

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 62 – HOUSING DEPARTMENT Subhead 000 Operational expenses

Members are invited to recommend to Finance Committee the creation of the following supernumerary post in the Housing Department with immediate effect upon approval of the Finance Committee up to 31 March 2025 –

1 Administrative Officer Staff Grade C
(D2) (\$179,350 - \$196,050)

PROBLEM

The Transport and Housing Bureau (THB) needs dedicated directorate support to oversee the operation of the Task Force on Transitional Housing (TFTH) including the implementation of the Funding Scheme to Support Transitional Housing Projects by Non-government Organisations (NGOs) (Funding Scheme), and the formulation and analysis on policies and measures to spearhead the provision of transitional housing.

PROPOSAL

2. We propose creating a supernumerary Administrative Officer Staff Grade C (AOSGC) (D2) post in the Housing Department (HD) to work under THB, to be designated as the Deputy Head of the TFTH, with immediate effect upon approval of the Finance Committee (FC) up to 31 March 2025.

/JUSTIFICATION

JUSTIFICATION

Need for Dedicated Directorate Support in TFTH

3. Facilitation of the provision of transitional housing is one of the six new housing initiatives announced by the Chief Executive on 29 June 2018. TFTH under THB has been actively spearheading and collaborating with NGOs on various initiatives proposed and implemented by them with a view to increasing the supply of transitional housing to alleviate the hardship faced by families living in inadequate housing while waiting for public rental housing for a long time.

4. The Government has set a target of providing 15 000 transitional housing units by 2022-23. As at mid-May 2021, we have identified land for the provision of about 14 000 units. Of the 14 000 units, over 1 300 have been completed, about 2 300 units are under construction and scheduled for completion in 2022, 9 900 units have started various pre-construction work (such as planning and/or design review), and a potential of 450 units are under in-depth feasibility study. Details of the transitional housing projects in progress are set out at Encl. 1 Enclosure 1. With the joint efforts of the NGOs, owners of land and premises and the relevant government departments, we will continue to look into various possible options with a view to meeting the target soonest.

5. Following FC's approval of the allocation of \$5 billion to set up the Funding Scheme on 6 March 2020¹, details of the Funding Scheme were drawn up and announced in June 2020. With the enactment of the Appropriation Bill 2021, approval has been obtained for an injection of \$3.3 billion to the Funding Scheme to meet the three-year target of providing 15 000 transitional housing units by 2022-23. The Assessment Committee² for the Funding Scheme has been established to consider applications from NGOs for subsidy for their proposed transitional housing projects. The Funding Scheme provides financial support for NGOs to carry out works required to make fit the potential sites/premises for transitional housing on a one-off basis. The NGOs would also be allowed to use a small proportion of the funding before tenants move in to cover the administrative overheads for project implementation. Hitherto, the Assessment Committee held five meetings and approved funding for 13 projects providing about 7 080 transitional housing units, involving a total funding amount of about \$3.86 billion.

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¹ The Funding Scheme aims at supporting NGOs to take forward transitional housing projects. Paper No. FCR(2019-20)45 refers.

² The Assessment Committee is composed of six non-official members and two official members from the HD and Social Welfare Department, with the Under Secretary for Transport and Housing (USTH) as the Chairman. Three of the six non-official members are the representatives of the Hong Kong Institution of Engineers, the Hong Kong Institute of Architects, and the Hong Kong Institute of Surveyors.

6. In addition to identifying land, resolving issues relating to government policies and advising NGOs on matters relating to the conduct of feasibility studies, TFTH also assists and supports NGOs to construct transitional housing units, as well as actively provides suggestions and comments on such aspects as the architectural layout, environmental matters, traffic, fire services and infrastructure provisions, etc. While TFTH has been making its best endeavours to spearhead the development of transitional housing projects over the past two years, workload has been increasing as a result of an upsurge in the number of projects in the pipeline, and the urgency of expediting the commencement of works of nine activated projects involving over 3 000 transitional housing units which have entered the planning and/or design stage. There is therefore an imminent need for the creation of the post of Deputy Head of the TFTH to tackle various operational issues and provide policy and administrative support at the directorate level, especially in respect of optimising the existing limited manpower resource of TFTH comprising multi-disciplinary professionals to cope with the anticipated surge of workload in the coming years.

7. It is critical to build on the experience gained and efforts made so far with a view to achieving the objective of providing 15 000 transitional housing units by 2022-23. The Deputy Head would help facilitate the co-ordination with various bureaux/departments (B/Ds), consider how to enhance the assistance required by NGOs, closely monitor their implementation of projects, review and adjust various policy and supporting measures including the scope of the Funding Scheme in a timely manner in light of the feedback from relevant stakeholders and teething issues encountered in the course of implementation. He/She would also liaise with different professional organisations, such as the Hong Kong Construction Association and the Urban Renewal Authority, etc., to support NGOs to take forward and complete the transitional housing projects the earliest possible. Given the tight schedule and complexity of many of these projects, the early creation of the post of Deputy Head of TFTH is highly essential in ensuring that the progress in implementing these projects will not be compromised. In addition, directorate support is essential for the exploration and formulation of initiatives to increase the provision of transitional housing, including implementation of pilot schemes such as the one on using suitable rooms in hotels and guesthouses with relatively low occupancy rates as transitional housing which involves the formulation of a set of implementation parameters and thrashing out various policy issues cutting across different B/Ds.

8. It is equally important to have directorate oversight of financial control matters in respect of transitional housing projects. The Deputy Head of TFTH would lead TFTH to assess and monitor the budget and expenditure of all the transitional housing projects subsidised under the Funding Scheme, as well as supervise the control mechanism which includes a set of comprehensive vetting

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procedures and audit measures to ensure prudent and proper use of public funds to achieve the defined targets. He/she would also steer the review and necessary revision of guidelines for NGOs on procurement and execution of consultancy and building contracts for transitional housing projects.

9. The proposed Deputy Head of TFTH will need to work with stakeholders from different backgrounds including directorate officers of various B/Ds, District Councils, stakeholder groups in districts, professional institutes, NGOs and the private sector. He/She should possess the necessary experience, management ability and knowledge in leading TFTH to interact and collaborate with parties within and outside the Government, fostering liaison with local communities and stakeholders. He/She should also have extensive experience in policy formulation and secretariat support. Given the breadth and depth of the duties involved, we propose that the post should be taken up by an AOSGC officer.

Proposed Supernumerary AOSGC Post

10. Specifically, the holder of the proposed supernumerary AOSGC post will be responsible for –

- (a) supervising the TFTH in actively spearheading the transitional housing projects by NGOs, including the provision of secretariat support to the Assessment Committee in considering applications for the Funding Scheme, and development of a framework that is conducive to effective operation of approved transitional housing projects, in particular the large-scale projects in the New Territories, such as the approved projects at Kong Ha Wai and Tung Tau, Yuen Long, both of which can provide about 2 000 transitional housing units; and also in assessing and monitoring the budget and expenditure of transitional housing projects;
- (b) overseeing the development of policy on transitional housing (including exploring new initiatives for supplying additional transitional housing units, co-ordinating policy inputs from B/Ds, etc.) and a procedural framework to spearhead the implementation of initiatives on transitional housing;
- (c) liaising with relevant B/Ds concerning planning, land, infrastructural and environmental issues in the application for a temporary change of use for land, and also supervising necessary consultancy work for the feasibility study of potential sites;
- (d) playing a key role in co-ordinating efforts both among different teams of TFTH comprising mainly multi-disciplinary professional staff as well as with other relevant B/Ds in order to achieve the latest supply

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target of transitional housing; and assisting the NGOs in their discussions with various stakeholders (e.g. B/Ds and developers) and in determining the framework of the transitional housing projects;

- (e) overseeing the operation of the Funding Scheme having regard to its scope, the complexity and sensitivity of the funded projects; as well as handling Legislative Council (LegCo) business and public/media enquiries in relation to transitional housing; and
- (f) overseeing the review of the transitional housing policy including the Funding Scheme as and when necessary, and making recommendations for improvements and adjustments as appropriate.

11. In view of the pressing need of the above work and that the transitional housing projects are expected to continue for not fewer than three years, a supernumerary AOSGC post will be required immediately on the date of approval by the FC up to 31 March 2025 to take charge of the whole range of work above. We will review the requirement of the post, together with the non-directorate time-limited posts of TFTH, nearer the time having regard to the development of transitional housing in the next four years.

12. The proposed Deputy Head of TFTH will work closely with and provide support to the USTH (who is the approving authority for transitional housing projects under the Funding Scheme) regarding matters of TFTH, monitoring individual projects as well as performing any other duties that may arise in relation to transitional housing. The Deputy Secretary for Transport and Housing (Housing) will be his/her direct supervisor and responsible for appraising his/her performance. He/She will be supported by three teams, namely the Facilitation/Advisory Team, the Policy Team and the Vetting/Audit Team as follows –

- (a) The Facilitation/Advisory Team will co-ordinate efforts from various B/Ds in expediting and implementing transitional housing proposals. This team will liaise with and provide support to NGOs for conducting feasibility studies for various short-term initiatives on transitional housing, monitor the implementation progress of the relevant projects, and provide advice/suggestions. This team will also provide technical support and prepare the policy support agreement³ in respect of the proposed project for signing between the project proponent and the Government.

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³ A policy support agreement is signed between the Government and the NGO to set out the operational details, including rental arrangement, management and service responsibilities, as well as the exit arrangement at the end of the project, for the implementation of the transitional housing project.

- (b) The Policy Team will handle policy matters relating to the facilitation of transitional housing projects and prepare submissions to LegCo and District Councils, etc. This team will also handle referrals and enquiries received, as well as co-ordinate various matters in relation to the policy on transitional housing.
- (c) The Vetting/Audit Team will oversee the Funding Scheme and the technical and financial assessments of the proposals in respect of their cost-effectiveness and viability. They will provide technical advice for the consideration of the Assessment Committee, as well as secretariat support; assist in preparing the funding agreement⁴ in respect of the approved projects for signing between the project proponent and the Government. It will also be responsible for checking/auditing the approved transitional housing projects at key milestones to ensure that they are implemented and operated in accordance with the signed funding agreement; overseeing the checking of records submitted by grantees as evidence of compliance in the procurement and reimbursement procedures and other requirements of the approved projects.

Encl. 2 13. The job description of the proposed supernumerary AOSGC post is
Encl. 3 at Enclosure 2. The existing and proposed organisation chart of the TFTH is at
Enclosure 3.

Non-directorate Support

14. The proposed supernumerary AOSGC post will be supported by an existing team of 26 non-directorate time-limited posts comprising professional, administrative service, executive, clerical and secretarial grades. These non-directorate posts will support the proposed supernumerary AOSGC post in formulating and spearheading the initiatives on transitional housing; preparing discussion and policy papers; overseeing the implementation of the Funding Scheme and any other initiatives on transitional housing, expediting transitional housing projects by NGOs; and conducting the review on the Funding Scheme and other initiatives where necessary.

ALTERNATIVES CONSIDERED

15. Currently, there are 14 Assistant Director posts at D2 level in HD funded by the Hong Kong Housing Authority, and only one Assistant Director post at D2 level in HD (i.e. Principal Assistant Secretary (Housing)

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⁴ A funding agreement is signed between the Government and the NGO to set out the procurement requirements, reimbursement procedures, requirements on reporting and account monitoring, for the implementation of the transitional housing project.

(Private Housing)/Assistant Director (Private Housing) (PAS(H)(PH)/AD(PH)) which is funded by the Government to perform government function. We have critically examined the possibility of redeploying this D2 post in HD to take up the duties of the proposed supernumerary AOSGC post but consider it not feasible as the officer is already fully stretched with existing duties and cannot absorb the additional workload. We therefore consider it necessary to create a supernumerary AOSGC post dedicated to taking forward the initiatives on transitional housing the soonest possible to ensure their smooth implementation, and to continuously monitor the situation with a view to reviewing the initiatives as and when necessary in the coming few years. The work schedule of PAS(H)(PH)/AD(PH) is at

Encls. 4 & 5 Enclosure 4 and the existing organisation chart of HD is at Enclosure 5.

FINANCIAL IMPLICATIONS

16. The proposed creation of one supernumerary AOSGC post under Head 62 HD to work under TFTH of THB will involve an additional notional annual salary cost at mid-point of \$2,283,600. The additional full annual average staff cost, including salaries and staff on-cost, is about \$3,106,000. HD has included sufficient provision in the Estimates to meet the cost of this proposal.

PUBLIC CONSULTATION

17. We consulted the LegCo Panel on Housing on 1 March 2021 on the above staffing proposal. Most Members who have spoken on this item supported the submission of the proposal to the Establishment Subcommittee (ESC) for consideration. There were Members requesting additional information on how the Government's work related to transitional housing would be enhanced. We provided the requested supplementary information to the Panel on Housing on 31 May 2021. In response to Members' enquiries on the financial support for NGOs to administer transitional housing projects, the details of the duties of the proposed post which could only be performed by a government officer instead of staff of the NGOs, and also the practicability of arranging an existing directorate staff to take up the duties of the post, we have set out the relevant information at paragraphs 5 to 9 and 15 above.

BACKGROUND

18. The proposal was considered by the LegCo Panel on Housing in November 2019, and the ESC of the FC in May 2020. During the discussions, LegCo Members' concerns mainly rested on the implementation of the transitional housing projects such as financial and technical capability of the NGOs to carry out the projects, the rent level, the application procedures and the use of funding by

/NGOs

NGOs, site selection, construction method, production level of transitional housing each year, transport and community facilities, etc. They also commented on the structure of the TFTH. The proposal was then put to vote at the meeting of FC held on 13 July 2020. However, as the votes for and against the proposal were equally divided, the proposal was rejected upon application of Rule 45⁵ of the FC Procedure.

19. Notwithstanding the FC's voting result, it was the general view of Members of the Panel on Housing as well as the ESC that for efficient implementation of transitional housing projects within the tight schedule in order to expedite the supply of transitional housing units, high-level leadership and co-ordination is essential to pull together efforts of various B/Ds to take a proactive role in assisting NGOs concerned by addressing issues from policy perspective and ironing out technical/practical problems (such as the identification of suitable sites, especially vacant Government, Institution or Community sites, for building transitional housing, and also the pressure on infrastructure and community facilities brought about by transitional housing projects) as the related public consultation and town planning procedures could be complex and time-consuming. There is also a need to have proper steer and oversight of the administration of the Funding Scheme, as well as to review the policies on transitional housing and the approach for implementing new transitional housing projects with regard to operational experience gained and the feedback of stakeholders.

ESTABLISHMENT CHANGES

20. The establishment changes in HD for the past three years are as follows –

Establishment (Note)	Number of civil service posts			
	Existing (as at 1 June 2021)	As at 1 April 2021	As at 1 April 2020	As at 1 April 2019
A	67 [#]	67	67	67
B	1 650	1 649	1 597	1 538
C	8 048	8 048	7 954	7 901
Total	9 765	9 764	9 618	9 506

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⁵ Rule 45 of the FC Procedure stipulates that the Committee makes decisions on all matters by a majority of the members present and voting. Neither the Chairman nor any other member presiding shall vote, unless the votes of the other members are equally divided, in which case he shall have a casting vote [Rule 71(5B)], but the casting vote shall not be exercised in such a way as to produce a majority vote in favour of the question put.

Note –

- A – ranks in the directorate pay scale or equivalent
- B – non-directorate ranks, the maximum pay point of which is above Master Pay Scale (MPS) Point 33 or equivalent
- C – non-directorate ranks, the maximum pay point of which is at or below MPS Point 33 or equivalent
- # – as at 1 June 2021, there was no unfilled directorate post in HD

CIVIL SERVICE BUREAU COMMENTS

21. The Civil Service Bureau supports the proposed creation of a supernumerary AOSGC post in HD up to 31 March 2025. The grading and ranking of the proposed post are considered appropriate having regard to the level and scope of responsibilities.

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

22. As the post is proposed on a supernumerary basis, its creation, if approved, will be reported to the Standing Committee on Directorate Salaries and Conditions of Service in accordance with the agreed procedure.

Transport and Housing Bureau
June 2021

Enclosure 1 to EC(2021-22)2**Details of Transitional Housing Projects in Progress
(as at May 2021)****1. Projects under Construction (3 nos.)**

Operating Organisation/ Developer	Land Owner (Private/ Government)	Project Name	Project Location	Number of Units (Estimated)	Estimated Completion Date
Pok Oi Hospital/ Henderson Land	Private Land	Kong Ha Wai, Yuen Long	Kong Ha Wai, Kam Tin, Yuen Long	1 998	Completion of Phase 1: First half of 2022 Completion of Phase 2: Second half of 2022
The Hong Kong Council of Social Service	Government Land	Yen Chow Street, Sham Shui Po	Junction of Yen Chow Street and Tung Chau Street, Sham Shui Po	205	Completion: First half of 2022
The Society for Community Organization	Government Land	Ying Wa Street, Cheung Sha Wan	Ying Wa Street, Cheung Sha Wan	140	Completion: First half of 2022

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2. Activated Projects (20 nos.)

Operating Organisation/ Developer	Land Owner (Private/ Government)	Project Name	Project Location	Number of Units (Estimated)	Estimated Commencement/ Completion Date
The Society for Community Organization	Government Land	Government Quarters at Victoria Road	Victoria Road	11	Commencement: Q2 2021 Completion: Q3 2021
St. James' Settlement	Government Land	James' Garden	Junction of Chatham Road and Hok Yuen Street	38	Commencement: Q3 2021 Completion: Q4 2021
The Hong Kong Council of Social Service	Government Land	Yip Shing Street, Kwai Chung	Yip Shing Street, Kwai Chung	116	Commencement: Q2 2021 Completion: First half of 2022
Yan Chai Hospital	Government Land	Hoi Hing Road, Tsuen Wan	Junction of Hoi Kok Street and Hoi Hing Road, Tsuen Wan	124	Commencement: Q3 2021 Completion: Second half of 2022
The Hong Kong Council of Social Service	Government Land	Chi Shin Street, Tseung Kwan O	Junction of Po Yap Road and Chi Shin Street, Tseung Kwan O	340	To be confirmed

Operating Organisation/ Developer	Land Owner (Private/ Government)	Project Name	Project Location	Number of Units (Estimated)	Estimated Commencement/Completion Date
The Lok Sin Tong Benevolent Society Kowloon	Government Land	Choi Hing Road, Choi Hung	Choi Hing Road, Choi Hung, Kowloon (next to Caritas Mother Teresa School)	166	Commencement: First half of 2023 Completion: Second half of 2023
The Lok Sin Tong Benevolent Society Kowloon	Hong Kong Housing Authority	Former-Tsuen Wan Lutheran School	Cheung Shan Estate, Tsuen Wan	142	Commencement: Q3 2021 Completion: First half of 2022
The Society for Community Organization	Government Land	Yau Ma Hom Road	Yau Ma Hom Road, Kwai Chung	200	To be confirmed
The Society for Community Organization	Private Land	Dah Way Industrial Building	86 Hung To Road, Kwun Tong	116	To be confirmed
Pok Oi Hospital	Government Land	Ping Che Road, Ta Kwu Ling	Ping Che Road, Ta Kwu Ling (Former-Sing Ping School)	To be confirmed	To be confirmed

Operating Organisation/ Developer	Land Owner (Private/ Government)	Project Name	Project Location	Number of Units (Estimated)	Estimated Commencement/ Completion Date
Hong Kong Sheng Kung Hui Welfare Council/Sun Hung Kai	Private Land	United Court	Tung Tau, Yuen Long	1 800	Commencement: Q2 2021 Completion: Second half of 2022
Tung Wah Group of Hospitals	Government Land	Muk On Street, Kai Tak	Muk On Street, Kai Tak	To be confirmed	To be confirmed
Hong Kong Lutheran Social Service, The Lutheran Church - Hong Kong Synod Ltd./ New World	Private Land	Fan Kam Road, Yuen Long	In the vicinity of Fan Kam Road, Yuen Long	500	To be confirmed
To be confirmed/ New World	Private Land	Ngau Tam Mei, Yuen Long	Ngau Tam Mei, Yuen Long	1 500	To be confirmed
Yan Oi Tong	Government Land	Hung Shui Kiu	Hung Yuen Road, Hung Shui Kiu	404	To be confirmed
Light Be/ New World	Private Land	Light Village	Tsui Sing Road, Ping Shan	To be confirmed	To be confirmed

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Operating Organisation/ Developer	Land Owner (Private/ Government)	Project Name	Project Location	Number of Units (Estimated)	Estimated Commencement /Completion Date
The Lutheran Church - Hong Kong Synod Ltd./ New World	Government Land	Tsat Sing Kong, Pat Heung and Kam Tin, Yuen Long	Near Kam Tai Road	900	Commencement: First half of 2022 Completion: First half of 2023
The Salvation Army	Hong Kong Housing Authority	Former-Salvation Army Sam Shing Chuen Lau Ng Ying School	Sam Shing Estate, Tuen Mun	115	Commencement: Q4 2021 Completion: First half of 2022
The Lok Sin Tong Benevolent Society Kowloon/ Wheelock	Private Land	Wong Yue Tan, Plover Cove, Tai Po	Plover Cove, Tai Po	1 236	Commencement: First half of 2022 Completion: First half of 2023
Christian Family Service Centre	Government Land	Cheung Shun Street, Cheung Sha Wan	Cheung Sha Wan, Kowloon	132	Commencement: First half of 2022 Completion: First half of 2023

3. Projects under In-depth Study (5 nos.)

Operating Organisation/ Developer	Land Owner (Private/ Government)	Project Name	Project Location	Number of Units (Estimated)
To be confirmed	Government Land	Tong Yin Street, Tseung Kwan O	Junction of Chi Shin Street and Tong Yin Street, Tseung Kwan O	To be confirmed
To be confirmed	Government Land	Po Lam Road North, Tseung Kwan O	Po Lam Road North, Tseung Kwan O	To be confirmed
To be confirmed	Private Land	Kam Tin, Yuen Long and Kwu Tung, Sheung Shui	Kam Tin, Yuen Long and Kwu Tung, Sheung Shui	To be confirmed
To be confirmed	Government Land	Sheung On Street, Chai Wan	Sheung On Street, Chai Wan	To be confirmed
To be confirmed	Government Land	Former-Stanley Village Primary School	Former-Stanley Village Primary School	To be confirmed

**Proposed Job Description for the Post of
Deputy Head, Task Force on Transitional Housing (TFTH)**

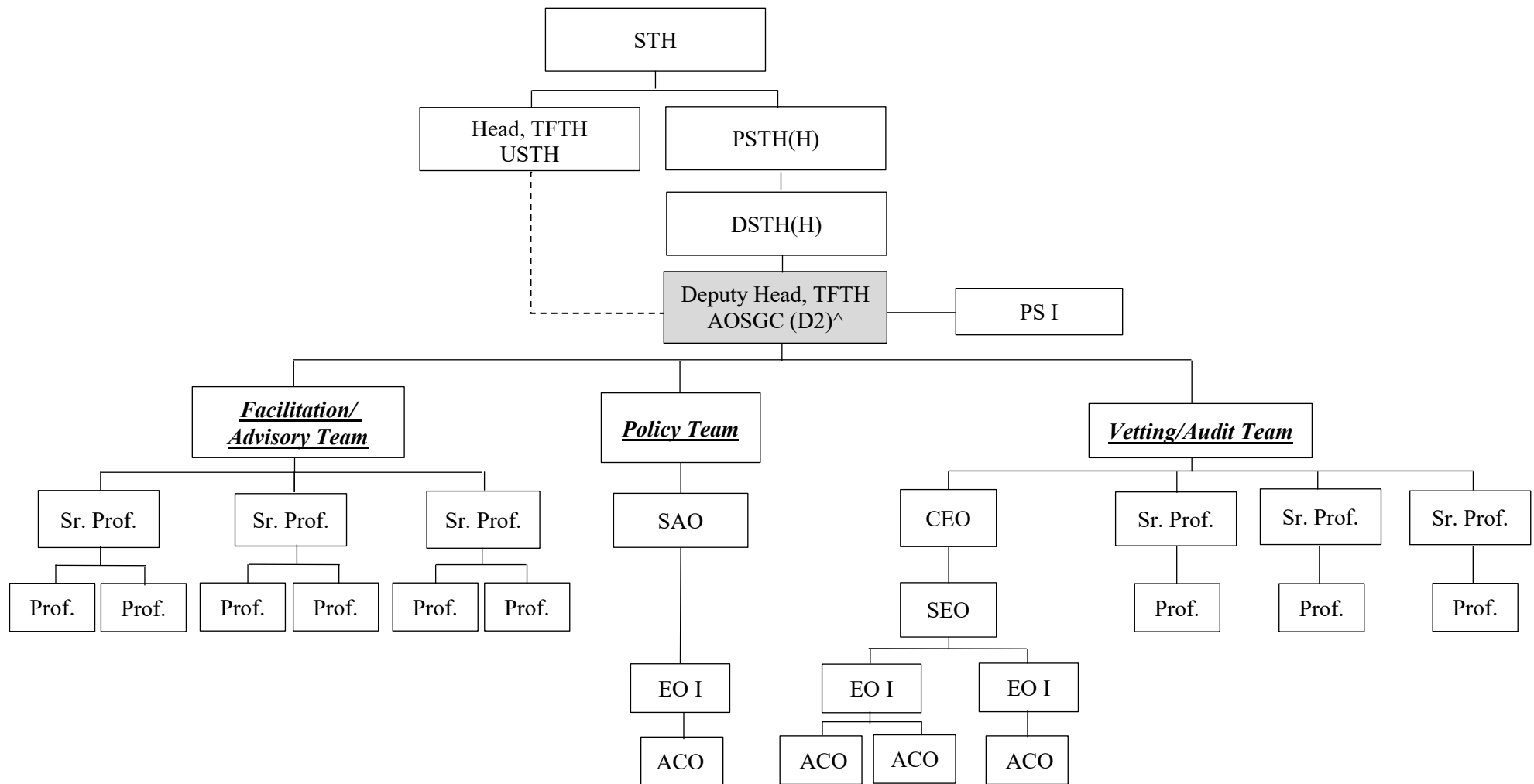
Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Secretary for Transport and Housing (Housing)

Main Duties and Responsibilities –

1. To serve as the Deputy Head of TFTH to steer and oversee new initiatives on transitional housing for the implementation by Non-government Organisations (NGOs), and the implementation of the Funding Scheme to Support Transitional Housing Projects by NGOs (Funding Scheme);
2. To oversee policy analysis and formulate policy proposals on transitional housing, explore new initiatives for supplying additional transitional housing units and co-ordinate policy inputs on transitional housing from bureaux/departments (B/Ds);
3. To lead discussions with high level officials of relevant B/Ds and significant stakeholders to determine the framework of the transitional housing projects, supervise necessary consultancy work for feasibility study of potential sites, and engage/consult relevant stakeholders in various fields to spearhead the initiatives on transitional housing;
4. To co-ordinate the consultation with the Legislative Council (LegCo), as well as handle LegCo business and public/media enquiries in relation to transitional housing;
5. To oversee the operation of TFTH to support transitional housing projects by NGOs, including provision of secretariat support to the Assessment Committee in considering applications for the Funding Scheme by NGOs, and development of a framework that is conducive to effective operation of approved transitional housing projects in particular the large-scale projects in the New Territories; and to monitor the budget and expenditure of transitional housing projects; and
6. To monitor the situation after implementation and set up plan/framework for conducting review on transitional housing initiatives, including the Funding Scheme when necessary, and suitably adjusting the workflow of TFTH comprising multi-disciplinary professional staff to ensure alignment of its operation with the policy objective of transitional housing.

Existing and Proposed Organisation Chart of Task Force on Transitional Housing (TFTH)



Legend

AOSGC - Administrative Officer Staff Grade C
 ACO - Assistant Clerical Officer
 CEO - Chief Executive Officer
 DSTH(H) - Deputy Secretary for Transport and Housing (Housing)
 EO I - Executive Officer I
 PSTH(H) - Permanent Secretary for Transport and Housing (Housing)
 PS I - Personal Secretary I

Prof. - Professional
 STH - Secretary for Transport and Housing
 SAO - Senior Administrative Officer
 SEO - Senior Executive Officer
 Sr. Prof. - Senior Professional
 USTH - Under Secretary for Transport and Housing

^ Supernumerary AOSGC post proposed for creation under the establishment of Housing Department

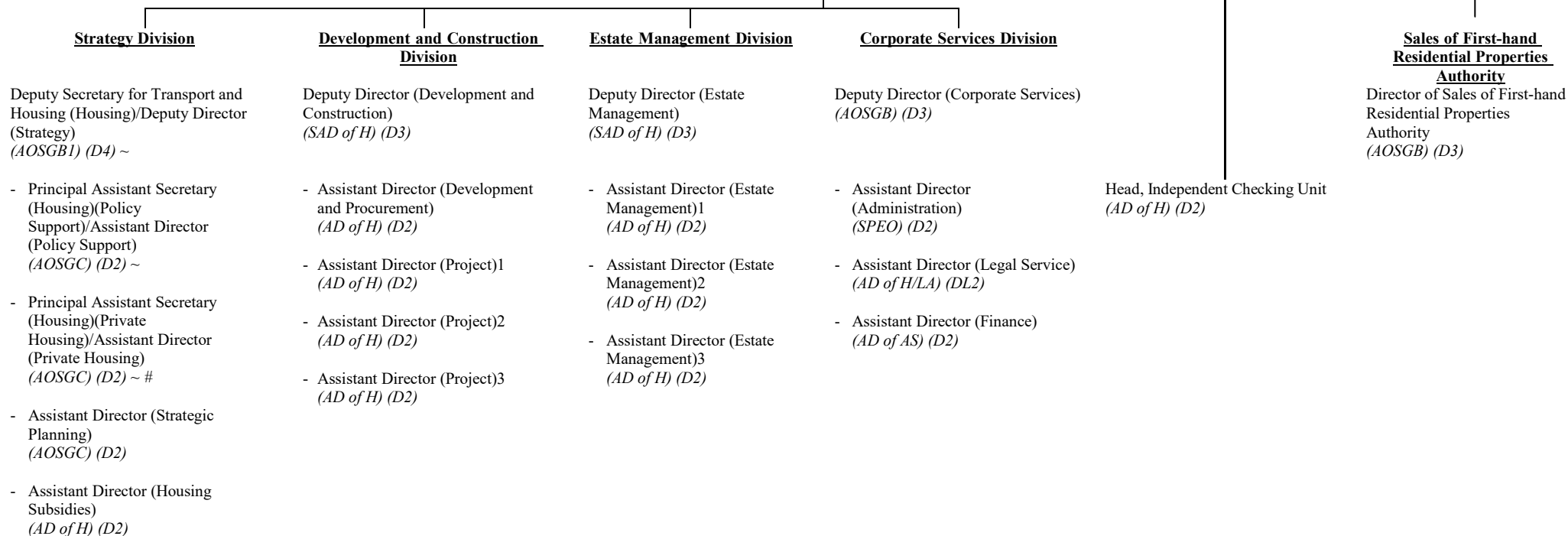
Note Senior Professionals and Professionals include staff of the grades of Architect, Building Services Engineer, Engineer (Civil), Structural Engineer and Quantity Surveyor

**Duties and Responsibilities of
Principal Assistant Secretary (Housing) (Private Housing)/
Assistant Director (Private Housing) (PAS(H)(PH)/AD(PH))**

PAS(H)(PH)/AD(PH) is responsible for monitoring the private residential property market; formulating and overseeing measures to ensure the stable and healthy development of the residential property market. Specifically, PAS(H)(PH)/AD(PH) oversees the analysis and compilation of reports on the projected supply of first-hand residential properties, which are published on a quarterly basis for public consumption. The post-holder also oversees the collation and preparation of various analyses to monitor private residential developments; involves heavily in the formulation and implementation of various demand-side management measures (including the Special Stamp Duty, Buyer's Stamp Duty and New Residential Stamp Duty). PAS(H)(PH)/AD(PH) also oversees the policy on Starter Homes and monitors the implementation of Starter Homes pilot projects. Furthermore, the post-holder is responsible for liaising with the Estate Agents Authority on policy matters relating to the regulation of estate agents, including issues relating to the professionalism and service standards of estate agents; handling policy issues in relation to the subsidised housing projects of the Hong Kong Housing Society (HKHS) and work hand in hand with HKHS on the implementation of the subsidised housing projects undertaken by HKHS; and handling Legislative Council business and public and media enquiries in relation to the aforementioned subjects.

Existing Organisation Chart of Housing Department

Permanent Secretary for Transport and Housing (Housing)/Director of Housing
(AOSGA1) (D8) ~



Legend

- | | | |
|--|----------|--|
| AOSGA1 - Administrative Officer Staff Grade A1 | AD of H | - Assistant Director of Housing |
| AOSGB - Administrative Officer Staff Grade B | LA | - Legal Advice |
| AOSGB1 - Administrative Officer Staff Grade B1 | SAD of H | - Senior Assistant Director of Housing |
| AOSGC - Administrative Officer Staff Grade C | SPEO | - Senior Principal Executive Officer |
| AD of AS - Assistant Director of Accounting Services | | |

~ These posts are given bureau designations in addition to normal departmental designations to better reflect the nature of their duties which are largely policy-related.

There are 15 AD posts at D2 level in HD, including one post funded by the Government (i.e. Principal Assistant Secretary (Housing) (Private Housing)/Assistant Director (Private Housing)) and 14 posts funded by the Hong Kong Housing Authority.