

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

### **HEAD 158 – GOVERNMENT SECRETARIAT TRANSPORT AND HOUSING BUREAU (TRANSPORT BRANCH)**

#### **Subhead 000 Operational expenses**

Members are invited to recommend to Finance Committee the creation of the three supernumerary directorate posts in the Airport Expansion Project Coordination Office, Transport Branch of Transport and Housing Bureau for about three years, with immediate effect upon approval of the Finance Committee to 31 March 2018 –

1 Principal Government Engineer  
(D3) (\$168,300 - \$183,700)

1 Administrative Officer Staff Grade C  
(D2) (\$144,700 - \$158,250)

1 Chief Engineer  
(D1) (\$121,900 - \$133,300)

### **PROBLEM**

The Transport Branch of the Transport and Housing Bureau (THB(TB)) needs continued dedicated directorate support on a time-limited basis to monitor the work of the Airport Authority Hong Kong (AAHK) and co-ordinate efforts of relevant parties in the implementation of the Three-Runway System (3RS) project at the Hong Kong International Airport (HKIA).

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**PROPOSAL**

2. We propose to create the following three supernumerary directorate posts in Airport Expansion Project Coordination Office (AEPCO) under THB(TB) for about three years, with immediate effect upon approval of Finance Committee (FC) to 31 March 2018 to help take forward the 3RS project –

- (a) one Principal Government Engineer (PGE) (D3) designated as Head(AEPCO);
- (b) one Administrative Officer Staff Grade C (AOSGC) (D2) designated as Principal Assistant Secretary (AEPCO) (PAS(AEPCO)); and
- (c) one Chief Engineer (CE) (D1) designated as Chief Assistant Secretary (AEPCO) (CAS(AEPCO)).

**JUSTIFICATION****Need for a dedicated AEPCO**

3. The AAHK is a statutory body established under the Airport Authority Ordinance (Cap. 483) to operate, develop and maintain the HKIA in accordance with the objective of maintaining Hong Kong's status as a centre of international and regional aviation. In the light of the imminent saturation of the existing two-runway system at HKIA and rising competition from neighbouring airports, AAHK has proposed to expand the HKIA into a 3RS to meet the long-term air traffic demand of HKIA. With the affirmation of the Executive Council (ExCo) of the need for the 3RS project given on 17 March 2015, AAHK, as the project proponent, is actively taking forward the implementation of the 3RS project.

4. While AAHK will be responsible for the implementation of the 3RS project, the Government has a key and clear stake in ensuring the smooth and proper implementation of the 3RS project, which is crucial to keeping HKIA's global and regional aviation hub status, as well as the long-term economic and sustainable development of Hong Kong. Further, given the immense investment involved and the tight timeframe for the commissioning of 3RS, it is in the interest of the Government to ensure a proper and timely implementation of the 3RS project with due regard to cost-effectiveness. The public will also expect the Government to closely monitor and scrutinise AAHK's implementation of the project in view of its scale, cost and complexity. Separately, the Government has pledged that the implementation of the 3RS project will be subject to scrutiny of the Legislative Council (LegCo). A dedicated AEPCO with the necessary directorate support is

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therefore required to work in close partnership with AAHK and to oversee, assist and support AAHK's implementation of the project. It will also assist in co-ordinating any interface issue between various bureaux/departments and AAHK in connection with the delivery of the 3RS project. As well, AEPCO will attend/support the discussion/meetings at LegCo regarding the implementation of the 3RS project.

### **Urgency for the staffing support**

5. The proposed creation of the three supernumerary directorate posts for about three years seeks to provide the necessary directorate support for a number of immediate tasks following the ExCo's affirmation, given on 17 March 2015, of the need for the 3RS project. These tasks include providing advice/input to, as well as facilitating and monitoring the work of the AAHK in conducting the relevant statutory gazettal processes, delivering the commitments made in the Environmental Impact Assessment (EIA) report and the conditions contained in the 3RS Environmental Permit (EP), conducting detailed designs for the project according to the principles of fit-for-purpose and value-for-money, and fine-tuning the financial arrangement proposal for the project. Details of the tasks to be carried out by AEPCO and, in particular, the three supernumerary directorate posts, are given in paragraphs 10 to 12 below.

6. According to the current work plan of AAHK, the relevant gazettal procedures under the Foreshore & Seabed (Reclamations) Ordinance (Cap. 127) and Town Planning Ordinance (Cap. 131) will commence in May 2015. Any public objections received during the two-month objection period will need to be followed up and resolved by AAHK within the subsequent nine months as prescribed under the respective ordinances. AAHK also aims to finalise, in the latter half of 2015, the relevant environmental mitigation and conservation plans, as included in the 3RS EP, for consulting the Advisory Council on the Environment and seeking approval from the Environmental Protection Department. Further, AAHK has pledged to complete the review of the financial arrangement proposal as soon as possible so that the relevant measures can be implemented in a timely manner to finance the project. The timely completion of the above tasks, with the necessary assistance and input from the proposed directorate posts above, will be crucial for the 3RS project to meet its target commissioning date of 2023.

7. Work relating to the 3RS project will continue beyond 2017-18. According to AAHK's current programme, the 3RS project will enter the key construction stage in 2018 when the volume of construction works is expected to

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surge with the commencement of various civil works, including the modification of the existing Terminal Two and the construction of relevant government facilities. We will review the staffing requirement of AEPCO beyond the first quarter of 2018 in due course, taking into account the progress of the implementation of the project at that time and the expertise required.

### **The AEPCO and its tasks ahead**

8. AEPCO, comprising one PGE (D3), one AOSGC (D2), one CE (D1) and eight non-directorate officers from different grades was established in July 2012 following FC's approval for the creation of the three supernumerary directorate posts up to 31 March 2015. Since its establishment in July 2012, AEPCO has played a vital role in closely monitoring and co-ordinating efforts relating to the planning work for the 3RS project. With ExCo's affirmation of the need for 3RS project, AAHK has immediately proceeded to carry out the next stage of work for taking forward the project. There is a pressing need to re-create the three supernumerary directorate posts (which lapsed on 1 April 2015) with immediate effect (subject to FC's approval) till 31 March 2018 so as to provide continued and dedicated support for implementing the 3RS project, and to facilitate and monitor AAHK as it proceeds to the next stage of work for the 3RS project.

9. Pending FC's approval for the proposed three supernumerary directorate posts, Division 4 of THB(TB) has stepped in to provide the necessary directorate support for the 3RS project on a stop-gap basis, with all the non-directorate officers of AEPCO reporting to Principal Assistant Secretary (Transport)<sup>8</sup> in THB(TB). The existing and proposed organisation chart of THB(TB) showing AEPCO is at Enclosure 1, and the proposed organisation chart of AEPCO is at Enclosure 2.

Encl. 1  
Encl. 2

10. In particular, AEPCO (with the proposed re-creation of the three supernumerary directorate posts) will assist, monitor and support AAHK in undertaking the following tasks –

- (a) statutory procedures in connection with the gazettals under the Foreshore & Seabed (Reclamations) Ordinance (Cap. 127) and the Town Planning Ordinance (Cap. 131) with a view to seeking the necessary statutory approval/authorisation under the Ordinances in a timely manner;
- (b) work relating to the EIA where AAHK will need to formulate detailed implementation plans with associated details to fulfil the commitments made in the 3RS EIA report and the conditions on the EP granted by the Director of Environmental Protection;

/(c) .....

- (c) detailed designs, contract procurement and administration of construction works of the 3RS project, the scope of which comprises, for example, reclamation of some 650 hectares of land, expansion of the existing Passenger Terminal Two, construction of third runway concourse and related infrastructures;
- (d) fine-tuning and implementation of financial arrangement proposal for the development of 3RS project; and
- (e) formulation and execution of public engagement strategies in promoting 3RS and HKIA, and relevant stakeholder engagement plans to address concerns and views relating to 3RS development.

11. AEPCO will represent THB(TB) in serving as member of relevant AAHK committees to provide input and advice on 3RS-related issues. AEPCO will also provide support to THB(TB)'s senior officials participating in AAHK Board and relevant committee meetings where discussion on 3RS is involved.

12. In addition to the above tasks, AEPCO will also –

- (a) co-ordinate input from relevant government bureaux/departments for seeking resources for the provision of necessary government facilities to support the commissioning/operation of the 3RS;
- (b) provide input to and assist in the liaison with Mainland authorities on issues relating to the implementation of the 3RS project;
- (c) provide secretariat support for the high-level Steering Committee chaired by the Financial Secretary for overseeing the implementation of the 3RS project;
- (d) co-ordinate input for discussion at the sub-committee to be established under the LegCo for monitoring the implementation of the 3RS project; and
- (e) assist in the setting up of and provide secretarial support to a high-level consultative committee proposed to be established in connection with the 3RS project. The committee will provide advice to Government on various fronts in the course of project implementation, and its members will include representatives from relevant stakeholder groups.

/13. ....

13. Given the heavy commitments and workload set out in paragraphs 10 to 12 above, in particular as some of the tasks involved will need to be completed within a very tight timeframe, not to mention the need for day-to-day liaison with AAHK as well as other relevant government departments/authorities, the interim arrangement for Division 4 to provide stop-gap directorate support is far from satisfactory and not sustainable. There is an absolute and urgent need for the re-creation of the three supernumerary directorate posts as soon as possible so that AEPCO can function and operate effectively as a dedicated team monitoring and supporting the implementation of the 3RS project.

### **Need for dedicated directorate support**

#### *Need for a PGE (D3) post*

14. To ensure that AEPCO is led by a sufficiently senior directorate officer who possesses the necessary engineering knowledge, administrative experience and political acumen to steer through the complicated tasks stated above in the implementation of the 3RS project, we propose to re-create a supernumerary post of PGE (D3), designated as Head(AEPCO), for about three years up to 31 March 2018. The incumbent will assume the leading role and oversee all aspects of work, including policy and technical issues, of AEPCO. He/She will be the focal point for co-ordinating all the policy matters and resolving interfacing issues between the Government and AAHK. The tasks to be carried out by AAHK in the next stage of work, particularly the detailed design, contract documentation, tender procurement, management of construction contracts and fulfilment of the EIA commitments and EP conditions for the 3RS project are highly technical and complex in nature. Moreover, taking into account the breadth of the issues involved in the implementation of the above tasks, substantial liaison with various parties/government departments would be required in addressing/resolving various interfacing matters. It is necessary and appropriate for the post to continue to be ranked at PGE level for effective delivery of the tasks. The heavy workload as well as the cost of the 3RS project also justifies that the PGE post be established on a full-time basis. The proposed job description of Head(AEPCO) is at Enclosure 3.

Encl. 3

#### *Need for an AOSGC(D2) post*

15. We consider it necessary to re-create a supernumerary AOSGC (D2) post, designated as PAS(AEPCO), to assist Head(AEPCO) in co-ordinating with AAHK and government bureaux/departments on policy-related/interfacing issues relating to, among others, the implementation of the various measures as committed in the EIA report/required under the EP, the formulation/execution of the financial arrangement measures as well as the formulation/execution of the communication

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plan for the 3RS project. PAS(AEPCO) will assist in liaising and co-ordinating with relevant bureaux/departments on their resource requirements necessary for providing for the government facilities in connection with the operation of the 3RS. Furthermore, PAS(AEPCO) will be the secretary to the Steering Committee chaired by the Financial Secretary, and co-ordinate input for the LegCo subcommittee on 3RS and the high-level consultative committee. The effective discharge of the above duties will require dedicated policy input commanding rich administrative/policy formulation experience and political acumen. It would also be appropriate for a senior officer at D2 rank to serve and support the various high-level committees established within the Government and LegCo overseeing 3RS implementation. The magnitude and volume of work involved in this post justify a full-time AOSGC (D2) officer. It is necessary and appropriate for the PAS(AEPCO) post to continue to be ranked at AOSGC (D2). The proposed job description of PAS(AEPCO) is at Enclosure 4.

Encl. 4

#### *Need for a CE (D1) post*

16. In the light of the complexity of the technical issues involved in the 3RS project, we consider it appropriate to re-create a supernumerary CE (D1) post, designated as CAS(AEPCO), to provide professional support to Head(AEPCO) in engineering and project management matters concerning the implementation of the 3RS project and leading the engineers in AEPCO to co-ordinate with other government bureaux/departments in resolving interfacing issues relating to detailed designs and construction of the project. CAS(AEPCO) will also ensure that 3RS project is carried out in full compliance with the relevant statutory requirements, administrative procedures and technical standards. CAS(AEPCO) will be substantially involved to support Head(AEPCO) on day-to-day liaison and co-ordination with AAHK and other government departments on complex technical issues such as detailed design and fulfilment of the EIA commitments/EP conditions, and be the officer responsible for scrutinsing the performance and work of the various monitoring and review consultants appointed by THB to evaluate the detailed designs/contract procurements undertaken by AAHK. Accordingly, substantial engineering knowledge and experience in monitoring major public works would be required for him/her to carry out the above duties. Therefore, we consider a senior officer pitched at D1 in the engineering discipline is an appropriate and necessary arrangement. The intensity and schedule of work also justify the post to be re-created on a full-time basis. The proposed job description of CAS(AEPCO) is at Enclosure 5.

Encl. 5

#### **Non-directorate support**

17. In addition to the three proposed supernumerary directorate officers, AEPCO will also consist of eight non-directorate staff to provide support on

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engineering, administration and clerical/secretarial aspects. The re-creation of the three supernumerary directorate posts is imminently needed to provide the necessary dedicated guidance and steer for the effective operation of AEPCO.

## **ALTERNATIVES CONSIDERED**

18. We have critically examined the possibility of redeploying existing staff resources/directorate officers within THB(TB) to take on the tasks. The Permanent Secretary for Transport and Housing (Transport) is at present supported by, amongst others, 18 directorate officers in the Administrative Officer and professional grades. They include an Administrative Officer Staff Grade B1 (D4), four Administrative Officers Staff Grade B (D3), ten AOSGCs (D2), a Government Engineer (D2), a Chief Treasury Accountant (D1) and a Principal Marine Officer (D1). All of them are already fully occupied with their own schedule of duties which span extensively across a wide range of areas and a number of major infrastructure projects which are developing into different stages currently, including the Hong Kong-Zhuhai-Macao Bridge project, the Hong Kong section of the Guangzhou-Shenzhen-Hong Kong Express Rail Link, the Shatin-to-Central Link, the South Island Line (East) and the Kwun Tong Line Extension. Apart from the major infrastructure projects, they also need to oversee and house-keep a wide range of subjects under the policy areas of land transport, railway development, cross-boundary transport, road safety and management, ferry services, marine and shipping, logistics services development, air services negotiations and civil aviation management. It is operationally not possible for them to take up the tasks of AEPCO without adversely affecting the discharge of their current duties. The respective schedule of responsibilities of these officers is summarised at Enclosure 6.

Encl. 6

19. The interim arrangement for Division 4 of THB(TB) to provide the necessary directorate support for the 3RS project on a stop-gap basis is not sustainable and practicable for a prolonged period given that Division 4 is already heavily loaded with a wide spectrum of duties, which include overseeing the air services negotiations/air transport policy, overseeing policy matters relating to airport development and aviation management, and house-keeping AAHK and the Civil Aviation Department. It is also responsible for providing secretariat support to the Air Transport Licensing Authority and the Aviation Development Advisory Committee. The directorate officers in Division 4 will not be able to absorb the additional duties of providing directorate support for AEPCO without adversely affecting the effective discharge of their current duties or severely compromising Government's ability to monitor the 3RS project.

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## FINANCIAL IMPLICATIONS

20. The proposed creation of the three supernumerary directorate posts in AEPCO will incur an additional notional annual salary cost at mid-point of \$5,535,600 as follows –

Rank	Notional annual salary cost at mid-point (\$)	No. of post
PGE (D3)	2,139,600	+1
AOSGC (D2)	1,843,200	+1
CE (D1)	1,552,800	+1
<b>Total</b>	<b>5,535,600</b>	<b>+3</b>

The additional full annual average staff cost, including salaries and staff on-cost, is about \$7,979,000. As regards the eight non-directorate posts mentioned in paragraph 17 above, the additional notional annual salary cost at mid-point will not exceed \$5,265,360. The full annual average staff cost, including salaries and staff on-cost, is about \$7,755,000. We have included the necessary provision in the draft Estimates of 2015-16 to meet the staff cost and will reflect the resources required in the Estimates of subsequent years.

## PUBLIC CONSULTATION

21. We have consulted the LegCo Panel on Economic Development on 23 March 2015 on the proposed creation of the three supernumerary directorate posts, namely the PGE, AOSGC and CE posts. Members generally supported the proposal.

## BACKGROUND

22. In March 2012, the Government approved in principle that the option of expanding into a 3RS be adopted as the future development option for HKIA for planning purpose. AAHK was asked to proceed with the related planning work, which includes specifically the statutory EIA, the associated design details, and the financial arrangement of the project. In order to assist the work of AAHK and co-ordinate efforts of all relevant parties in taking forward the next stage of work relating to the 3RS project, FC's approval was obtained on 25 May 2012 to establish a dedicated and time-limited AEPCO under THB(TB) for two years and nine months up to 31 March 2015.

/ESTABLISHMENT .....

**ESTABLISHMENT CHANGES**

23. The establishment changes under Head 158 – Government Secretariat: THB(TB) for the past two years are as follows –

Establishment (Note)	Number of posts		
	Existing (as at 1 April 2015)	As at 1 April 2014	As at 1 April 2013
A	20*	20+(3)	20+(3)
B	47	46	48
C	108	107	107
<b>Total</b>	<b>175</b>	<b>173+(3)</b>	<b>175+(3)</b>

Note:

A – ranks in the directorate pay scale or equivalent

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

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

( ) – number of supernumerary directorate posts

\*as at 1 April 2015, there was no unfilled directorate posts in TB

**CIVIL SERVICE BUREAU COMMENTS**

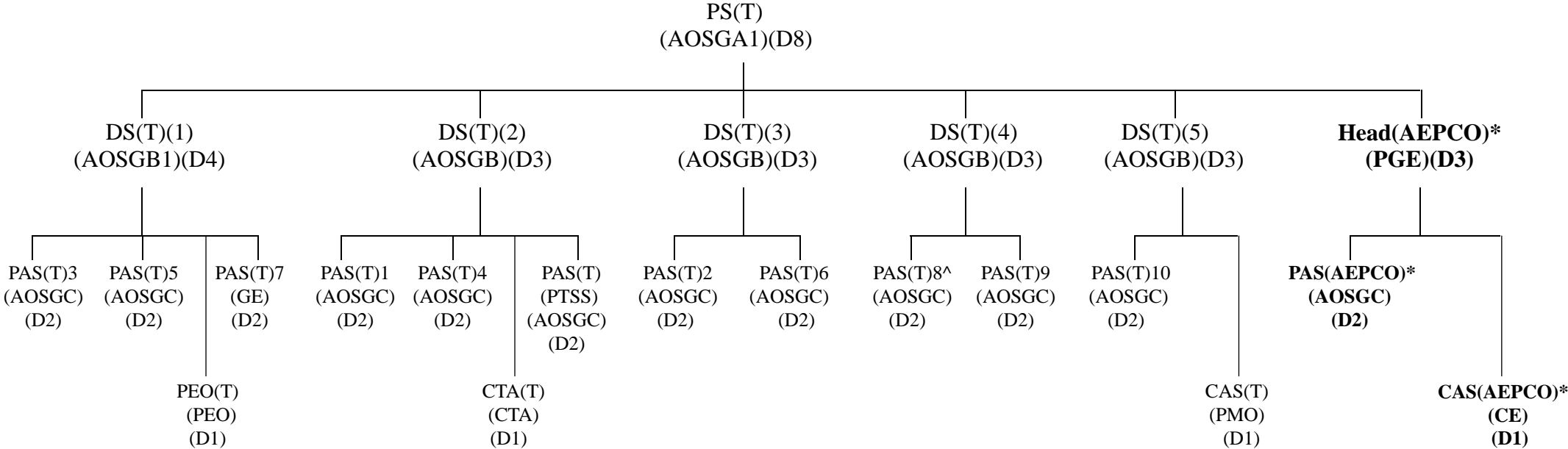
24. The Civil Service Bureau supports the proposed creation of supernumerary posts of a PGE, an AOSGC and a CE for about three years in THB(TB) to head AEPCO for steering and co-ordinating the related work in taking forward the 3RS project. The grading and ranking of the proposed posts is considered appropriate having regard to the level and scope of the responsibilities and the professional input required.

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

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

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**Existing and Proposed Organisation Chart of  
Transport Branch, Transport and Housing Bureau**



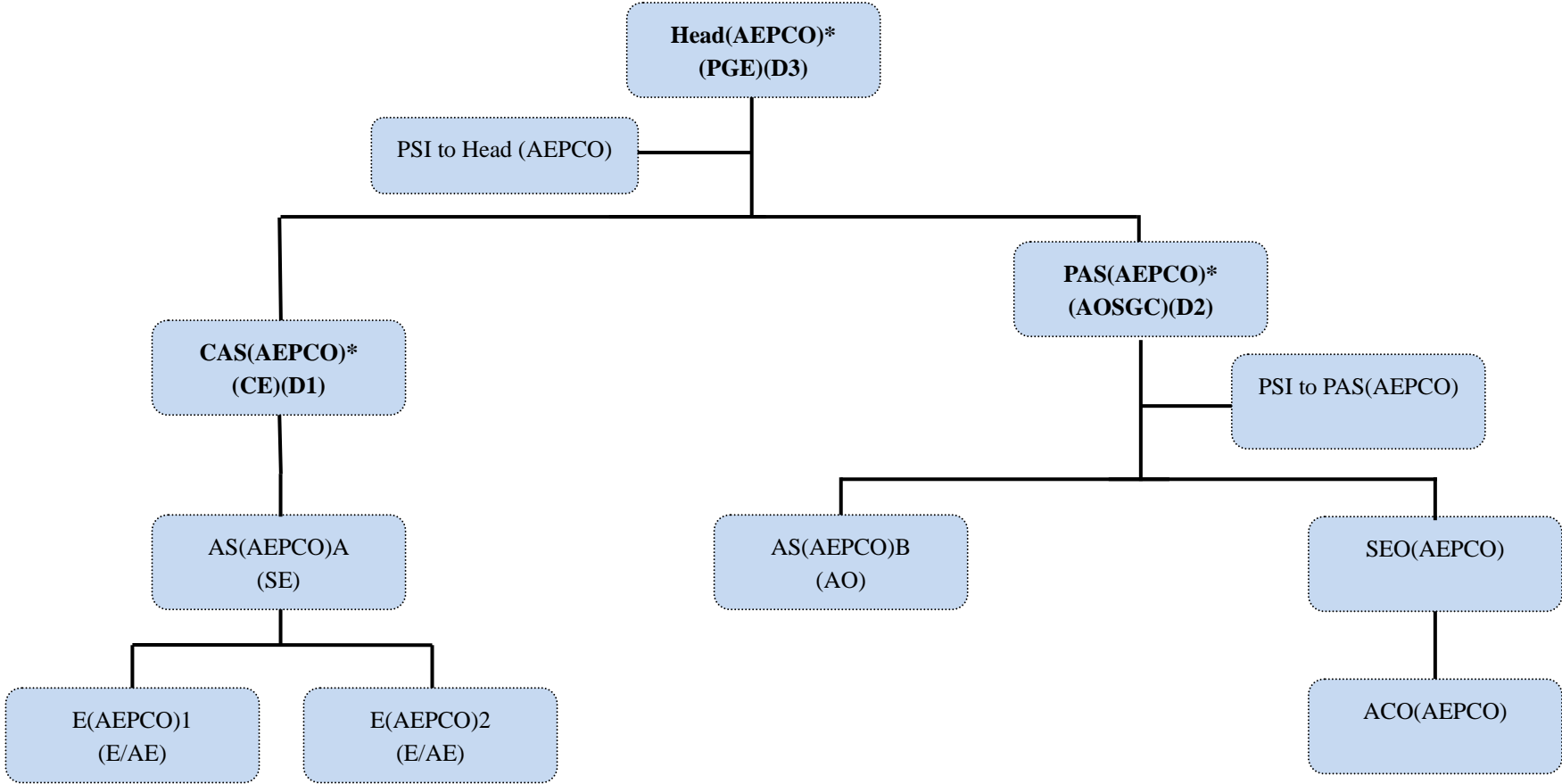
**Legend**

- |        |   |   |        |   |   |
|--------|---|---|--------|---|---|
| AOSGA1 | - | Administrative Officer Staff Grade A1         | DS(T)  | - | Deputy Secretary for Transport and Housing (Transport)              |
| AOSGB  | - | Administrative Officer Staff Grade B          | GE     | - | Government Engineer   |
| AOSGB1 | - | Administrative Officer Staff Grade B1         | PAS(T) | - | Principal Assistant Secretary for Transport and Housing (Transport) |
| AOSGC  | - | Administrative Officer Staff Grade C          | PEO(T) | - | Principal Executive Officer (Transport)                             |
| AEPCO  | - | Airport Expansion Project Coordination Office | PGE    | - | Principal Government Engineer                                       |
| CAS    | - | Chief Assistant Secretary                     | PMO    | - | Principal Marine Officer  |
| CTA(T) | - | Chief Treasury Accountant (Transport)         | PS(T)  | - | Permanent Secretary for Transport and Housing (Transport)           |
|        |   |   | PTSS   | - | Public Transport Strategy Study                                     |

**Note**

\* Supernumerary directorate posts proposed to be created in this paper  
 ^ All non-directorate officers of AEPCO currently report to PAS(T)8

**Proposed Organisation Chart of Airport Expansion Project Coordination Office**



**Legend**

- |   |                                     |
|---|-------------------------------------|
| ACO - Assistant Clerical Officer                      | E - Engineer                        |
| AEPCO - Airport Expansion Project Coordination Office | E/AE - Engineer/Assistant Engineer  |
| AO - Administrative Officer                           | PAS - Principal Assistant Secretary |
| AOSGC - Administrative Officer Staff Grade C          | PGE - Principal Government Engineer |
| AS - Assistant Secretary                              | PSI - Personal Secretary I          |
| CAS - Chief Assistant Secretary                       | SE - Senior Engineer                |
| CE - Chief Engineer                                   | SEO - Senior Executive Officer      |

**Note**

\* Supernumerary directorate posts proposed to be created in this paper.

**Proposed Job Description for  
Head(Airport Expansion Project Coordination Office)  
Transport and Housing Bureau (Transport Branch)**

**Rank** : Principal Government Engineer (D3)

**Responsible to** : Permanent Secretary for Transport and Housing (Transport)

**Main Duties and Responsibilities –**

1. To assume leadership, provide policy and technical steer, and fully exercise the co-ordination role of the Airport Expansion Project Coordination Office (AEPCO) in the implementation of the three-runway system (3RS) project;
2. To oversee all aspects of the work of the AEPCO, provide strategic direction to the team, and to facilitate the AEPCO as the focal point for co-ordinating all interfacing work between the Government and the Airport Authority Hong Kong (AAHK) in relation to the timely implementation of the 3RS project with due regard to all relevant statutory requirements;
3. To monitor the formulation of necessary consultation strategy and mechanism by the AAHK and participate in regular and ad hoc meetings, with particular involvement in connection with meetings of the Legislative Council and Executive Council relating to the project;
4. To monitor closely on critical technical and policy issues which could potentially affect the project delivery, environment, quality of works and any other issues including those which might have bearing on the public interest;
5. To chair project co-ordination meetings with the AAHK and other parties on mutual communication, identification of pressure points, project priorities, forth-coming tasks as to foster inputs to the project by respective parties and secure relevant bureaux/departments' commitment to support the implementation of the project; and
6. To participate in relevant AAHK's Board/Committee meetings on 3RS-related issues, relevant project management meetings and the high-level steering committee for 3RS.

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**Proposed Job Description for  
Principal Assistant Secretary(Airport Expansion Project Coordination  
Office) Transport and Housing Bureau (Transport Branch)**

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

**Responsible to** : Head (Airport Expansion Project Coordination Office)  
(Head(AEPCO))

**Main Duties and Responsibilities –**

1. To assist Head(AEPCO) to formulate overall development strategy for monitoring the Airport Authority Hong Kong (AAHK)'s implementation of the three-runway system (3RS) project and implementation of various measures as committed in the environmental impact assessment report;
2. To assist Head(AEPCO) to regularly review AAHK's strategy and work/project priorities, work plan, communication plan, etc. for smoothing out the implementation of the project;
3. To scrutinise and co-ordinate the inputs of relevant government departments throughout the implementation of 3RS programme particularly in light of the interfacing issues between 3RS and other government projects/plans;
4. To liaise with and monitor AAHK's formulation of the financial arrangement options for the 3RS project with the advice given by the government's financial adviser and in consultation with other relevant bureaux/departments (B/Ds); to co-ordinate and scrutinise the inputs from relevant B/Ds for the provision of government facilities/resources in connection with the planning and operation of 3RS;
5. To formulate public engagement plan/consultation strategy comprising forums, briefing sessions, media and online engagement, etc. with AAHK for engaging the general public, relevant stakeholders, Legislative Council, District Council, etc. and participate in such events where necessary; and
6. To provide support for seniors' participation in various 3RS-related meetings and assume the role of the Secretary to the high-level steering committee.

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**Proposed Job Description for  
Chief Assistant Secretary(Airport Expansion Project Coordination Office)  
Transport and Housing Bureau (Transport Branch)**

**Rank** : Chief Engineer (D1)

**Responsible to** : Head (Airport Expansion Project Coordination Office)  
(Head(AEPCO))

**Main Duties and Responsibilities –**

1. To assume overall supervisory role and provide advice on engineering and project management matters concerning the implementation of the three-runway system (3RS) project, and to ensure full compliance with the relevant statutory requirements, project administration procedures and technical standards;
2. To lead the technical team in co-ordinating with relevant departments to assist Airport Authority Hong Kong (AAHK) in resolving key issues arising from the design and construction of the 3RS project, and ensuring the effectiveness of the environmental mitigation and enhancement measures for full compliance with the Environmental Permit conditions during the construction and operation stages of the project;
3. To closely monitor the statutory process of the 3RS project under the Foreshore & Sea-bed (Reclamations) Ordinance and the Town Planning Ordinance;
4. To scrutinise the necessary monitoring and verification of detailed design submissions and technical proposals from AAHK; and
5. To closely scrutinise and monitor AAHK's work in relation to the 3RS project cost, expenditure, scope, programme and progress of the works for timely project completion with due regard to value for money.

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**Schedule of Responsibilities of  
the Existing Directorate Officers in the Administrative Officer and  
Professional Grades  
in the Transport Branch of the Transport and Housing Bureau**

All the directorate officers in the Administrative Officer (AO) and professional grades in the Transport Branch of the Transport and Housing Bureau (THB(TB)) are fully engaged in their respective duties –

- (a) Deputy Secretary (Transport) 1 (DS(T)1), assisted by Principal Assistant Secretaries (Transport) 3, 5 and 7 (PAS(T)3, PAS(T)5 and PAS(T)7), are committed in –
  - (i) formulating the overall legislative programme and overseeing the policy commitments in respect of the transport portfolio;
  - (ii) steering long-term and strategic planning, reviews on transport matters and major transport studies and providing policy input to studies with significant transport implications;
  - (iii) overseeing the planning and progress of land transport infrastructure projects;
  - (iv) overseeing the formulation of land transport infrastructure and railway development strategies;
  - (v) monitoring the implementation of new railway projects;
  - (vi) providing overall policy guidance on land transport links with the Mainland; and
  - (vii) providing input on acquiring and deploying resources to support the implementation of transport policies and delivery of related services.
  
- (b) Deputy Secretary (Transport) 2 (DS(T)2), assisted by Principal Assistant Secretaries (Transport) 1 and 4 (PAS(T)1 and PAS(T)4), PAS(Transport) Public Transport Strategy Study (PAS(T)(PTSS)), and Chief Treasury Accountant (Transport) (CTA(T)), are committed in –
  - (i) formulating policies on public transport services in respect of land and waterborne transport;
  - (ii) overseeing the overall co-ordination and provision of services among different modes of public transport;
  - (iii) overseeing the evaluation of fare adjustment applications from public transport operators;

/(iv) .....



- (iv) overseeing the negotiations on new franchises and licences for public transport services; and
  - (v) overseeing the overall policy on railway safety and provision of railway services.
- (c) Deputy Secretary (Transport) 3 (DS(T)3), assisted by Principal Assistant Secretaries (Transport) 2 and 6 (PAS(T)2 and PAS(T)6), are committed in –
- (i) formulating policies and strategies on toll roads and tunnels, and steering through relevant legislative proposals;
  - (ii) formulating policies and strategies on road safety, traffic management and licensing of vehicles/drivers and steering through relevant legislative proposals;
  - (iii) formulating policies and strategies on cross-boundary traffic management and transport services, including ferry services;
  - (iv) handling policy matters relating to Build-Operate-Transfer franchises, including processing of toll increase proposals and formulating measures to rationalise utilisation of the concerned roads/tunnels;
  - (v) overseeing support for the Transport Advisory Committee and its subcommittees, as well as the operation of Transport Complaints Unit; and
  - (vi) overseeing the Bureau's input regarding transport-related environmental issues.
- (d) Deputy Secretary (Transport) 4 (DS(T)4), assisted by Principal Assistant Secretaries (Transport) 8 and 9 (PAS(T)8 and PAS(T)9), are committed in –
- (i) overseeing policy matters relating to civil aviation and airport development;
  - (ii) overseeing the negotiation and conclusion of air services agreements and related arrangements, serving as Hong Kong Special Administrative Region (HKSAR)'s chief negotiator in important air services negotiations;
  - (iii) handling house-keeping matters relating to the operations of the Airport Authority Hong Kong (AAHK) and the Civil Aviation Department (CAD);
  - (iv) overseeing HKSAR's participation in multilateral organisations, such as the International Civil Aviation Organization, in respect of matters relating to international air services and their development;
  - (v) overseeing the provision of administrative support for the Aviation Development Advisory Committee and the Air Transport Licensing Authority; and
  - (vi) co-ordinating policy matters relating to air logistics.

/(e) .....

- (e) Deputy Secretary (Transport) 5 (DS(T)5), assisted by Principal Assistant Secretary (Transport) 10 (PAS(T)10) and Chief Assistant Secretary (Transport) (CAS(T)), are committed in –
- (i) formulating policies on matters relating to Hong Kong's role as an international maritime centre, a leading hub port, and a regional logistics hub;
  - (ii) formulating and implementing proposals and measures to promote Hong Kong's maritime, port and logistics services overseas and locally;
  - (iii) overseeing marine policy and handling house-keeping matters relating to the Marine Department (MD);
  - (iv) overseeing legislative exercise relating to the marine and logistics portfolios;
  - (v) overseeing HKSAR's participation in the International Maritime Organization; and
  - (vi) serving as Secretary to the Hong Kong Logistics Development Council, the Hong Kong Maritime Industry Council and the Hong Kong Port Development Council.

2. The major duties/responsibilities and work priorities of the Principal Assistant Secretaries, Chief Assistant Secretary and Chief Treasury Accountant are summarised in the ensuing paragraphs.

### *Under DS(T)1*

#### **PAS(T)3**

3. PAS(T)3 assists DS(T)1 in providing policy input into various strategic and regional transport planning studies and handling policy work relating to the planning and implementation of the Guangzhou-Shenzhen-Hong Kong Express Rail Link, the proposed Hong Kong-Shenzhen Western Express Line. She is also responsible for policy matters concerning transport planning and tourism, dealing with all town planning matters, and is the co-ordination point for overall transport policy as well as Legislative Council (LegCo) business.

#### **PAS(T)5**

4. PAS(T)5 assists DS(T)1 in handling policy work relating to transport capital projects, in particular the planning and implementation of the Hong Kong-Zhuhai-Macao Bridge and related Hong Kong infrastructure projects. She is responsible for the house-keeping of the Highways Department and securing resources for highway infrastructure projects by overseeing the Capital Works Resource Allocation Exercise submissions and project feasibility studies and

/presenting .....

presenting items to Public Works Subcommittee/Finance Committee for funding approval and responsible for the implementation of approved projects and assisting in resolving difficulties. She is also in charge of the administration of the Secretary for Transport and Housing's responsibilities under the Roads (Works, Use and Compensation) Ordinance and oversees the Northwest New Territories Traffic and Infrastructure Review.

**PAS(T)7**

5. PAS(T)7 (ranked at Government Engineer) assists DS(T)1 in formulating Transport and Railway Development Strategies, providing policy input on the implementation of Railway Development Strategy 2014 and overseeing progress of railways projects under planning or construction and the review on strategic highway projects. He also oversees the model updates of the Third Comprehensive Transport Study and the Second Railway Development Study. He is also in charge of the overall administration of Railways Ordinance and dealing with objections under Railways Ordinance.

*Under DS(T)2*

**PAS(T)1**

6. PAS(T)1 assists DS(T)2 in overseeing the transport policies on franchised buses, public light buses, taxis, trams and Peak Tramway. She is responsible for overseeing the fare adjustment arrangement for these public transport services and policy issues relating to the fare adjustment applications from these public transport operators. She is also in charge of the transport policy on non-franchised public bus services and the co-ordination of services among different modes of public transport.

**PAS(T)4**

7. PAS(T)4 assists DS(T)2 in overseeing and monitoring the transport policies and administrative matters concerning the operation of and services provided by MTR Corporation Limited. He is also responsible for overseeing the transport policies on railway safety, ferries, Octopus and the Park and Ride Scheme.

**PAS(T)PTSS**

8. PAS(T)PTSS assists DS(T)2 in steering and supervising the work of the Roles and Positioning Review (RPR) and to examine the roles and positioning of various public transport services other than heavy rail. PAS(T)PTSS will also assist in the formulation of policy proposals in light of the findings of the RPR and prepare policy proposals to LegCo.

/CTA(T) .....

## **CTA(T)**

9. CTA(T) assists DS(T)2 in leading the Financial Monitoring Section to monitor the financial affairs of major transport operators including franchised buses, ferries, trams, railways and Build-Operate-Transfer tunnels, provide financial assessment on fare/toll adjustments of these operators, as well as accounting and financial advice on issues relating to monitoring and regulation of these operators, including renewal of franchises and fare adjustment mechanisms.

### *Under DS(T)3*

## **PAS(T)2**

10. PAS(T)2 assists DS(T)3 in overseeing matters relating to the Transport Advisory Committee and the Transport Complaints Unit, house-keeping and evaluating policy matters relating to toll roads, Build-Operate-Transfer tunnels and Government tunnels. She is also responsible for the policy work on road safety, traffic management, and the application of information technology to traffic management. PAS(T)2 also co-ordinates the Bureau's inputs on transport-related environmental issues and house-keeps the Transport Department.

## **PAS(T)6**

11. PAS(T)6 assists DS(T)3 in overseeing policy matters relating to vehicle and driver licences, driver training, the quota regime on cross-boundary coaches, hire cars and private cars. She oversees cross-boundary vehicular traffic at land crossings, cross-boundary ferry services and operation of cross-boundary ferry terminals and co-ordinates the Bureau's inputs on cross-boundary transport-related issues. She also oversees matters relating to the Transport Tribunal.

### *Under DS(T)4*

## **PAS(T)8**

12. PAS(T)8 assists DS(T)4 in overseeing policy matters relating to airport development and house-keeping AAHK. She is also responsible for taking charge of air services negotiations/air transport policy in relation to Africa, other parts of China, Europe, Central Asia, Indian Sub-continent, and the Middle East. PAS(T)8 is also in charge of providing secretariat support to the Air Transport Licensing Authority.

**/PAS(T)9 .....**

**PAS(T)9**

13. PAS(T)9 assists DS(T)4 in handling policy matters relating to civil aviation management and house-keeping CAD. She is also in charge of air services negotiations/air transport policy in relation to Southeast and Northeast Asia, Australasia and America; and overflight agreements and air transport related matters in Asia-Pacific Economic Cooperation, Organisation for Economic Cooperation and Development and the World Trade Organization. She is also in charge of providing secretariat support to the Aviation Development Advisory Committee.

*Under DS(T)5*

**PAS(T)10**

14. PAS(T)10 assists DS(T)5 in overseeing policy matters relating to logistics development, promotion and implementation of related initiatives, house-keeping of MD and handling marine and logistics related legislation. She is also responsible for providing secretariat support for the Hong Kong Logistics Development Council.

**CAS(T)**

15. CAS(T) (ranked at Principal Marine Officer) assists DS(T)5 in overseeing policy matters relating to port development, maritime and shipping, and the promotion and implementation of related initiatives and providing secretariat support for the Hong Kong Maritime Industry Council and the Hong Kong Port Development Council.

16. All in all, all directorate officers in the AO and professional grades in THB(TB) are fully committed under the current set-up and have no spare capacity to take up the whole or part of the additional duties and responsibilities of the proposed three supernumerary directorate posts in support of the three-runway system project.

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