infrastructure projects and other public works projects under the Public Works Programme; providing support on policy issues of slope safety; and overseeing the policy on green government buildings.

- CAS(W)2 Implementing and monitoring policies on heritage conservation; devising and taking forward new initiatives on heritage conservation including the “Revitalising Historic Buildings Through Partnership Scheme”; implementing the heritage assessment mechanism for new capital works projects; devising economic incentives for conservation of privately-owned historic buildings; and extending financial assistance on maintenance to privately-owned graded historic buildings.
- CAS(W)3 Overseeing the implementation of major infrastructure projects such as the Kai Tak Development, Liantang/Heung Yuen Wai Boundary Control Point, etc.; and providing support on matters related to increasing land supply through reclamation, rock cavern development and underground space development in urban areas.
- CAS(W)4 Providing support in various policy issues related to public safety including lift and escalator safety, and the control of water-cooled air conditioning systems for the prevention of Legionnaires Disease; water supply including total water management strategy and water tariff review; and contract administration.
- CAS(W)5 Providing support in various policy issues related to the delivery of public works projects in a safe, sustainable and quality manner including construction site safety, construction standards, environmental management and green procurement; flood prevention; and road excavation permit.
- CAS(W)6 Overseeing the operation of the Construction Industry Council (CIC) in implementing the Construction Workers Registration Ordinance; monitoring the overall manpower situation in the local construction industry and assisting in formulating manpower resource policies and strategy; overseeing the implementation of training initiatives and trade testing provisions of CIC in meeting the anticipated demand for construction workers and technicians/supervisors; and overseeing the implementation of promotion and publicity plan and other image building initiatives for the construction sector.
- CAS(W)7 Assisting in formulating and implementing policies on contract

and consultancy service procurement; management of contractors and consultants including administration, performance monitoring and regulating actions; promoting local professional services outside Hong Kong; and formulating and implementing policies on application of information technology in DEVB.

8. A recent review of the job requirements of the seven CAS posts reveals that in order to deliver our wide range of policy portfolios effectively and efficiently, we require a workforce at the chief professional level (D1) comprising the architectural and engineering disciplines. The core expertise of these disciplines is closely and directly related to the implementation of works projects and the works policy responsibilities of DEVB(WB). In view of their knowledge and experience in project management and/or engineering background, architects, civil engineers and geotechnical engineers are more suited than the surveying and town planning disciplines to oversee the effective planning, management and implementation of the overall Public Works Programme and the implementation of some major infrastructural projects. We require professionals having an engineering background to formulate and implement construction manpower policies to support the delivery of public works projects under DEVB(WB)'s policy purview. We also require architectural and engineering disciplines, which are familiar with the responsibilities and operations of the Works group of departments, to help fulfil DEVB(WB)'s policy responsibilities over its departments in the areas of total water management, flood prevention, slope safety, lift and escalator safety, heritage conservation, etc., and in formulating other works-related policies and technical and site safety standards and guidelines for compliance by the departments.

9. Past occupancy of the seven CAS posts in the last 15 years indicates that whilst Engineers have predominantly filled the posts, officers from the Architect, Electrical and Mechanical Engineer and Geotechnical Engineer grades have also taken up the posts; and all of these professional grades are managed by the Works group of departments.

10. Having regard to DEVB(WB)'s operational requirements and the past occupancy of the posts, we propose to establish a multi-disciplinary team at the chief professional level (D1) comprising four engineers, one architect, one electrical and mechanical engineer and one geotechnical engineer, through changing all the seven CE posts to designated grade posts, and regrading three of them to posts of one Chief Architect (CA) (D1), one Chief Electrical and Mechanical Engineer (CEME) (D1) and one Chief Geotechnical Engineer (CGE) (D1) while maintaining the CE grading of the remaining four posts. The

regrading proposal entails creating three permanent posts of one CA, one CEME and one CGE, offset by the deletion of three CE posts. Apart from undertaking the duties and responsibilities of the respective posts, the CA, CEME and CGE will also provide support to other works areas which require the expertise of their profession. For example, the CGE will also provide advice and assistance in activities related to the safe and economic utilisation and development of land handled by other sections in addition to undertaking the duties and responsibilities of the CAS post regraded as CGE.

11. On the grading of individual CAS posts, in view of their demand for a relatively stronger engineering background to deliver the relevant programmes and policy initiatives, we propose to maintain the CE grading of the posts of CAS(W)2, CAS(W)3, CAS(W)5 and CAS(W)6. Having regard to the relatively stronger demand for knowledge and experience in electrical and mechanical systems, we propose to regrade the CAS(W)4 post to the CEME rank. Both of the posts of CAS(W)1 and CAS(W)7 could be filled by an architect or a geotechnical engineer. Having regard to the relatively richer knowledge and experience of architects in project management and contract/consultancy management, we propose to regrade the CAS(W)7 post to the CA rank. As regards the CAS(W)1 post which looks after, inter alia, the policy on slope safety, we propose to regrade it to the CGE rank.

Encls.
1 & 2

12. The duty lists of CAS(W)1-7 and the existing and revised organisation chart of DEVB(WB) are at **Enclosure 1A to 1G** and **Enclosure 2** respectively.

13. The proposed change of all the seven CAS posts to designated grade posts and regrading of three of them to form a multi-disciplinary professional team will provide the optimum staff complement for DEVB(WB) to deliver its policy responsibilities and enhance its operational effectiveness and efficiency. As MD posts do not come under the establishment of any particular grade, it is difficult for the heads of grade concerned (i.e. Director of Architectural Services in respect of the Architect grade, Director of Civil Engineering and Development in respect of the Engineer and Geotechnical Engineer grades, and Director of Electrical and Mechanical Services in respect of the EME grade) to perform staff planning, and the required staff resources may not be readily available when needed. Changing the MD posts to designated grade ones therefore will also be conducive to staff planning and deployment by the heads of grade concerned.

Planning Department

14. There are two directorate posts in PlanD, namely Chief Town Planner/Strategic Planning (CTP/SP) (D1) and Chief Town Planner/Cross-boundary Infrastructure & Development⁴ (CTP/CID) (D1) which are created at the rank of CTP (D1) but are open to both the Town Planner grade and the Engineer grade. This was because when the posts were created in 1989 and 1990, the work involved making strategic planning and engineering proposals for port and airport development strategy as well as conducting development and application of land use-transport models for territorial development strategy and other major planning studies. The post-holders were required to have proven experience and professional knowledge in planning and/or civil engineering.

15. In selecting suitable officers from the two eligible grades to fill the posts, PlanD has taken into consideration the officers' knowledge and experience vis-à-vis the prevailing operational requirements. Over the years, the work of the posts has changed in response to the Department's changing operational needs and the planning developments in Hong Kong. CTP/SP and CTP/CID have been consistently filled by CTPs and CEs respectively since 1996.

16. PlanD has recently revisited the work requirements of the two posts. CTP/SP supervises the Strategic Planning (SP) Section and provides professional inputs to various strategic land development proposals, studies on land requirement for Hong Kong and area improvement studies. It requires professional knowledge in strategic planning and solid experience in carrying out major planning and development studies. Moreover, CTP/SP is responsible for the regular review and updating of the Hong Kong Planning Standards and Guidelines, which is a government manual of criteria for determining the scale, location and site requirements of various land uses and facilities. The post thus requires mainstream knowledge and practical experience in planning.

17. CTP/CID heads the Cross-boundary Infrastructure & Development (CID) Section, the major work of which involves cross-boundary transport studies, transport modelling and integrated planning of cross-boundary transport infrastructure and land uses. The post-holder is responsible for supervising the development of transport models and database; preparation of traffic and travel projections and in-house traffic assessments; providing traffic engineering

⁴ The two posts originally carried the title of Chief Town Planner/Port and Airport Development Strategy, and Chief Town Planner/Transport Studies and Central Data on first creation in 1989 and 1990 respectively vide FCR(89-90)111. The former post was later re-titled as CTP/SP and the latter re-titled as CTP/CID.

inputs for planning studies; co-ordinating PlanD's inputs on key transport infrastructure; and representing the Department to attend high-level meetings on traffic projection and related matters. The early stage of planning of cross-boundary transport infrastructure falls within the purview of PlanD. As knowledge on key infrastructure developments, in particular transport infrastructure, of Hong Kong and the neighbouring Mainland cities is essential, and to enable the provision of proper steer to the work of the section, the post-holder should have proven professional knowledge and experience in civil engineering with focus on transport matters.

18. Having regard to the present work requirements and the history of occupancy of the posts, PlanD finds that each of the two posts requires predominantly the skills of a single discipline. The CTP/SP post calls for the core expertise of the Town Planner grade, and the CTP/CID post that of the Engineer grade. PlanD therefore proposes to change the CTP/SP post to a designated grade post to be filled by the Town Planner grade only; and regrade the CTP/CID post to a CE post by creating a CE post offset by the deletion of a CTP post, to be filled by the Engineer grade only and re-title it as Chief Engineer/Cross-boundary Infrastructure & Development (CE/CID).

Encls.
3 to 4

19. The revised job descriptions of the posts and the organisation chart of PlanD are at **Enclosures 3A and 3B and Enclosure 4** respectively.

Civil Engineering and Development Department

20. Organisationally, CEDD comprises the Headquarters (HQs), two functional Offices (Civil Engineering Office (CEO) and Geotechnical Engineering Office (GEO)) and four Development Offices (DevOs). At the HQs, the three Assistant Directors (ADs), namely Assistant Director (Administration) (AD(A)), Assistant Director (Development) (AD(D)) and Assistant Director (Technical) (AD(T)), all ranked at Government Engineer (GE) (D2), provide support to the Deputy Director of Civil Engineering and Development (DDCED, ranked at Principal Government Engineer) (D3) on administration, grade management, financial control, co-ordination of territory-wide development proposals and central technical services.

21. Professionals in CEDD belong mainly to the two professional grades of Engineer and Geotechnical Engineer. At present, almost all Geotechnical Engineers serve in the GEO, whilst Engineers serve in the HQs, CEO and the four DevOs. A recent grade review of the three AD posts reveals that it is operationally advisable for AD(T) to be regraded as a Government Geotechnical Engineer (GGE) (D2), given the fact that the Geotechnical

Engineer grade has been leading the technical development and application for the Department with their rich experience and knowledge in advanced engineering, geological/geographic and information technologies. Since November 2010, a Geotechnical Engineer grade officer has been occupying the AD(T) post. Experience has shown that a permanent GGE post at the HQs is able to achieve better synergy between the two professional grades in promoting technical excellence and knowledge management for the Department. As at 1 April 2013, there were 310 Engineer grade and 202 Geotechnical Engineer grade posts on the establishment of CEDD. A balanced support from the two professional grades at the AD level has shown to be beneficial to the leadership of the Department. It is now considered opportune to formally regrade AD(T) from a GE to a GGE post by creating a permanent post of GGE offset by the deletion of a GE post. The duty list of AD(T) and the organisation chart of CEDD are at **Enclosure 5** and **Enclosure 6** respectively.

Encls.
5 to 6

22. For AD(A) and AD(D), the review concluded that they should continue to be GE posts in view of the nature of their main duties. One of the main duties of AD(A) is to provide support to DDCED on the overall management of the Engineer grade (with an establishment of 1 202 as at 1 April 2013)⁵, which renders it logical and reasonable for it to continue to be a GE post. AD(D) mainly provides support on co-ordination of territory-wide development proposals requiring knowledge and expertise in managing civil engineering works, projects and consultancies. It is therefore appropriate for AD(D) to remain as a GE post.

(B) Changing Multi-disciplinary Posts to Designated Grade Ones

Electrical and Mechanical Services Department

23. The Director of Electrical and Mechanical Services (DEMS) is the head of grade of three streams of engineers: Electrical and Mechanical Engineer (EME), Building Services Engineer (BSE) and Electronics Engineer (EE) which compose the core professional engineering members of EMSD. They look after different electrical and mechanical (E&M) systems/equipment covering respectively those of electrical, mechanical and air-conditioning (EMA), building services (BS), and electronics engineering applications.

⁵ The Director of Civil Engineering and Development is the Head of the Engineer grade with members posted to work in different bureaux and departments including DEVB(WB), Transport and Housing Bureau, Highways Department, CEDD, Drainage Services Department, Transport Department, etc.

24. There is a total of seven MD chief professional (D1) posts in EMSD which were created in one designated grade while being open to officers of two or three of the EME, BSE and EE grades, as follows-

No.	Post Title	Post created in the Grade of	Eligible Grades
<u>Regulatory Services</u>			
1	Chief Engineer / Energy Efficiency A (CE/EEA)	EME	EME / BSE
<u>Trading Services</u>			
2	Chief Engineer / Transport, Security & Central Services (CE/TSCS)	EME	EME / BSE / EE
3	Chief Engineer / Projects (CE/Projects)	EE	
4	Chief Engineer / General Engineering Services (CE/GES)	BSE	
5	Chief Engineer / Municipal (CE/Mun)	EME	
6	Chief Engineer / Health Sector (CE/HS)	EE	
7	Chief Engineer / Business Development (CE/BD)	EME	

Having examined carefully the prevailing job requirements of these posts, the Department considers that it would be more appropriate and efficient to fill these posts by officers from the designated grade of the posts only as set out in column 3 of the above table, for reasons as explained in paragraphs 25 – 33 below.

Regulatory Services

CE/EEA

25. The post was created at the Chief Electrical and Mechanical Engineer rank in 1994⁶ to assist in leading a new Energy Efficiency Office (EEO). As the tasks of the EEO require expertise support mainly from the BS and E&M streams, the post, then being the only chief professional post in the office, was open to both the EME and BSE streams. In 2000, another chief professional post at the Chief Building Services Engineer rank (CBSE) (entitled CE/EEB) was created in EEO to promote the wider use of water-cooled air-conditioning systems, explore opportunities for using renewable energy in buildings and examine regulatory controls for energy efficiency and

⁶ The post was created in 1994 vide EC(94-95)19.

conservation. Since then, CE/EEA has mainly been responsible for tasks under the E&M stream. To more accurately reflect this balance of expertise in EEO for supporting the wide range of energy efficiency and conservation initiatives, it is proposed to change the CE/EEA post to a designated grade post to be filled by officers from the EME grade only.

Trading Services

26. By way of background, upon the establishment of the Electrical and Mechanical Services Trading Fund (EMSTF) on 1 August 1996, to facilitate the management of the divisions, the six division head (D1) posts, namely CE/TSCS, CE/Projects, CE/GES, CE/Mun, CE/HS and CE/BD, were changed to MD posts which were open to the other two professional disciplines in addition to the grade designated for the posts in 1996 and 1997⁷. They each head a multi-disciplinary team comprising officers of different disciplines, streams and trades looking after a distinct sector of the Trading Fund. Opening up of the posts enables the management to select the most suitable officers from the core professional grades of the Department to acquire exposure to and training in the fields related to the operation of the Trading Fund including marketing, sales and commercial competitiveness. With 16 years' experience since the setting up of the new organisation structure for the EMSTF, it is found that opportunities for exposure to and training in trading fund related operations are widely available to the professionals in the Department, a multi-disciplinary teamwork spirit has been deeply ingrained in all staff, and a customer-oriented culture has been firmly established.

27. On the other hand, past experience also reveals that it would be more effective and efficient if the division heads are more familiar with the nature of the core or critical services of respective divisions. Having carefully examined the services and the detailed features of the divisions, it is considered more appropriate and efficient in terms of operations of the divisions as well as staff planning and deployment for the six chief professional posts to be filled by officers from the designated grade of the posts, which accords with the weight and nature of the respective services delivered by the divisions, as explained in paragraphs 28 – 33 below.

CE/TSCS

28. Transport, Security and Central Services Division (TSCSD) provides engineering services, which include operation, maintenance, project management, consultancy, and professional and technical services, to various

⁷ The six chief professional posts were changed to MD posts vide EC(96-97)35 and EC(97-98)19.

government departments in particular those involved in the provision of government transport and security services, such as Highways Department, Hong Kong Police Force, etc. In terms of professional expertise, volume of work and foreseeable new business ahead, the major share of the TSCSD's engineering services provided to these departments, including roads and tunnel facilities, lighting and ventilation and security systems, is in the EME field. A division head possessing the EME expertise and experience is in a better position to ensure delivery of reliable and high quality engineering services. It is proposed to change the post to a designated grade post to be filled by officers from the EME grade only.

CE/Projects

29. The Projects Division provides project management and consultancy services to government bureaux and departments on the design of electrical, mechanical, electronics, and Information and Communications Technology systems. Of its 13 sub-divisions, eight of them provide full electronics engineering support while the remaining five deliver mainly E&M services. The majority of the professionals in the division are also in the Electronics discipline, reflecting the major portion of the division's business. A division head in the Electronics profession would serve the Department and its clients better in leading the professionals, looking after daily operations and developing expertise to cater for the rapid advancement in technology in the field of electronics and information technology. It is proposed to change the post to a designated grade post to be filled by officers from the EE grade only.

CE/GES

30. The operations of General Engineering Services Division cover mainly two distinct areas with 11 sub-divisions. Eight sub-divisions specialise in BS engineering work in both new and existing government buildings and the other three provide the operation and maintenance services of engineering equipment/system. This emphasis on the BS expertise is also reflected in the high percentage of the BS professionals in the division. Given that the major share of business belongs to BS works, a CBSE who is more familiar with the BS engineering issues could better meet the daily operational requirements and render greater assistance to the clients. It is proposed to change the post to a designated grade post to be filled by officers from the BSE grade only.

CE/Mun

31. Municipal Sector Division provides project management, operation and maintenance services of E&M, air-conditioning, electronics and BS systems

to the Leisure and Cultural Services Department, the Food and Environmental Hygiene Department, the Marine Department and the Hong Kong Post. While the division provides all three types (EME, BSE and EE) of services, the majority of its staff is of the E&M discipline, reflecting the significant amount of E&M services. Moreover, the division maintains numerous specialised and critical E&M systems at major venues such as stage lighting/equipment, cremators, swimming pools, etc. which are vital to the operations of the above-mentioned departments and their provision of services to the public. CE/Mun would therefore serve the customers better if he/she is in the EME profession as he/she would then better appreciate the requirements of the critical systems and be in a better position for forward planning of the division's service delivery. It is proposed to change the post to a designated grade post to be filled by officers from the EME grade only.

CE/HS

32. Health Sector Division (HSD) provides operation and maintenance services of electronics, electrical, mechanical, air-conditioning and building service systems to the Hospital Authority (HA), Department of Health and Government Laboratory. The electronics engineering (including biomedical engineering) services provided are extremely critical to HA's delivery of medical services to the public. The upkeep of the maintenance standards of the biomedical equipment is of prime importance to the safety of the patients. Due to the modern specialised application of electronics and computerised control of medical and scientific equipment, and the possible associated increasing number of incident investigation to be conducted, a Chief Electronics Engineer (CEE) familiar with the equipment and the industry would carry out the work more effectively and efficiently. Moreover, HSD is the only establishment within the government structure that provides training on medical electronics and sets the standards of maintenance in the medical electronics field. Therefore, a CEE with the appropriate background would nurture the growth of the Division more effectively to cater for the demand of high quality health services. It is proposed to change the post to a designated grade post to be filled by officers from the EE grade only.

CE/BD

33. The Business Development Division is responsible for providing corporate business support and planning in various areas including computer support services, quality, occupational safety and health matters, and store management functions in EMSTF. It aims to ensure that E&M engineering services in respect of operation and maintenance, project management, consultancy and advisory services are delivered to the client

bureaux/departments on time, within budget and of quality to support our clients in providing efficient, reliable and quality services to the community. In order to provide professional corporate support services to help EMSTF sustain its long term business, it is more appropriate for the post-holder to possess profound experience in and be familiar with E&M systems, which are the core engineering services by business volume of EMSTF. It is proposed to change the post to a designated grade post to be filled by officers from the EME grade only.

Encls.
7 to 8

34. The duty lists of the seven chief professional posts and the existing and revised organisation chart of EMSD are at **Enclosures 7A to 7G** and **Enclosure 8** respectively.

STAFF CONSULTATION

35. We have consulted members of the professional grades in the PL and Works groups of departments on the change of MD posts to designated grade posts and the regrading proposals. The staff in general welcome the proposals.

ALTERNATIVES CONSIDERED

36. Optimisation of limited staff resources in terms of employing the right staff with the required professional background and experience is essential especially that DEVB is facing increasing workload in terms of the increasing land supply initiative and the soaring capital works expenditure of over \$70 billion in each of the next few years. In view of the operational requirements for a designated grade for the posts concerned, there is no need for DEVB(WB) to maintain the MD status of the posts and consider the suitability of all of the professional grades in the PL and Works groups, as against a single grade in the case of designated grade posts, to select the most suitable officer for a post. Similarly, there is no need for CEDD, EMSD and PlanD to maintain the MD status of the posts concerned and consider the suitability of officers from more than one grade in order to fill the posts concerned. Maintaining the MD status of the posts concerned in the circumstances is not conducive to staff planning and deployment.

FINANCIAL IMPLICATIONS

37. The change of MD posts to designated grade posts and the regrading proposals are cost-neutral.

ADVICE SOUGHT

38. Members are invited to comment on the proposals. Subject to Members' support, we will seek the recommendation from the Establishment Subcommittee and approval from the Finance Committee.

**Development Bureau
April 2013**

Job Description

Post Title : Chief Assistant Secretary for Development (Works) 1

Rank : Chief Geotechnical Engineer (D1)

Responsible to : Principal Assistant Secretary for Development (Works) 1

Main Duties and Responsibilities -

1. To monitor the delivery of the Public Works Programme.
2. To monitor progress and expenditure of public works projects under the Capital Works Programme.
3. To review public works procedures and practices to ensure the meeting of changing needs.
4. To monitor and vet Public Works Subcommittee (PWSC) papers and attend to PWSC matters.
5. To attend to job creation issues arising from public works.
6. In conjunction with FSTB, to vet submissions related to the Capital Works Resource Allocation Exercise and the Capital Works Reserve Fund Revised Estimates and Draft Estimates.
7. To oversee the policy on green government buildings.
8. To assist in formulating and implementing works policy on slope safety.
9. To assist in housekeeping Works department(s).

Job Description

Post Title : Chief Assistant Secretary for Development (Works) 2

Rank : Chief Engineer (D1)

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) overseeing the operation of the Scheme Secretariat;
 - (b) examining proposals from applicants and making recommendations to the Advisory Committee on Revitalisation of Historic Buildings;
 - (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, Hollywood Road Police Married Quarters and Haw Par Mansion projects.
4. To ensure the smooth implementation of the heritage impact assessment mechanism in new capital works projects.
5. To implement the scheme to provide financial assistance for the maintenance works of privately-owned graded historic buildings.
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.

Job Description

Post Title : Chief Assistant Secretary for Development (Works) 3

Rank : Chief Engineer (D1)

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

Main Duties and Responsibilities –

1. To assist in the implementation of major development projects such as Kai Tak Development, Liantang/Heung Yuen Wai Boundary Control Point, resolve interface problems, co-ordinate input from Works group of departments and provide technical support to other client bureaux.
2. To provide support to high-level meetings to oversee the implementation of the major development projects.
3. To provide support on matters relating to increasing land supply through reclamation, rock cavern development and underground space development in urban areas.
4. To co-ordinate and resolve inter-departmental issues to deliver problematic housing sites.
5. To vet and process PWSC and panel papers to the Legislative Council (LegCo).
6. To assist in handling LegCo, public and media enquiries in relation to the major development projects.

Job Description

Post Title : Chief Assistant Secretary for Development (Works)4
Rank : Chief Electrical and Mechanical Engineer (D1)
Responsible to : Principal Assistant Secretary for Development (Works)3
[PAS(W)3]

Main Duties and Responsibilities –

1. To assist in formulating and implementing works policies in regard to lift and escalator safety and the control of water-cooled air-conditioning systems to prevent Legionnaires Disease.
2. To assist in formulating and implementing policies in regard to contract administration, contract forms and security of payment for the construction industry.
3. To provide technical support to the Works Policy Co-ordination Committee.
4. To assist in formulating and implementing water supply policies in regard to Total Water Management, delivery of waterworks projects, waterworks accounts and water tariff.
5. To assist in housekeeping Works department(s).

Job Description

Post Title : Chief Assistant Secretary for Development (Works) 5

Rank : Chief Engineer (D1)

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

Main Duties and Responsibilities

1. To assist in formulating and implementing works policies for the delivery of public works projects in respect of -
 - construction site safety and environment;
 - sustainable construction;
 - green procurement;
 - construction standards; and
 - supply of major construction materials.
2. To provide secretariat support to the Panel of Enquiry for taking regulating actions against contractors with poor site safety and environmental records.
3. To assist in formulating and implementing policies in regard to flood prevention and the delivery of flood prevention projects.
4. To assist in formulating and implementing policies in regard to road excavation permits.
5. To assist in vetting the technical feasibility of proposed public works projects.
6. To assist in housekeeping Works department(s).

Job Description

Post Title : Chief Assistant Secretary for Development (Works)6

Rank : Chief Engineer (D1)

Responsible to : Principal Assistant Secretary for Development (Works)1

Main Duties and Responsibilities –

1. To oversee the operation of the Construction Industry Council (CIC) in implementing the Construction Workers Registration Ordinance (CWRO) including providing support to its committees, co-ordinating with relevant bureaux/departments, training institutes and other stakeholders and assisting in resolving issues affecting the smooth operation of CWRO.
2. To conduct consultation with industry stakeholders and assist in making legislative amendments to the CWRO to facilitate the full implementation of the prohibition provisions under the CWRO.
3. To monitor the overall manpower situation in the local construction industry and assist in formulating manpower resource policies and strategy.
4. To oversee the implementation of training initiatives and trade testing provisions of CIC in meeting the anticipated demand for construction workers and technicians/supervisors.
5. To oversee the implementation of promotion and publicity plan and other image building initiatives for the construction sector.
6. To assist in formulating and implementing manpower resource policies on education, training and qualifications of staff in professional and technical grades in the Works group of departments, including management of the Graduate, Undergraduate and Vacation Training Schemes.

Job Description

Post Title : Chief Assistant Secretary for Development (Works)7

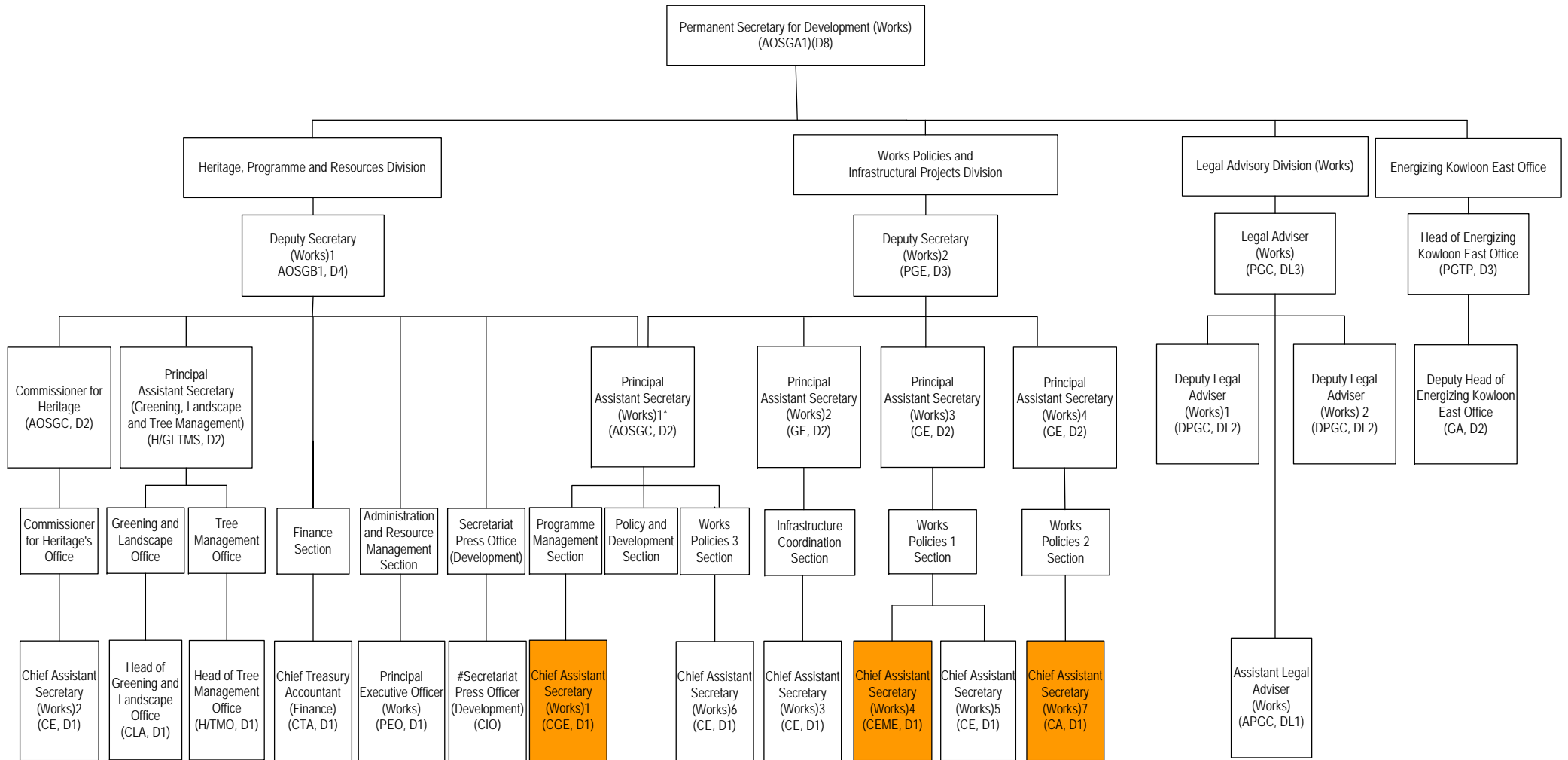
Rank : Chief Architect (D1)

Responsible to : Principal Assistant Secretary for Development (Works)4
[PAS(W)4]

Main Duties and Responsibilities –

1. To assist in reviewing the public works procurement policies and system, and formulating and implementing policies in regard to contract and consultancy services procurement, and management of contractors and consultants including administration, performance monitoring and regulating actions.
2. To assist in handling matters related to the Mainland/Hong Kong Closer Economic Partnership Arrangement consultations/implementation (including key development areas), other Mainland cooperation agreements and trade agreements with overseas economies; and the promotion of local professional services in the Mainland and overseas construction and engineering related markets.
3. To assist in formulating and implementing policies on application of information technology in DEVB.
4. To assist in housekeeping Works department(s).

Existing and Proposed 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
 PGTP Principal Government Town Planner
 PGE Principal Government Engineer
 GA Government Architect
 CE Chief Engineer

CLA Chief Landscape Architect
 CTA Chief Treasury Accountant
 PEO Principal Executive Officer
 H/KEDO Head of Kowloon East Development Office
 DH/KEDO Deputy Head of Kowloon East Development Office
 H/GLTMS Head of Greening, Landscape and Tree Management Section
 H/TMO Head of Tree Management Office

On the establishment of Information Services Department
 * Serves both Deputy Secretary (Works)1 and Deputy Secretary (Works)2
 Existing Chief Engineer posts proposed to be regraded

Job Description

Job Title : Chief Town Planner/Strategic Planning

Rank : Chief Town Planner (D1)

Responsible to : Assistant Director of Planning/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

Job Title : Chief Town Planner/Cross-Boundary Infrastructure and Development

Rank : Chief Engineer (D1)

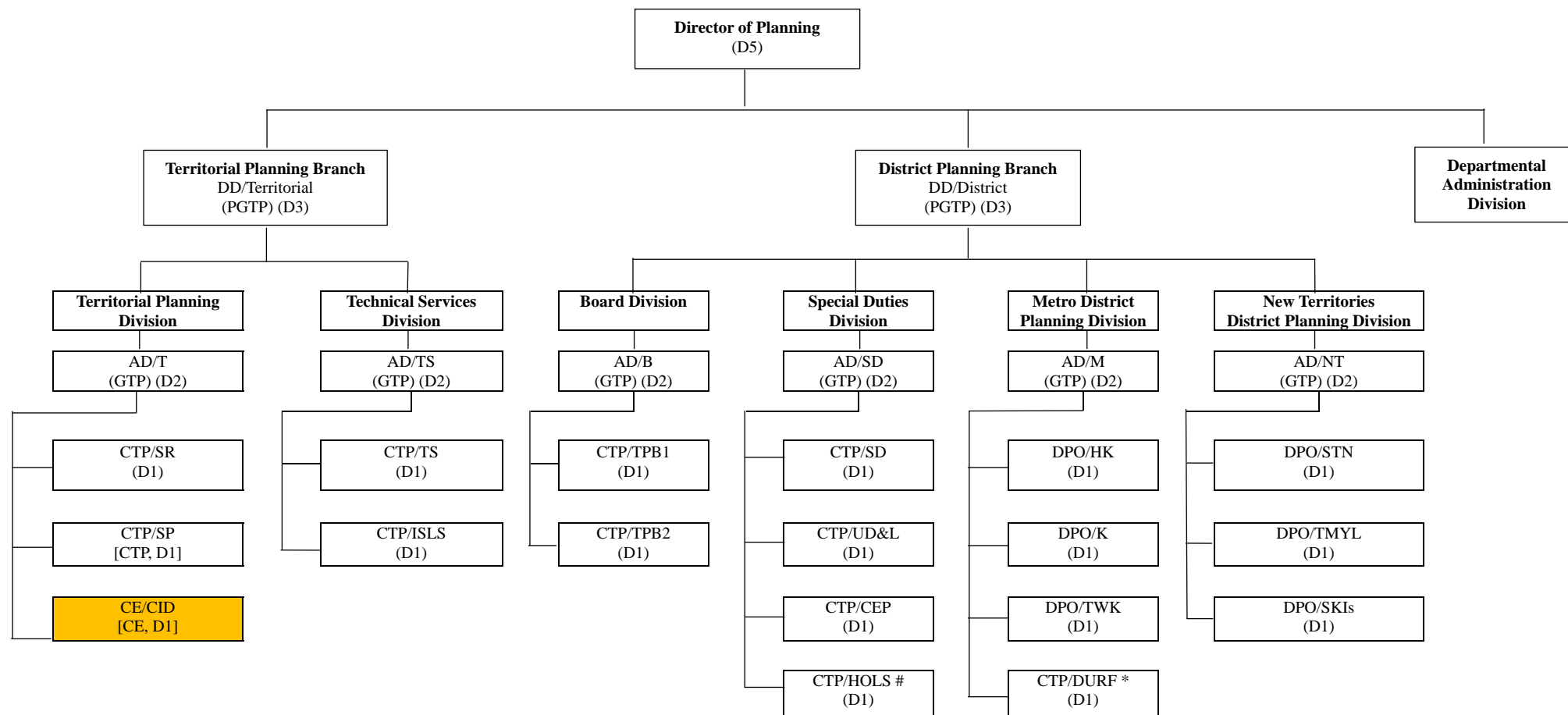
Responsible to : Assistant Director of Planning/Territorial

Main Duties and Responsibilities -

1. To supervise the work of the Cross-Boundary Infrastructure & 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.

Existing and Proposed Organisation Chart of Planning Department



Legend:

- | | | |
|---|--|---------------------------------|
| AD - Assistant Director of Planning | HK - Hong Kong | SR - Studies & Research |
| B - Board | HOLS - Housing and Office Land Supply | STN - Sha Tin, Tai Po & North |
| CE - Chief Engineer | ISLS - Information Systems & Land Supply | T - Territorial |
| CEP - Central Enforcement & Prosecution | K - Kowloon | TMYL - Tuen Mun & Yuen Long |
| CID - Cross-Boundary Infrastructure & Development | M - Metro | TPB - Town Planning Board |
| CTP - Chief Town Planner | NT - New Territories | TS - Technical Services |
| DD - Deputy Director of Planning | PGTP - Principal Government Town Planner | TWK - Tsuen Wan & West Kowloon |
| DPO - District Planning Officer | SD - Special Duties | UD&L - Urban Design & Landscape |
| DURF - District Urban Renewal Forum | SKIs - Sai Kung & Islands | |
| GTP - Government Town Planner | SP - Strategic Planning | |
- * Supernumerary post created for DURF from 13 May 2011 to 12 May 2014
 # Supernumerary post created for HOLS from 13 April 2012 to 31 March 2017
 Existing CTP post to be regraded.

Job Description

Post Title : Assistant Director (Technical)

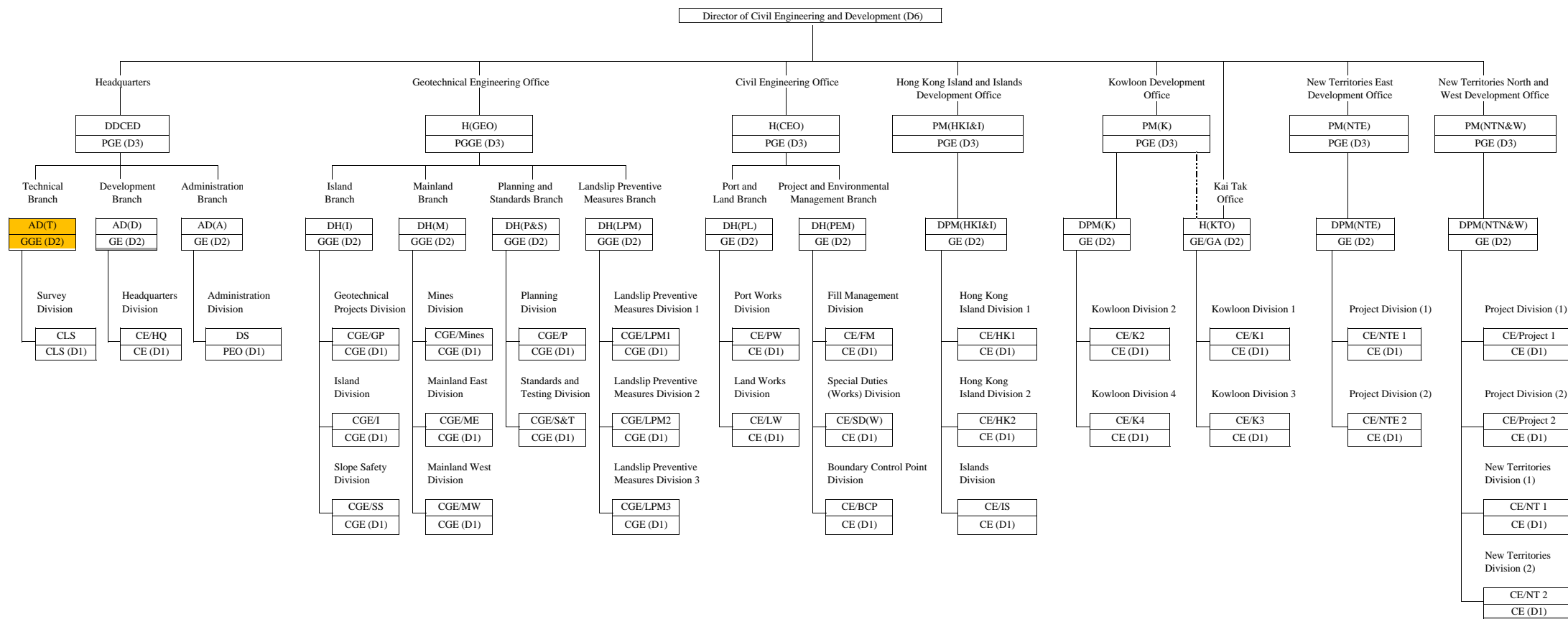
Rank : Government Geotechnical Engineer (D2)

Responsible to : Deputy Director of Civil Engineering and Development

Duties and Responsibilities –

1. To steer technical development and continuous advancement of technical standards in CEDD covering specific aspects including project administration procedures, works specifications, survey technology, materials standards, quality procedures, IT support, sustainability development and construction safety.
2. To manage the service delivery of the Technical Branch, and provide directives to the Heads of the functional Units, viz. Survey Division, Computer Services Unit, Contract Advisory Units, Quality Management & Standards Unit, Safety and Environmental Advisory Unit, and the Technical Secretariat Unit.
3. To serve in relevant committees on technical and administrative matters, including the Standing Committee on Concrete Technology, Geotechnical Engineering Office Management Committee, CEDD Tender Committee, etc., and provide DEVB with input and support on related technical policy and administrative issues.
4. To oversee the implementation of CEDD's 5-year Strategic Plan, including leading the Vision, Mission and Values (VMV) Working Group and reporting to the VMV Steering Committee.
5. To provide other support to the Director and Deputy Director on department-wide technical issues.

Existing and Proposed Organization Chart of Civil Engineering and Development Department



Legend

- AD Assistant Director
- CE Chief Engineer
- CGE Chief Geotechnical Engineer
- CLS Chief Land Surveyor
- DDCED Deputy Director of Civil Engineering and Development
- DH Deputy Head of Office
- DPM Deputy Project Manager
- DS Departmental Secretary
- GA Government Architect
- GE Government Engineer
- GGE Government Geotechnical Engineer
- H Head of Office
- PGE Principal Government Engineer
- PGGE Principal Government Geotechnical Engineer
- PM Project Manager

Existing GE post proposed to be regraded

Job Description

Post Title : Chief Engineer / Energy Efficiency Division A

Rank : Chief Electrical and Mechanical Engineer (D1)

Responsible to : Assistant Director / Electricity and Energy Efficiency (AD/EE)

Main Duties and Responsibilities-

1. To assist AD/EE in the provision of professional support and advice to policy bureau on the formulation of policies, strategies and initiatives on energy efficiency and conservation (EE&C).
2. To formulate proposals for EE&C programmes, prepare Draft Drafting Instruction for new legislation and publish codes of practice and guidance notes.
3. To develop Voluntary and Mandatory Energy Efficiency Labelling Schemes for electrical and gas appliances/equipment, and promote public awareness on the use of energy-efficient appliances.
4. To administer and enforce the Energy Efficiency (Labelling of Products) Ordinance (Cap. 598).
5. To promote the adoption of energy-efficient technologies, and energy audits and practices in the public and private sectors as well as the applications of new and emerging energy efficiency technologies.
6. To research, compile and analyse information/data relating to energy supply and utilisation in the Territory, and upkeep the Hong Kong energy end-use database.
7. To assess new technologies, international practices, energy models and computer simulations to identify potential areas of energy efficiency improvements.
8. To co-ordinate with policy bureaux, government departments and private organisations for the promotion of energy programmes promulgated by international/regional/local energy organisations such as APEC, and participate in their activities.
9. To plan, monitor and control all the activities of the Division.

Job Description

Post Title : Chief Engineer/Transport, Security & Central Services

Rank : Chief Electrical and Mechanical Engineer (D1)

Responsible to : Assistant Director / 1

Main Duties and Responsibilities-

Heading the Transport, Security & Central Services Division for the provision of operation, maintenance, procurement and project management services for electrical, mechanical, building services, and electronics installations to meet customers' needs and expectations. The main duties and responsibilities include-

1. Ensuring that the Division is run according to set policies and pricing strategies and being responsible for the profit and loss, cost effectiveness and customer satisfaction of the Division.
2. Proposing changes to policies and pricing strategies to enhance the potential of the Division and its long term viability to cope with the rapid advancement in engineering technologies.
3. Liaising closely with customers at senior management level to identify their needs and quality expectations, as well as possible policy/operational changes affecting the Division.
4. Preparing and implementing strategic development plans for the Division including the packaging, the type and quality of services as well as the development of new services and facilities.
5. Establishing operational directives and procedures, and setting and monitoring performance indicators and targets for critical E&M systems, identifying deviating trends, conducting investigations and implementing corrective actions.
6. Leading the implementation of Work Improvement Teams, Business Process Improvement and quality management in relation to the integrated Management System of the Division.
7. Motivating and managing staff and contributing to the organisation development, manpower planning and development of the Division, in particular the development of expertise in electrical and mechanical systems in emergency services facilities, roads and tunnels.

Job Description

- Post Title** : Chief Engineer/Projects
- Rank** : Chief Electronics Engineer (D1)
- Responsible to** : Assistant Director / 1

Main Duties and Responsibilities-

Heading the Project Division for the provision of electrical, mechanical, air-conditioning, electronics and IT services including engineering design, project management and technical consultancy to meet customers' needs and expectations. The main duties and responsibilities include -

1. Ensuring that the Division is run according to set policies and pricing strategies and being responsible for the profit and loss, cost effectiveness and customer satisfaction of the Division.
2. Proposing changes to policies and business objectives to enhance the potential of the Division and its long term viability to cope with the rapid advancement in engineering technologies, in particular of electronics and IT fields.
3. Liaising closely with customers at senior management level to identify their needs and quality expectations, as well as recommendation on new engineering applications such as electronics and IT.
4. Preparing and implementing strategic business and development plans for the Division.
5. Establishing operational directives and procedures, setting and monitoring performance indicators and targets, identifying deviating trends, conducting investigations and implementing corrective actions.
6. Motivating and managing staff and contributing to the organisation development, manpower planning and development of the Division, in particular the development of expertise in electronics and IT fields such as advanced security CCTV, intelligent transport, digital radio telecommunication and IT systems.

Job Description

Post Title : Chief Engineer/General Engineering Services

Rank : Chief Building Services Engineer (D1)

Responsible to : Assistant Director / 2

Main Duties and Responsibilities-

Heading the General Engineering Services Division for the provision of project management, operation and maintenance services for building services, electrical, mechanical, and air-conditioning installations to meet customers' needs and expectations. The main duties and responsibilities include -

1. Ensuring that the Division is run according to set policies and pricing strategies and being responsible for the profit and loss, cost effectiveness and customer satisfaction of the Division.
2. Proposing changes to policies and pricing strategies to enhance the potential of the Division and its long term viability to cope with the rapid advancement in engineering technologies.
3. Liaising closely with customers at senior management level to identify their needs and quality expectations, as well as possible policy/operational changes affecting the services of the Division.
4. Overseeing and implementing the building services engineering works in the Additions, Alterations & Improvement, refurbishment and fitting-out projects in existing government premises.
5. Acting as the Project Director in the building services engineering consultancy work to oversee the delivery of building services engineering projects.
6. Preparing and implementing strategic business and development plans for the Division, including the packaging, the type and quality of services as well as the development of new services and facilities.
7. Establishing operational directives and procedures, setting and monitoring performance indicators and targets, identifying deviating trends, conducting investigations and implementing corrective actions.
8. Leading the implementation of Work Improvement, Business Process Improvement, and quality management in relation to the Integrated Management System of the Division.

9. Motivating and managing staff and contributing to the organisation development, manpower planning and development of the Division in particular the development of expertise in building services systems.

Job Description

Post Title : Chief Engineer/Municipal

Rank : Chief Electrical and Mechanical Engineer (D1)

Responsible to : Assistant Director / 2

Main Duties and Responsibilities-

Heading the Municipal Sector Division for the provision of operation, maintenance, procurement and project management services for electrical, mechanical, building services, and electronics installations to meet customers' needs and expectations. The main duties and responsibilities include -

1. Ensuring that the Division is run according to set policies and pricing strategies and being responsible for the profit and loss, cost effectiveness and customer satisfaction of the Division.
2. Proposing changes to policies and pricing strategies to enhance the potential of the Division and its long term viability to cope with the rapid advancement in engineering technologies.
3. Liaising closely with customers at senior management level to identify their needs and quality expectations, as well as possible policy/operational changes affecting the services of the Division.
4. Preparing and implementing strategic business and development plans for the Division, including the packaging, the type and quality of services as well as the development of new services and facilities.
5. Establishing operational directives and procedures, and setting and monitoring performance indicators and targets for critical E&M systems, identifying deviating trends, conducting investigations and implementing corrective actions.
6. Leading the implementation of Work Improvement, Business Process Improvement, and quality management in relation to the Integrated Management System of the Division.
7. Motivating and managing staff and contributing to the organisation development, manpower planning and development of the Division in particular the development of expertise in electrical and mechanical systems in crematorium, ferry/cruise terminals, cultural and leisure venues.

Job Description

Post Title : Chief Engineer/Health Sector

Rank : Chief Electronics Engineer (D1)

Responsible to : Assistant Director / 2

Main Duties and Responsibilities-

Heading the Health Sector Division for the provision of operation, maintenance, procurement and project management services for biomedical electronics, electrical, mechanical, building services and general installations to meet customers' needs and expectations. The main duties and responsibilities include-

1. Ensuring that the Division is run according to set policies and pricing strategies and being responsible for the profit and loss, cost effectiveness and customer satisfaction of the Division.
2. Proposing changes to policies and pricing strategies to enhance the potential of the Division and its long term viability to cope with the rapid advancement in engineering technologies particularly in biomedical electronics sector.
3. Liaising closely with customers at senior management level to identify their needs and quality expectations, as well as possible policy/operational changes affecting the services of the Division.
4. Preparing and implementing strategic development plans for the Division including the packaging, the type and quality of services as well as the development of new services and facilities.
5. Establishing operational directives and procedures, setting and monitoring performance indicators and targets, identifying deviating trends, conducting investigations and implementing corrective actions.
6. Leading the implementation of Work Improvement, Business Process Improvement and quality management in relation to the Integrated Management System of the Division.
7. Motivating and managing staff and contributing to the organisation development, manpower planning and development of the Division, in particular the development of expertise in biomedical electronics systems in hospitals.

Job Description

Post Title : Chief Engineer/Business Development

Rank : Chief Electrical and Mechanical Engineer (D1)

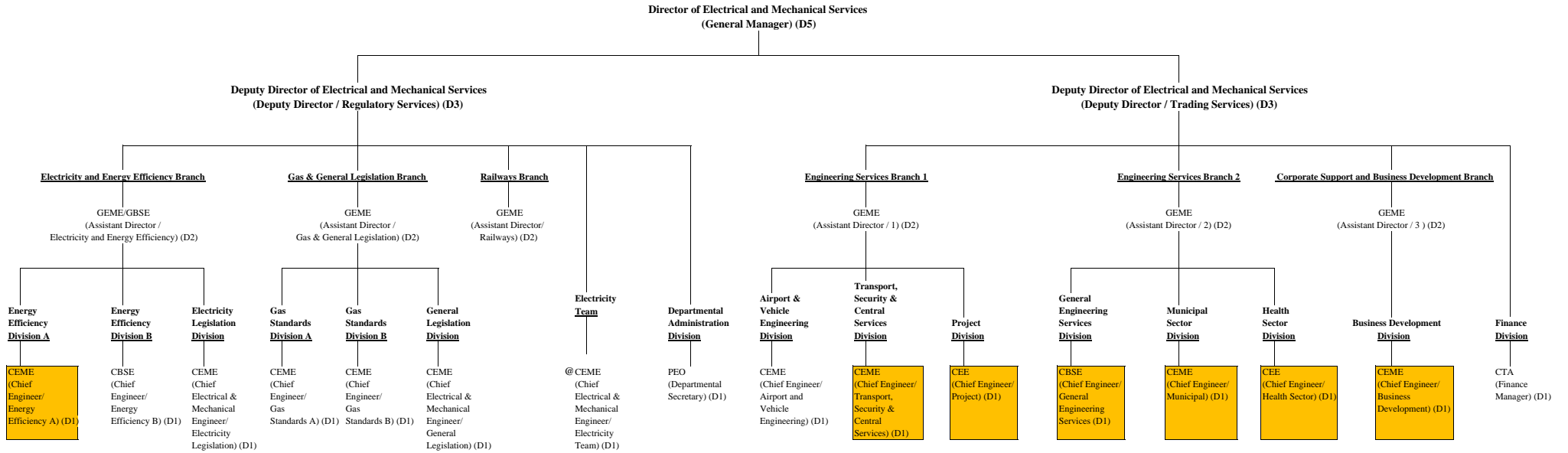
Responsible to : Assistant Director / 3

Main Duties and Responsibilities-

Heading the Business Development Division to provide corporate support services and to support Strategic Business Units in business development. The main duties and responsibilities include -

1. Leading and managing the Business Development Division to provide business supporting functions at corporate level.
2. Evaluating business environment, identifying niche services for new business opportunities for Electrical and Mechanical Services Trading Fund (EMSTF) and supporting Strategic Business Units in exploring new business opportunities.
3. Reviewing policies, business strategies and objectives for the long term viability of EMSTF and managing the development of strategic planning at corporate level.
4. Planning, directing and supervising activities on customer services and marketing at corporate level.
5. Planning, directing and supervising activities on quality assurance, business process and methodology for better efficiency and effectiveness at corporate level.
6. Planning, directing and supervising activities on safety, occupational health and environment at corporate level.
7. Maintaining the Corporate Computer System, departmental network and data centre, and developing and implementing departmental Information Technology strategy and security policy.
8. Planning, directing and supervising activities on procurement at corporate level.
9. Reviewing organisational structure and manning levels and implementing organisational changes to meet corporate objectives and business needs.

Existing and Proposed Organisation Chart of Electrical and Mechanical Services Department



Note : () Post designation

Post proposed to be changed to designated grade post

Legend

- GEME Government Electrical and Mechanical Engineer
- GBSE Government Building Services Engineer
- CEME Chief Electrical and Mechanical Engineer
- CBSE Chief Building Services Engineer
- CEE Chief Electronics Engineer
- PEO Principal Executive Officer
- CTA Chief Treasury Accountant

@ On attachment to ENB (renamed from EDLB on 1.7.2007) since 3.5.2001