

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 44 - ENVIRONMENTAL PROTECTION DEPARTMENT Subhead 001 Salaries

Members are invited to recommend to ~~the~~ Finance Committee the creation of the following permanent posts in the Environmental Protection Department -

5 Principal Environmental Protection Officers
(D1) (\$86,650 - \$91,950)

~~Members are also invited to recommend consequential amendments to the duties and responsibilities of several existing directorate posts in the department.~~

PROBLEM

The directorate structure of the Environmental Protection Department (EPD) needs strengthening to cope with the increasing complexity and volume of existing and expanding services arising from the continuing rapid urban and infrastructure development, the increasing pollution control activities and demand for waste disposal services, and the revising expectations of the community for a better environment. ~~Since the Finance Committee approved the existing management structure in 1994, staff and financial resources provided to meet these demands have both increased by 41% with no corresponding increase in the directorate strength required to manage them.~~

PROPOSAL

2. We propose to create five permanent posts of Principal Environmental Protection Officer (PEPO) to strengthen the directorate structure of the department.

~~We also propose to change reporting relationships among the existing directorate posts, to achieve a better distribution of responsibility and work load. All the proposals are in accordance with an external review of the department's directorate structure, as endorsed by a steering group under the Secretary for Planning Environment and Lands in mid 1996.~~

/JUSTIFICATION

JUSTIFICATION

3. At present the directorate structure of EPD comprises the Director of Environmental Protection (DEP) (D5), ~~in his management of the department~~ a Deputy Director of Environmental Protection (DDEP) (D3), five Assistant Directors of Environmental Protection (ADEP) (D2) ~~(ADEP)~~ and 18 ~~Principal Environmental Protection Officers (PEPOs) (D1)~~. The organisation chart of the department's as last approved by Finance Committee on 2 July 1993 is on page 1 of the Enclosure, ~~management structure is shown at Appendix 1. The department has expanded from 288 staff on its set up foundation in 1986 to 1238 in 1994, after the Finance Committee approved the present management structure, and to a present establishment of _____ as at 1 December 1996, almost 1600. Since July 1993, the department~~ department has grown from an establishment of 1 116 to about 1 600 in December 1996 to meet increased workload. However, the directorate structure and establishment have remained unchanged and are inadequate to cope with the increase in demand for and services, ~~and~~ complexity of services provided by the department ~~these those services~~.

4. In May 1996 we ~~c~~Commissioned ~~c~~Consultants to undertake a review on, inter alia, the directorate structure of EPD. in May and June 1996. With reference to the recommendations made in the review, we propose to restructure the department and strengthen its directorate support as detailed in the following paragraphs.

Waste Facilities Division

PEPO (Speical Waste Facilities) (D1)

The present organisation

59. We set up the ~~The~~ Waste Facilities Division (WFD) under an ADEP (D2) was established in 1993-/94, to ~~betake~~ responsible for the development of all waste management facilities. ~~Headed by an ADEP Assistant Director of Environmental Protection The Division the WFD~~ Waste Facilities Division comprises four groups, each led by a PEPO, ~~Principal Environmental Protection Officer~~; as follows -

- (a) Two Solid Waste Projects Groups (designated as I and II) responsible for the progress of solid waste management projects in the Public Works Programme and management of of waste facilities operation;
- (b) Waste Facilities Planning Group, responsible for establishing a long term solid waste management strategy for Hong Kong,

and for planning new facilities and initiatives in the strategy;
and

- (c) Liquid Waste Projects Group, responsible for sewage treatment and disposal projects in the Public Works Programme.

/The

The new challenge

640. The number of solid waste projects under the management of ~~WFDthe division~~ has increased rapidly since its formation. It has put into operation three large strategic landfills, three refuse transfer stations and a chemical waste treatment centre into operation. It is supervising the construction of three new refuse transfer stations and restoration of six exhausted landfills. Plans are under way to provide three more refuse transfer stations, ~~to~~ identify facilities for the disposal of clinical waste, animal carcasses and security waste, ~~to~~ build a storage facility for low-level radioactive waste, ~~to~~ develop incineration facilities for municipal waste, ~~to~~ restore all 13 exhausted landfills and to begin waste reduction programmes. The total annual expenditure of these projects under the financial responsibility of ~~WFDthe division~~ has increased by 67 per cent from approximately \$1.14 billion in 1993-94 to \$1.9 billion in 1996-97, with a projected expenditure of \$3.2 billion in 1997-98. Despite our efforts to introduce efficiency improvements, the ~~work load~~ workload on solid waste management projects has continued to grow and has reached the level where it is no longer possible for ~~WFDthe division~~ to operate effectively without increasing directorate support and enhancing the organisation structure.

The proposed solution

744. The ~~WFDWaste Facilities Division~~ should, for maximum effectiveness, focus its efforts on solid waste projects ~~alone~~. ~~As a To achieve this~~ first step, we propose to rename the Liquid Waste Projects Group as Sewage Infrastructure Planning Group and to transfer it to the Waste and Water Division, which bears the responsibility for water quality management and hence links more appropriately with sewage disposal projects.

83. In view of the increased workload of the two existing waste solid projects groups, we propose to split the two existing solid waste projects groups into three and to designate the new group as Special Waste Facilities Group. ~~The We~~ will rename ~~have~~ the Solid Waste Projects Group ~~It as (renamed the~~ Facilities Management Group) to be responsible for managing the operation of existing waste disposal facilities, and the Solid Waste Projects Group II ~~as (renamed the~~ Facilities Development Group) focusing on the development of new waste management facilities. The new Special Waste Facilities Group will concentrate on the management and development of treatment facilities for special wastes such as chemical waste, clinical waste, livestock waste and radioactive waste, and will take charge of the management of the chemical waste treatment centre of a capital cost of \$9.5 billion. The Waste Facilities Planning Group will continue to ~~to~~ concentrate itself on planning and charging issues at the strategic level.

/9.

912. We consider that the level of responsibility of the head of the new group in managing and developing special waste facilities and the span of control will be similar to that of the existing PEPOs in WFD. Accordingly, we propose would need to create a new permanent post of PEPO, to be designated PEPO ~~Principal Environmental Protection Officer~~ (Special Waste Facilities) to head the new Special Waste Facilities Group.

14. ~~The Government's Efficiency Unit carried out an analysis of the Waste Facilities Division was over a six month period, between June and December 1995. The review team critically examined the structure and the skill needed to run the division. They found that the proposed Principal Environmental Protection Officer (Special Waste Facilities), responsible for management and development of special waste facilities including the \$9.5 billion chemical waste treatment centre contract, would have a level and type of duties and responsibility and a span of control similar to those of other principals in the Waste Facilities Division. The steering committee for the review, chaired by the Secretary for Planning, Environment and Lands, endorsed its recommendation.~~

Consequential changes

10.1 Subsequent to the proposed transfer of the Liquid Waste Projects Group to the Waste and Water Division, we will redesignate the PEPO (Liquid Waste) as PEPO (Sewage Infrastructure and Planning) and will revise the job description of ADEP (Waste and Water). The revised duties of ADEP (Waste and Water) and PEPO (Sewage Infrastructure and Planning) are on pages 22 and 36 of the Enclosure. The revised organisation chart of the Waste and Water Division is on page 2 of the Enclosure.

11.15.16 Consequent upon these changes, there will be four groups in WFD under the supervision of ADEP (Waste Facilities). The revised job description for ADEP (Waste Facilities) and the four PEPOs in WFD are on pages 19 and 24 to 27 of the Enclosure. The proposed organisation charts of the four groups are on pages 3 to 6 of the Enclosure.

Environmental Assessment and Noise Division (currently Environmental Assessment and Administration Division)

PEPO ~~Principal Environmental Protection Officer~~ (Assessment and Audit) (D1)

The present organisation

126.17 We formed the ~~The~~ Environmental Assessment and Administration Division under an ADEP in 1993, ~~in accordance with the Finance Committee's decision on EC(1993-94) Item 9.~~ It ~~comprises~~ absorbed the Regional Assessment

| Group and the Strategic Assessment Group each of which works under a PEPO, and the department's Administration Unit, ~~its~~ Computer Unit and ~~its~~ Accounting Services Unit.

/The

The new challenge

~~137.18~~ Since 1993, we have implemented a number of new initiatives which include the introduction and implementation of legislation on environmental impact assessment and the introduction of the Green Manager Scheme in the Government, ~~have been implemented~~, in addition to the growth of environmental planning and impact assessment activities. In response to increasing public demand, we have to provide more input on environmental assessment to the The Town Planning Board and the Public Works Ssub-committee of the Finance Committee. ~~The Committee have made increasing demands for environmental assessments.~~ The Legislative Council, the Advisory Council on the Environment (ACE) and district boards expect vigorous follow-up on completed assessments by environmental monitoring and audit, to ensure proper implementation of the recommendations to avoid serious environmental harm.

~~1420.~~ Apart from the increased ~~Not only did the~~ scope of environmental planning and assessment ~~increase~~ over the past few years, ~~the~~ the complexity of the issues, the level of involvement and the number of meetings requiring attendance of PEPOs ~~to be attended by the principal officers~~ to resolve issues have also increased. For example, before 1993, the number of papers or presentations on environmental impact assessment (EIA) to the then Environmental Pollution Advisory Committee (now reconstituted as the ACE Advisory Council on the Environment) was less than eight each year. This increased to 18 in 1994, 24 in 1995, and about 29 in 1996, ~~an increase of more than three times compared to 1993.~~

15. Furthermore, the new EIA Bill, the government's commitment on housing, the Territorial Development Strategy Review, the Study on Sustainable Development for the 21st Century and environmental impact assessment and follow-up on major developments such as ports and railways all require the personal involvement of the PEPOs. ~~principal officers.~~

~~16819.~~ In the past few years, we have created five new sections, each under a SEPO, in the division to assist the two PEPOs to meet the new demands. However, the increasing scope and complexity of environmental planning and assessment have put too great a burden on the PEPOs.

/The

The proposed solution

~~179.~~ We will transfer one of the sections, the Complaints Section, to the Local Control Division to facilitate a quicker and more effective response to the community (see paragraph 40 below). ~~Despite this transfer, the Environmental Assessment and Administration~~~~Audit~~ ~~Division will comprise 13 sections and 45 professional staff as compared with nine sections and 34 professional staff in 1993. This gives a net increase in the number of sections in the division from nine in 1993 to 13 in 1996, an increase of 44 per cent. The total number of professional staff to be managed by the two principals has increased from 34 in 1993 to 45 in 1996, an increase of 32 per cent.~~ The span of control and the scope of work for ~~the two~~ PEPOs will remain too wide ~~for just two D1 officers.~~

~~1823.~~ ~~We propose to~~~~To~~ relieve the pressure in the Environmental Assessment and Administration Division, ~~by we propose to createing a new Assessment and Audit Group~~ with special focus on environmental monitoring and audit, to redesignate the two existing groups ~~and to transfer the the~~ administration, accounting services and computer functions from the division ~~to a new Corporate Services Division (see paragraph 45 below), in line with the recommendations of the 1996 Directorate Review. Upon restructuring, The the~~ distribution of key responsibilities among the three groups will be ~~under the organisation structures as shown in Appendixes 7-9 proposed to be~~ as follows: -

- (a) Territory Assessment Group will be responsible for preparing the EIA Bill, territorial and sub-regional planning, environmental impact assessment and environmental planning of projects or planning proposals in the North West and North East New Territories, and statutory planning and coordination for the Public Works Sub-committee, the Executive Council and Town Planning Board matters.
- (b) Urban Assessment Group will be responsible for the development of corporate environmental management and green management, environmental impact assessment for the housing programme, environmental impact assessment and environmental planning of projects or planning proposals in Kowloon, Hong Kong, Tseung Kwan O and Sai Kung.
- (c) A new Assessment and Audit Group will be responsible for the development and consolidation of policy for environmental monitoring and audit, the environmental monitoring and audit of all recommendations of completed EIA studies of major development projects, environmental impact assessment of strategic projects such as railway and port developments, and the environmental impact assessment

and environmental planning of projects or planning proposals
in Islands District.

/19.

1924. We consider that the level of responsibilities of the head of the Assessment and Audit Group is comparable to that of PEPOs of the two other groups in the division. Accordingly, we propose to create a permanent post of PEPO, to be designated as PEPO (Assessment and Audit). We will redesignate the existing two PEPOs as PEPO (Territory Assessment) and PEPO (Urban Assessment) respectively. Their revised job descriptions and the job description of the new PEPO (Assessment and Audit) are on pages 28 to 30 of the Enclosure. The organisation charts of the division are on pages 7 to 9 of the Enclosure respectively.

~~Consequential and the two existing principal officer posts will be renamed and have some adjustments to their duties and responsibilities, to correspond to the groups proposed above. Proposed duties and responsibilities for the three posts are shown in Appendices 27 to 29, and organization structures for the groups are shown in Appendices 7 to 9.~~

changes

2025. Consequent ~~upon~~ on the changes in paragraph 18 above ~~creation of a new group and the transfer of corporate services from the Environmental Assessment and Administration~~, we propose to transfer the Noise Policy Group from the Air and Noise Division ~~to~~ to the Environmental Assessment and Administration Division and to rename the group and the division as Noise Management Policy Group and Environmental Assessment and Noise Division. Noise is an important element in environmental assessment, so there is scope for achieving efficiency realizing efficiencies by bringing ~~if~~ the Noise Management Policy Group into the division.

21.27. Accordingly, we will redesignate ~~rename~~ the post of ~~ADEP Assistant Director of Environmental Protection~~ (Environmental Assessment and Administration) ~~as to become ADEP Assistant Director of Environmental Protection~~ (Environmental Assessment and Noise). Its revised job description is on page 20 of the Enclosure. ~~Proposed duties and responsibilities for the post are shown in Appendix 19 and those~~ The revised job description for ~~of~~ the ~~PEPO Principal Environmental Protection Officer~~ (Noise Policy), now designated as PEPO (Noise Management and Policy), is on page 35 of the Enclosure. ~~The~~ The organisation chart of the Noise Management and Policy Group is on page 10 and the organisation chart of the ~~proposed~~ Environmental Assessment and Noise Division is shown on page 2 of the Enclosure ~~respectively is shown in context in Appendix 2.~~

Air Division (currently Air & Noise Division)

**PEPOPrincipal Environmental Protection Officer (Motor Vehicle Emissions)
(D1)**

The present organisation

2228. We established theThe Air and Noise Division under an ADEP,as established in 1993, in 1993. Apart from the Noise Policy Group, the division includes the following three groups, each under a PEPO, which are responsible~~that have responsibilities~~ for Hong Kong's air quality -

/(a)

- (a) Air Policy Group is responsible for developing policy and legislative proposals in relation to pollution of the atmosphere. It is also the main source of advice on air pollution for land use planning and major urban infrastructure development, air pollution modelling and on hazard assessment.
- (b) Air Management Group is concerned with industrial pollution control, asbestos control, and control of ozone depleting substances. It formulates and standardises procedures for pollution control in the local control offices, and it develops and maintains a database on emissions of air pollution.
- (c) Air Services Group operates and maintains an air monitoring network, and reports air quality to meet professional and public needs. This group is also responsible for developing and implementing measures to reduce the impact of emissions from motor vehicles.

The new challenge

23. The workload and the complexity of the work of the Air Management Group continue to grow in the areas of controlling ozone depleting halons, chlorofluorocarbons (CFCs) and asbestos. With the banning of CFCs, we expect that illegal activities will increase. We need to tighten our control to meet our obligation under the Montreal Protocol. On the other hand, the full implementation of the comprehensive control scheme for asbestos from April 1997 will demand more involvement by the PEPO (Air Management) in implementing an asbestos management programme for specified premises including all the schools, hospitals, facilities of the Mass Transit Railway Corporation and other public utilities. The task demands extensive high level liaison with these organisations as well as the senior management of relevant Government departments. Other than this, PEPO (Air Management) will be a leading member and principal professional advisor of the Asbestos Administration Committee. The work on asbestos control has risen greatly because of increased activities in construction generally and infrastructure development in particular. With the expanding scope of work, it is becoming very difficult for PEPO (Air Management) to cope with all his responsibilities.

2429. Part of the work of the Air Services Group is the control of motor vehicle emissions. In the past ten years, the number of motor vehicles in Hong Kong has more than doubled, and increasing congestion has had a multiplying effect on the polluting emissions to the atmosphere. This has become a major issue in air pollution control. We have introduced some ~~Some~~ measures have already been introduced to reduce the impact of motor vehicle pollution, but they have not been adequate to deal with the constantly increasing number of motor vehicles on our roads. We have to explore other effective measures to control vehicle emissions.

25. Other responsibilities of the Air Services Group are also increasing. These include operating and monitoring an air network, conducting projects and studies into emerging air pollution issues, advising on technical aspects of the control programmes and reporting of the air pollution index. All these are highly controversial issues requiring the personal involvement of PEPO (Air Services). His multifarious responsibilities have made it very difficult for him to cope with the important issues and the motor vehicle emissions control programme in a proper manner.

The proposed solution

2630. The ~~EPD~~ Environmental Protection Department has developed a comprehensive strategy on motor vehicle emission controls, which the Environmental Protection Advisory Committee (now the ACE ~~Advisory Council on the Environment~~) considered and endorsed in 1993. The strategy comprises the following proposed measures: The activities of these strategies are much wider in scope and complexity than the earlier measures, both technically and administratively. We need additional effort to coordinate, plan and direct resources to develop and implement complex new programmes, and to undertake ~~to~~ the extensive liaison and advocacy role necessary to ensure their success.

~~higher penalties for smoky vehicles, imposing higher fines and suspension of licence for excessive emissions~~

~~a comprehensive inspection and maintenance programme, which will require vehicles to undergo regular inspections, at higher frequency for high mileage vehicles~~

~~a switch away from heavy dependence on diesel for smaller vehicles, substituting cleaner unleaded petrol vehicles within a specified period.~~

~~Liaison with the Planning, Environment and Lands Branch, Transport Department, Electrical and Mechanical Services Department, the police and other government bodies.~~

———Close liaison and consultation with non-government parties, including the automotive fuel companies, the Motor Traders Association and transport operators.

———Consultation with the Advisory Committee on the Environment and the Legislative Council, and effective advocacy of the measures to be adopted under the strategy.

———Technical leadership in devising effective ways to promote the shift away from diesel usage in small vehicles, in rigorous development of the details a feasible scheme, and in other elements of the motor vehicle emission control strategy.

besides switching small diesel vehicles to petrol and enhancing other control measures, created even greater need for management involvement in the development of motor vehicle emission controls. At the same time the other elements of the air programme, including pollution management for stationary sources and asbestos control have increased and other new concerns, including toxic and indoor air pollution, have emerged (albeit at a lower level of concern than motor vehicle emissions).

33. ———The importation of the ozone depleting halons and CFCs has been banned since 1994 and 1996 respectively. When the stock of these materials begins to be used up in the coming years, a greater effort will be required to ensure that Hong Kong's obligation under the international treaty, the Montreal Protocol, can be fully observed. Moreover, there is an increasing demand from the community and the legislature for the government to enhance the air monitoring network and to deal with the toxic substances emitted from different sources such as petrol filling stations and dry cleaners, as well as indoor pollution.

2734. To meet the demand and to rationalise the workload of the Air Management Group and the Air Services Group, we~~the department~~ propose to create a new Motor Vehicle Emissions Group to take overall responsibility for controlling ozone depleting substances from the Air Management Group and motor vehicle emissions from the Air Services Group. The new Group will comprise four~~The post will take responsibility for~~ sections, each led by a Senior Environmental Protection Officer (SEPO). They are three~~will be in~~ Motor Vehicle Sections (P~~programme~~, Control and I~~nspection~~) and a new~~the third will be an~~ O~~zone~~ L~~ayer~~ P~~rotection~~ Section, ~~added to this group to balance work load across the division.~~

28. The head of the Motor Vehicle Emissions Group will lead the group to devise effective ways to introduce clean alternatives to diesel vehicles, tighten the vehicle emission and fuel standards, formulate and enforce a vehicle emission inspection programme and strengthen controls on smoky vehicles. In addition, he will manage the import, export and use of ozone layer depleting substances to fulfil international standards and develop a publicity programme to reduce air pollution from motor vehicles and ozone depleting substances. In discharging his responsibilities, he will have to frequently speak in public on behalf of the Government, contact the media, attend meetings of advisory committees and Legislative Council Panels, work with directorate staff of policy branches and Government departments on new policies, consult and negotiate with relevant trades and associations, and maintain a close contact with overseas governments and research institutes.

29. We consider that the head of the Group should be an experienced professional officer in the field of environmental protection pitched at D1 level. Accordingly, we propose the creation of a permanent post of PEPO, to be designated as PEPO (Motor Vehicle Emissions).

Consequential changes

3035. ~~Upon the creation of the group to be headed by a PEPO Principal Environmental Protection Officer (Motor Vehicle Emissions Group), PEPO Principal Environmental Protection Officer (Air Services) will devote more extra time and effort to its existing responsibilities to the air monitoring network as well as toxic and indoor air pollution. Also, PEPO (Air Management) head will concentrate on pollution control in complex cases which those that have implications throughout Hong Kong.~~

316. Expansion of the Air Programme has created extra pressure on the ~~Air and Noise Division. division head, the Assistant Director (Air and Noise). As described in In paragraph paragraph 20 above, we propose to relieve this somewhat and to even out the work-loads by transferring the Noise Policy Group to the Environmental Assessment and Administration Division. We will rename the Air and Noise Division as Air Division and redesignate the post of ADAEP Assistant Director of Environmental Protection (Air and Noise) as ADEP Assistant Director of Environmental Protection (Air). His revised with job description is on page 21 of the Enclosure duties and responsibilities shown in Appendix 20.~~

327. A set of ~~proposed~~ organisation charts for the four headquarters groups in the Air Programme are ~~on pages 11 to 14 of the Enclosure included as Appendices 11 to 14.~~ The ~~job descriptions for main duties and responsibilities of~~

the ~~PEPOs principal environmental protection officers~~ are ~~on pages 31 to 34 of the~~ Enclosure ~~at Appendices 30 to 33~~. A summarised structure ~~of for~~ the Air Division is ~~on page 2 of the~~ Enclosure ~~shown in its context in Appendix 2~~.

/Local

Local Control Office

~~PEPO~~Principal Environmental Protection Officer (Local Control Urban East) (D1)

The present organisation

338. ~~The department set up the first two local control offices in 1990 and three more in 1993 in the Local Control Division to cope with extensions in pollution control and increased workloadwork load using a regionalised approach. approach.~~ The Local Control Division's mission is to serve local communities by enforcing pollution control laws to safeguard people's health and welfare, as well as providing an interface between the department and local communities. ~~To tackle local pollution problems effectively, the department adopted a regionalised approach to pollution control, as set out in the 1989 white paper, *Pollution in Hong Kong — a Time to Act*. The department set up the first two local control offices in 1990, and three more in 1993, to cope with extensions in pollution control and increased work load.~~

The new challenge

349. Since 1993, the local control offices have taken on a number of additional control functions including functions -

~~, which are either entirely new or greatly expanded compared with its previous duties. ∴~~

~~(a)~~ licensing specified processes under the Air Pollution Control Ordinance;

~~(b)~~ processing chimney applications, ~~and~~ furnace approvals and construction noise permits;

~~(c)~~ prosecuting air pollution offences;

~~product noise control~~

~~processing construction noise permits~~

~~(d)~~ vetting drainage plans and treatment plans referred by the Buildings Department;

~~(e)~~ implementing a revised livestock waste control scheme;

~~(f)~~ enforcing controls on fly tipping;

| (g) implementing a scheme to connect existing premises to new sewers,
 under the Water Pollution Control Ordinance;

| ~~major extensions to control under the Water Pollution Control Ordinance~~

| (h) implementing new control on noise arising from manual
 construction work under the Noise Control (Construction Work)
 Regulation; and

| (i) implementing the Air Pollution (Open Burning) Regulation to
 prohibit opening burning across the territory.

/35.

3540. To cope with the increases in ~~workload~~ ~~work load~~ and the expanded responsibilities, ~~we have increased the allocated~~ ~~additional resources were allocated to the five local control offices.~~ The total establishment of the five local control offices ~~increased~~ by 93 per cent from 347 in 1993 to 670 ~~(including administrative staff)~~ by the end of 1996.

3641. The declaration of the Victoria Harbour Water Control Zone (under the Water Pollution Control Ordinance) in November 1994 brought an additional 7 000 effluent ~~discharges~~ ~~dischargers~~ under the control of two of the local control offices, Territory East and Urban West. ~~This, together with the other elements of~~ ~~The~~ increased ~~work load~~ ~~workload~~, ~~has~~ created the need to form additional control sections, which we have placed under the management of the Territory East Local Control Office. The PEPO ~~then had of this office has~~ to manage seven sections ~~to,~~ ~~as well as deal with~~ ~~dealing with~~ local issues arising from areas under six district boards. The increased responsibility, the complexity of the ~~work load,~~ workload and the widened span of control, are ~~affecting adversely the too much to~~ ~~permit~~ effective management of the Territory East Local Control Office ~~group~~.

The proposed solution

3742. We propose to establish ~~Aa~~ ~~sixth local control~~ office called ~~is needed to provide effective control in the urban areas. It is proposed to establish an~~ Urban East Local Control Office to take over ~~taking~~ pollution control activities in the Yau Tsim Mong and Kowloon City districts from the Territory East Local Control Office and those in Sham Shui Po from the Urban West Local Control Office. This will allow each of the Urban East and Territory East Local Control Offices to concentrate on pollution control activities in three districts. It will improve the department's ability to respond to growing demands from the district boards and to the community's growing environmental awareness and expectations.

3843. The areas ~~proposed~~ to be covered by the six local control offices will be as follows:-

<u>Local Control Office</u>	<u>Status</u>	<u>Areas covered</u>
Territory East)	changed	Wong Tai Sin, Kwun Tong and Sai Kung districts
Territory West	unchanged	Yuen Long and Tuen Mun districts
Territory North	unchanged	North, Tai Po and Sha Tin districts
✕ Territory South	unchanged	Central & Western, Wan Chai, Eastern, Southern and Islands districts

/Urban

<u>Local Control Office</u>	<u>Status</u>	<u>Areas covered</u>
Urban West	changed	Tsuen Wan and Kwai Tsing districts
Urban East	new	Sham Shui Po, Yau Tsim Mong and Kowloon City districts

3944. The level of responsibilities of the head of the new Urban East Local Control Office is similar to that of PEPOs of existing local control offices. Accordingly, we ~~it is proposed~~ to create a permanent post of new PEPO, to be designated as PEPO (Urban East Local Control). ~~Principal Environmental Protection Officer (D1) post.~~ The job description duties and responsibilities for of the post are essentially the same as those of the other five local control office heads is on page 37 of the Enclosure. We propose to adopt the same job description for the other five PEPOs of the local control offices, apart from their geographic difference. The only exception is the head of the Territory South Local Control Office who formerly had specific responsibilities in the Noise Programme will now have responsibility for a new headquarters section. A revised job description for PEPO (Territory South Local Control Office) is on page 38 of the Enclosure.

40.45. We ~~We~~ also propose to transfer the responsibility for dealing with pollution complaints to each of the local control offices, ~~including the new one.~~ This will facilitate a quicker and more effective service to the community, and will allow the environmental assessment and planning groups to devote more management attention to their core activities~~ff.~~ The organisation charts of the new Urban East Local Control Office and the Territory South Local Control Office are on pages 15 and 16 of the Enclosure.

418. These above changes require minor adjustments in the duties and responsibilities of ADEP (Local Control). A revised job description for the post is on page 23 of the Enclosure ~~proposed statement of these duties and responsibilities is shown at Appendix 22.~~

A new Corporate Services Division

PEPO~~Principal Environmental Protection Officer~~ (Corporate Services) **(D1)**

429. At present, ~~C~~corporate support services in ~~the Environmental Protection Department~~EPD are either in the Environmental Assessment and Administration Planning Division or under the direct responsibility of DEP ~~the Director~~ or DDEP ~~the Deputy Director~~. There are seven separate units: -

/(a)

- (a) Administration Unit is headed by a Chief Executive Officer, designated as the Departmental Secretary, and comprises 98 staff. It provides general administration, registry and personnel services to the department's headquarters. The ~~Departmental Secretary~~ reports to ADEPthe Assistant Director (Environmental Assessment and Administration).
- (b) Departmental Computer Unit is headed by a SEPO, designated as the Departmental Computer Officer~~Senior Environmental Protection Officer~~. Comprising five staff, this unit operates the department's internal computer network and provides general advisory and support services on computer use and development. The Departmental Computer Officer reports to ADEPthe Assistant Director (Environmental Assessment and Administration).
- (c) Accounting Services Unit is headed by a Senior Treasury Accountant. The unit comprises 40 staff, providing accounting services to all except the WFD of the department~~Waste Facilities Division~~. The Senior Treasury Accountant also reports to the ADEP Assistant Director (Environmental Assessment and Administration).
- (d) Human Resources Unit is headed by a SEPO, designated as the Human Resources Officer~~Senior Environmental Protection Officer~~. It comprises ten staff, providing services in training, manpower planning and related functions to the department. The Human Resources Officer reports to DDEPthe Deputy Director of Environmental Protection.
- (e) Technical Support Unit is headed by a SEPO, designated as the Technical Secretary.~~Senior Environmental Protection Officer~~ Comprising five staff, the Technical Support Unit provides a wide range of services in the field of technical information, including dissemination of information to outside and overseas organisations. The Technical Secretary reports to DDEP.
- (f) Public Relations Unit, now known as the Media Relations Unit, headed by a Principal Information Officer, and the Community Relations Unit, headed by a SEPO~~Senior Environmental Protection Officer~~ designated as the Community Relations Officer, are both responsible for the department's relations with the community and report to the DEP. Director of Environmental Protection.

/The

The new challenge

~~4350.~~ Because of increase in workload ~~27 to 39~~, it is no longer possible for ~~ADEP the Assistant Director~~ (Environmental Assessment and Administration) to ~~manage provide~~ effectively ~~management to~~ three units that are not part of his core professional responsibilities. Similarly, it is impractical for ~~DDEP, who supervises the Deputy Director, to whom all the~~ five ~~Aassistant dDirectors, to be responsible for the Human Resources and Technical Support Units will report, to supervise small units~~ headed ~~by SEPOs by SEPO Senior Environmental Protection Officers.~~

~~4451.~~ The small, fragmented units lack opportunities for efficiency and synergy because they are not integrated with other technical areas of work or with each other. The review of the department's directorate needs in June 1996 ~~concluded considered~~ that there was merit in centralising these services under one directorate officer.

The proposed solution

~~4552.~~ Following the recommendation of the directorate review, we propose to create a Corporate Services Division to integrate a wide range of professional disciplines, including accounting services, technical support, human resources, administration and computer units, together with a computer drafting section. This division will play a key role in co-ordinating EPD's annual corporate plan.

46. The head of the division should be an experienced professional officers familiar with the working of EPD and is able to lead the various senior professionals in different disciplines and achieve the benefits of centralising these services under one division. Accordingly, we propose to create a permanent post of PEPO, to be designated as PEPO (Corporate Services), to head the new division.

~~who would~~

~~have a span of control of five and manage a total of 158 staff~~

~~—— be responsible for a range of professional disciplines including accounting, purchasing and supplies, human resource management, training and information technology as well as environmental management~~

~~—— hold a key role in coordinating the department's annual corporate plan.~~

~~4753.~~ ~~The job description Proposed duties and responsibilities for of~~ the new post of ~~PEPO Principal Environmental Protection Officer~~ (Corporate Services) ~~and there are shown in Appendix 38. The~~ proposed structure of the

Corporate Services Division [are on pages 39 and 2 of the](#) Enclosure ~~is shown in its departmental context in Appendix 2.~~

/Consequential

Consequential changes

4854. At present, ~~As a result of these proposals, we propose some consequential changes to the duties and responsibilities of the Director and Deputy Director. The the DEP Director of Environmental Protection,~~ in addition to his responsibilities for the overall direction of the department, directly supervises ~~the~~ three divisions that have pollution control functions, namely the Air and Noise Division, the Waste and Water Division and the Local Control Division. He also supervises the Media Relations Unit and the Community Relations Unit. The DDEP supervises the remaining two divisions, namely the Environmental Assessment and Administration Division and the WFD, two headquarters units, viz. the Human Resources Unit and the Technical Support Unit.

55. ~~The DDEP Deputy Director who also reports to the Director, supervises the remaining two divisions, the Environmental Assessment and Administration Division and the WFD Waste Facilities Division. Two headquarters units, the Human Resources Unit and the Technical Support Unit, report to the Deputy Director.~~

4956. We propose that DDEP should take over the day to day supervision of all the divisions with pollution control functions including the Air Division, Environmental Assessment and Noise Division, the Waste and Water Division, the Waste Facilities Division and the Local Control Division. The DEP will supervise the new Corporate Services Division which will play a key role in developing EPD's corporate plan. He will also supervise the Media Relation and Community Relation Units. This will relieve DEP to allow him the time to attend better to external and internal demands, especially to fulfil the advocacy role that is appropriate to the post. It will also ensure that both DEP and DDEP have a complete overview of the department's activities. A revised organisation chart of the department is on page 2 of the Enclosure. The revised job descriptions for DEP and DDEP are on pages 17 and 18 of the Enclosure.

Non-directorate posts

50. ~~To provide secretarial services to the five new posts of PEPO, we will require an additional five posts of Personal Secretary II, offset by the deletion of five posts of Typist. DEP will also delete three posts of SEPO in the restructuring proposal. We will create and delete the non-directorate posts through the normal Departmental Establishment Committee machinery.~~

FINANCIAL IMPLICATIONS

51~~57~~. The net additional notional annual salary cost at mid-point due to this proposal including the creation and deletion of non-directorate posts is -

/Permanent

	\$	Number of posts
Permanent posts to be created		
PEPO	5,352,000	5
PSII	804,900	5
<i>Less</i>		
Permanent posts to be deleted		
SEPO	(2,607,660)	(3)
Typist	(627,300)	(5)
Net additional cost	2,921,940	

~~Provision has been included in the 1996/97 Estimates to meet the cost of this proposal.~~

~~This cost will be partly offset by savings from the consequential changes in establishment of non-directorate posts arising from the overall review of the directorate structure, which is estimated at about \$2.6 million. Provision has been included in the 1996/97 Estimates to meet the cost of this proposal.~~

~~In addition, this proposal will necessitate the creation of 5 additional non-directorate posts of PSII at a notional annual mid-point salary cost of \$804,900 which will partly met by savings from deletion of 5 typists at \$624,300.~~

52. The net additional full annual average staff cost of the proposal, including salaries and staff on-cost of the directorate and non-directorate posts to be created, offset by the non-directorate posts to be deleted, is \$5,855,904. We have included sufficient provision in the draft 1997-98 Estimates to meet the cost of this proposal.

BACKGROUND INFORMATION

538. On 2 July 1993, Finance Committee ~~approved considered and endorsed EC (1993-94) Item 9, which recommended~~ the creation in the ~~EPD~~Environmental Protection Department of two ~~posts of ADEP and ADEP~~Assistant Directors of Environmental Protection (D2) ~~and three PEPO~~postsPrincipal Environmental Protection Officers (D1) ~~to strengthen the~~

directorate structure of EPD to cope with the workload prevailing then. (EC(1993-94) Item 9 refers)

~~The demand for the services that the department provides, and the complexity of those services, has continued to increase, with an additional 462 non-directorate posts having been approved to be added to the department's establishment.~~

549. In view of the increasing workload and pressures~~These changes have placed great strain~~ on the department's directorate, ~~As a result of these pressures,~~ the Management Services Agency undertook a review of the department in 1994. While we are implementing the main recommendations of ~~that~~the review ~~are being implemented~~, one outstanding issue is the imminent need to strengthen the top management structure. As a result, in May 1996 we we commissioned consultants ~~were commissioned with a specific brief~~ to examine the department's directorate structure. Proposals in this paper are largely based on the direct results of the directorate review.

/CIVIL

~~60. The proposals in this paper are the direct result of those reviews. They are in accordance with the recommendations on the directorate structure that the steering group, chaired by the Secretary for Planning, Environment and Lands, endorsed in July 1996.~~

CIVIL SERVICE BRANCH COMMENTS

~~5561.~~ Civil Service Branch supports the restructuring of the Department. The ranking of the five posts at the D1 level is appropriate in the light of the level of responsibility and professional expertise required.

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

56. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the posts would be appropriate if the posts were to be created.

Planning, Environment and Lands Branch
February 1997

(E5633/WIN100)

Enclosure to EC(96-97)68

Environmental Protection Department

Proposed Organization Charts and Job Descriptions

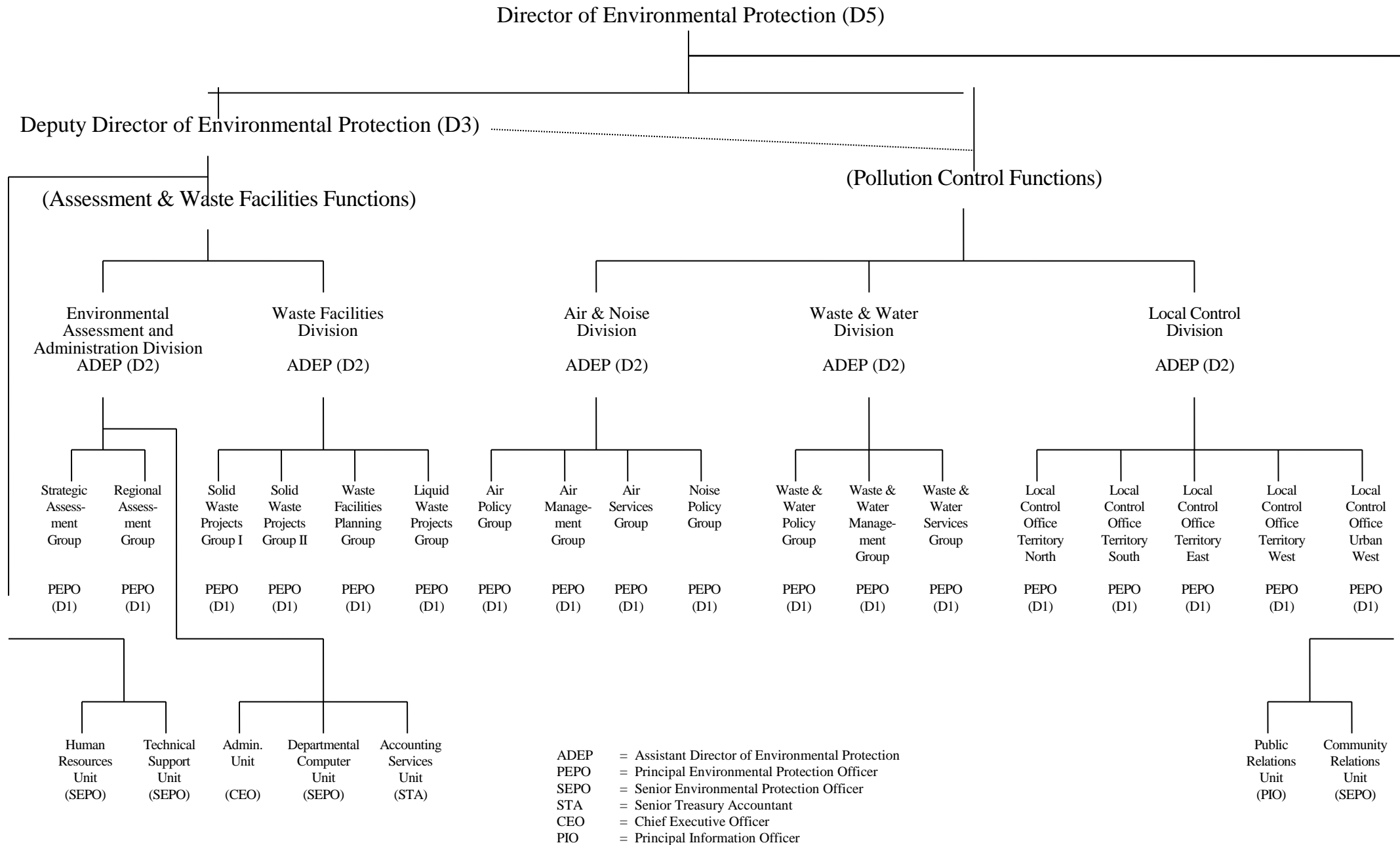
CONTENTS

Page	Organisation chart	Department/Group
1	Existing	Environmental Protection Department
2	Proposed	Environmental Protection Department
3	Proposed	Facilities Management Group
4	Proposed	Facilities Development Group
5	Proposed	Facilities Planning Group
6	Proposed	Special Waste Facilities Group
7	Proposed	Territory Assessment Group
8	Proposed	Urban Assessment Group
9	Proposed	Assessment & Audit Group
10	Proposed	Noise Management and Policy Group
11	Proposed	Air Policy Group
12	Proposed	Air Services Group
13	Proposed	Air Management Group
14	Proposed	Motor Vehicle Emissions Group
15	Proposed	Local Control Office (Urban East)
16	Proposed	Local Control Office (Territory South)
	Job Description	Posts
17	Revised	Director of Environmental Protection
18	Revised	Deputy Director of Environmental Protection
19	Revised	Assistant Director (Waste Facilities)
20	Revised	Assistant Director (Environmental Assessment and Noise)
21	Revised	Assistant Director (Air)
22	Revised	Assistant Director (Waste and Water)
23	Revised	Assistant Director (Local Control)
24	Revised	Principal Environmental Protection Officer (Facilities Management)
25	Revised	Principal Environmental Protection Officer (Facilities Development)
26	Revised	Principal Environmental Protection Officer (Facilities Planning)
27	New	Principal Environmental Protection Officer (Special Waste Facilities)
28	Revised	Principal Environmental Protection Officer (Territory Assessment)
29	Revised	Principal Environmental Protection Officer (Urban Assessment)
30	New	Principal Environmental Protection Officer (Assessment & Audit)
31	Revised	Principal Environmental Protection Officer (Air Policy)
32	Revised	Principal Environmental Protection Officer (Air Services)
33	Revised	Principal Environmental Protection Officer (Air Management)
34	New	Principal Environmental Protection Officer (Motor Vehicle Emissions)
35	Revised	Principal Environmental Protection Officer (Noise Management and Policy)
36	Revised	Principal Environmental Protection Officer (Sewage Infrastructure Planning)
37	New	Principal Environmental Protection Officer (Urban East LCO)
38	Revised	Principal Environmental Protection Officer (Territory South LCO)
39	New	Principal Environmental Protection Officer (Corporate Services)

Environmental Protection Department

Existing Management Structure

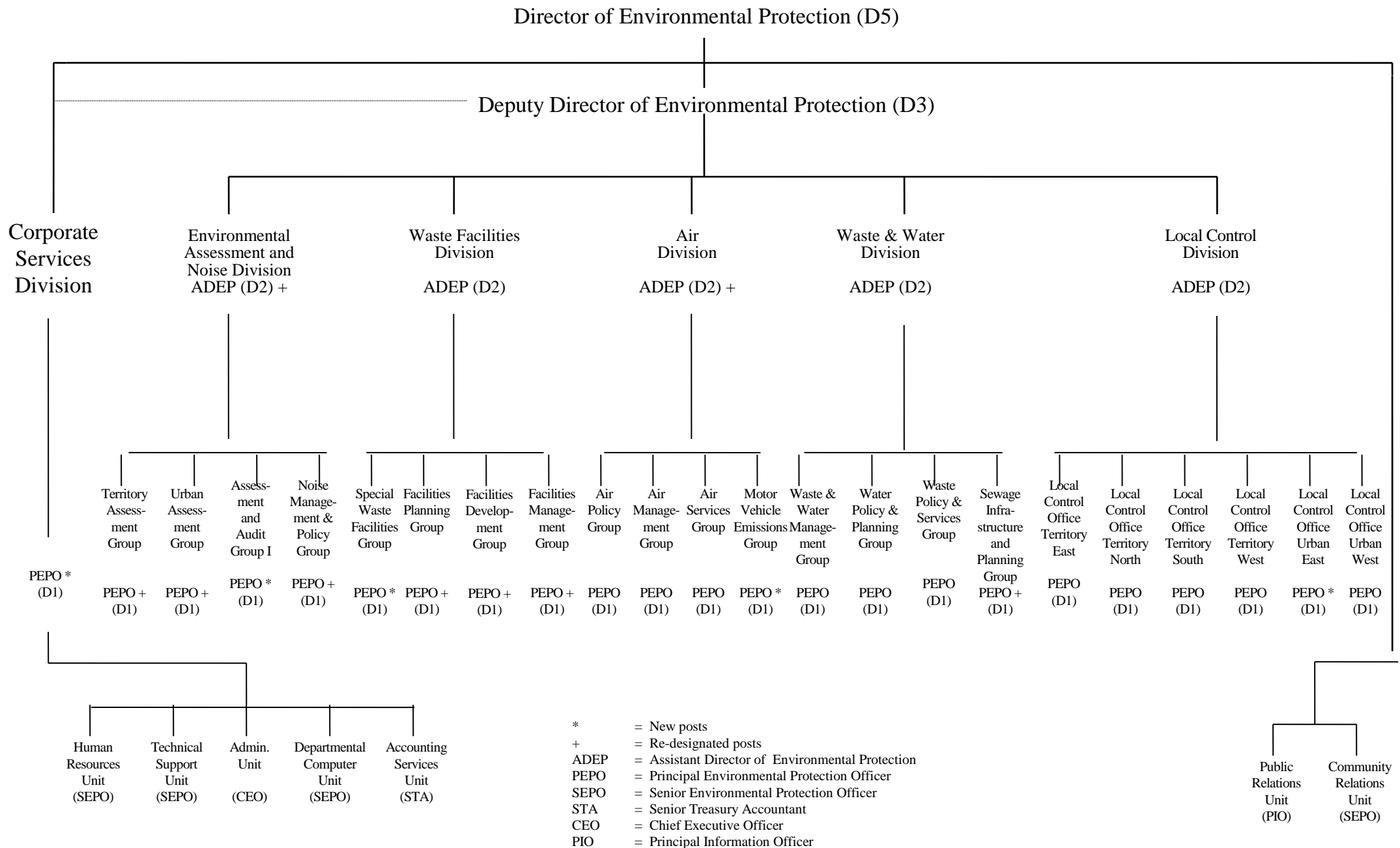
Page 1



Environmental Protection Department

Proposed Management Structure

Page 2



FACILITIES MANAGEMENT GROUP

PEPO

PS

**LANDFILL/TRANSFER
STATION PROJECTS 1**

- Manage contract
- Enforce operational requirements of contracts
- Enforce environmental requirements of contracts
- Financial management of contracts

1S/2E/14I/8O

**LANDFILL/TRANSFER
STATION PROJECTS 2**

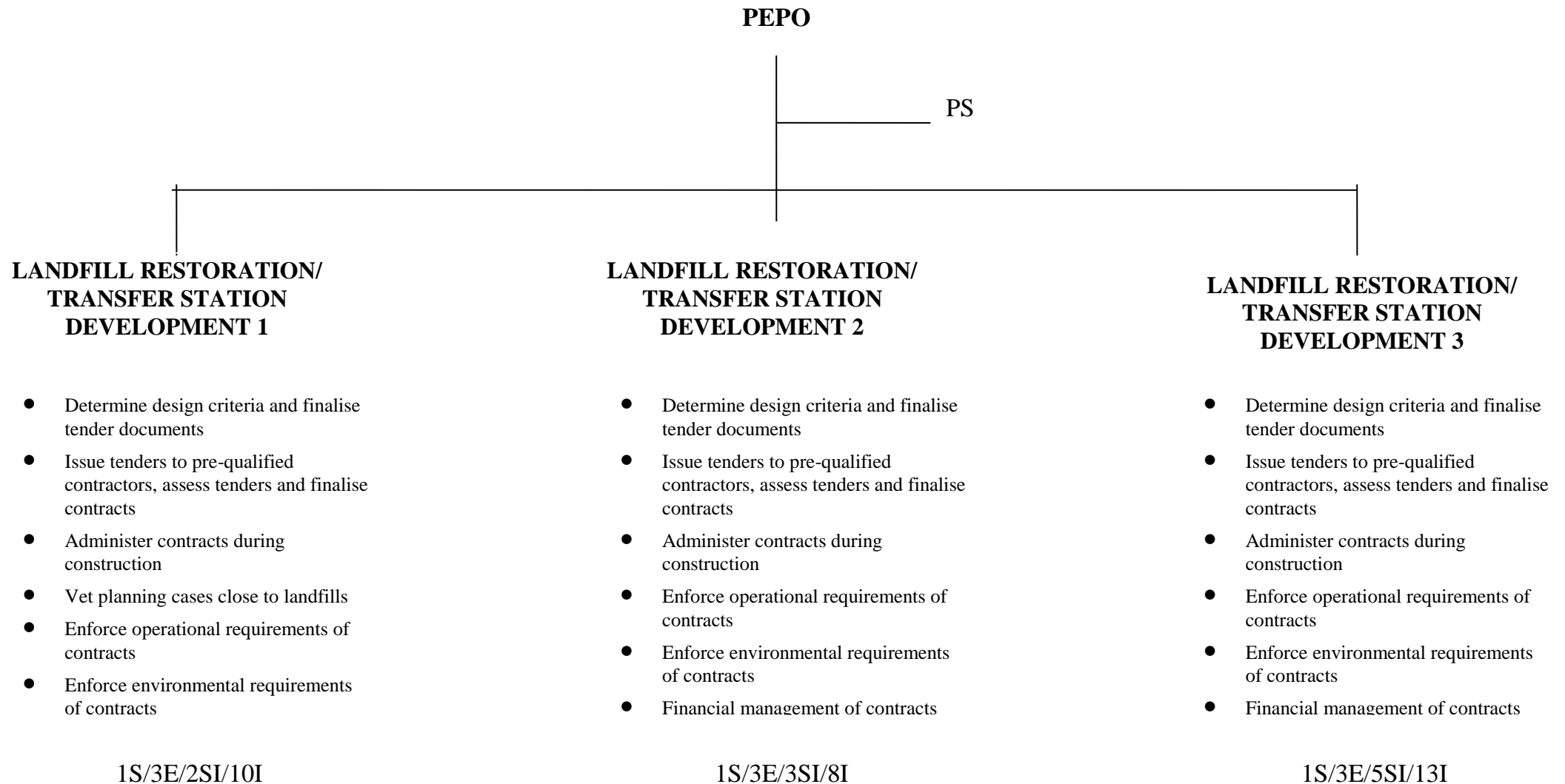
- Manage contract
- Enforce operational requirements of contracts
- Enforce environmental requirements of contracts
- Financial management of contracts

1S/3E/20I

**LANDFILL/TRANSFER
STATION PROJECTS 3**

- Manage contract
- Enforce operational requirements of contracts
- Enforce environmental requirements of contracts
- Financial management of contracts

S = Senior Environmental Protection Officer
E = Environmental Protection Officer
I = Environmental Protection Inspector
O = "Other grades" (e.g. Clerical staff)



S = Senior Environmental Protection Officer
 E = Environmental Protection Officer
 SI = Senior Environmental Protection Inspector
 I = Environmental Protection Inspector

PEPO

PS

WASTE REDUCTION

- Waste reduction plan formulation
- Waste reduction plan consultation
- Waste reduction plan implementation and monitoring

2S/5.5E/1SI/4I

**STRATEGIC WASTE
PLANNING**

- Waste Disposal Plan review
- Resources Allocation System coordination for all solid waste projects
- Strategic planning on Waste facilities
- Waste Management Planning Tool
- Waste Survey

1S/3.5E/1SI/4I

CHARGING

- Develop landfill charging schemes
- Develop refuse transfer station charging schemes
- Manage charging contract

1S/2E/1CI/2I

S = Senior Environmental Protection Officer
E = Environmental Protection Officer
CI = Chief Environmental Protection Inspector
SI = Senior Environmental Protection Inspector
I = Environmental Protection Inspector

SPECIAL WASTE FACILITIES GROUP

PEPO

PS

CHEMICAL WASTE

- Management of chemical and MARPOL waste
- Enforcement of operational requirements of contract
- Enforcement of environmental requirements of contract
- Financial management of contract
- Implement of chemical waste charging

1S/3E/13I

CLINICAL/ RADIOACTIVE WASTE

- Manage consultancy
- Determine design criteria and finalise tender documents
- Issue tenders to pre-qualified contractors, assess tenders and finalise contracts
- Develop clinical waste charging scheme
- Develop clinical waste control scheme

1S/3E/4I

LIVESTOCK WASTE/ INCINERATORS

- Manage consultancy
- Manage livestock waste collection service
- Determine design criteria and finalise tender documents
- Issue tenders to pre-qualified contractors, assess tenders and finalise contracts
- Enforce operational requirements of contracts
- Enforce environmental requirements

1S/4E/6I/10

S = Senior Environmental Protection Officer
E = Environmental Protection Officer
I = Inspectorial Staff
O = "Other grades" (e.g. Clerical staff)

MARPOL = International Convention for the Prevention of Marine Pollution from Ships

TERRITORY ASSESSMENT GROUP

PEPO

PS

STRATEGIC PLANNING AND POLICY

- Site Searches
- SUSDEV 21
- Port & Container Issues
- Port Related Strategic Studies
- Planning Standards & PSSC
- DPC Circulations
- Cross-Border liais
- Territorial & Sub-regional Planning Studies (TDS, NWNT, NENT, SWNT DSRs)
- Strategic Development Statements (HKIW, CLK DS)
- Engineering Related Strategic Issues

1S/3E

STATUTORY PLANNING AND CO-ORDINATION

- PWSC briefing & follow up actions
- Coordinate the preparation of Programme Management returns
- PPFS, PWP procedure review
- EAD-WFD Bi-monthly liaison meeting
- Co-ordination of ExCo EI para. clearance
- TPB Briefing and follow up actions
- Streamlining of environmental planning and management procedures

S = Senior Environmental Protection Officer
E = Environmental Protection Officer
1S/2E/2SI/1I = Senior Environmental Protection Inspector
SI = Senior Environmental Protection Inspector
I = Environmental Protection Inspector

NENT

- All planning & EIA cases in Tai Po Area including:
 - ◆ Restoration of Shuen Wan Landfill
 - ◆ Site formation & road works at Tai Po Area 12
 - ◆ Tolo Highway Widening
 - ◆ Sai Sha golf course and residential developments
- All planning & EIA cases in Shatin area including:
 - ◆ Route 16, West Kowloon to Shatin
 - ◆ Tolo Harbour Sewerage of unsewered areas Stage 1 Phase II
 - ◆ Shatin, Trunk Road T3
- All planning & EIA cases in North District including:
 - ◆ New road from Man Kam To to NTCR
 - ◆ NENT SEIA
 - ◆ Open storage development at Ping Che
- Task Fore (Black Spots)
- Unauthorised Developments
- PRIS minor projects (Yuen Long, Tuen Mun, Tsuen Wan, Kwai Tsing & Islands)
- PRIS minor projects (North, Shatin, Tai Po & TKO)

1S/3E/1SI/3I

NW BORDER

- All planning & EIA cases in Tuen Mun area including:
 - ◆ TM Area 38 road improvements
 - ◆ River Trade Terminal (RTT)
- H/PAT task force sites at Tuen Mun
- All planning & EIA cases in TSW & part of YL including:
 - ◆ TSW DZ and RZ (major current EIA)
 - ◆ San Tin Main Drainage Channels
 - ◆ Ngan Tam Mei Water Treatment Works
 - ◆ SMP Review and other sewerage projects in YL/KT areas
 - ◆ YL/KT/NTM & TSW Drainage Master Plan
 - ◆ Lok Ma Chau Border Facilities
 - ◆ NWNTRTS
- All planning & EIA cases in part of YL including:
 - ◆ YL/KT/NT M Main Drainage Channels - (& Implementation)
 - ◆ Kam Tin Road Stage I and II
 - ◆ Engineering Works for Hung Shui Kiu
 - ◆ WENT Landfill Supp. EIA - Implementation

1S/3E

EIA

- To prepare the Technical Memorandum, regulations for the implementation of EIAO
- To prepare and revise EIA process management guidelines, circulars, advice notes, protocols publicity booklet, etc.
- To devise, manage and maintain a register of EIA under EIAOs
- To devise, manage and maintain a system to keep track of the steps under the EIAOs
- To provide clerical services to Environmental Assessment programme
- To review and manage the EIA

1S/2E/1I/
1EO/9CO

URBAN ASSESSMENT GROUP

PEPO

PS

KOWLOON, TSUEN WAN AND KWAI TSING

- Planning & EIA cases in Tsuen Wan and Kwai Tsing including:
 - ◆ Tsuen Wan Bay Further Reclamation Investigation
 - ◆ Feasibility Study for Castle Peak Rd. Improvements (between Area 2 to Ka Loon Tsuen)
 - ◆ Proposed Reclamation & Reclamation of United Floating Dock, Tsing Yi
 - ◆ Sham Tseng Further Reclamation
 - ◆ Tsing Yi North Coastal Road
- Planning & EIA cases in West Kowloon (Yau Tsim, Mong Kok, Sham Shui Po and West Kowloon Reclamation including:
 - ◆ Kowloon Point Development Feasibility Study
 - ◆ Central Kowloon Route - Study on Alternatives
 - ◆ Comprehensive Traffic Analysis & EIA for Development in West Kowloon Reclamation
 - ◆ Flyover and Footbridge Scheme at J/O Austin Road, Chatham Road and Chuen Sha
- Planning & EIA cases in East Kowloon (Kowloon City, Wong Tai Sin, and Kwun Tong) including:
 - ◆ South East Kowloon Development Feasibility Study
 - ◆ Kai Tak Airport Early Development Package
 - ◆ Kai Tak Nullah/Kwun Tong Typhoon Shelter Early Development Package
 - ◆ Choi Hung Road Widening
 - ◆ Ko Chui Road/ Yau Tong

1S/3E/1I

HOUSING

- Support to H/PAT initiatives
- EIA for potential private housing sites - Military Sites identified by the Task Force
- Screen potential housing sites
- Fast tracked housing projects
- WGHS
- HD/EPD liaison
- Monitoring district housing development projects

1S/1E/1SI

HONG KONG & SENT

- Planning & EIA cases in Sai Kung & Tseung Kwan O including:
 - ◆ TKO New Town Development
 - ◆ Eastern Waters MBA
 - ◆ East Tung Lung Chau MBA
 - ◆ Hiram's Highway Improvements
- Planning & EIA cases in Eastern & Southern Districts including:
 - ◆ Wong Chuk Hang Flyover
 - ◆ Sasson Road Flyover
 - ◆ IEC Improvements
 - ◆ TKO Industrial Estates
- Planning & EIA cases in Central & Western Districts including:
 - ◆ Green Island Reclamation
 - ◆ Wanchai Reclamation
 - ◆ Central/Wanchai Bypass
 - ◆ Route 7
 - ◆ Kellett Bank Anchorage

1S/3E/1SI

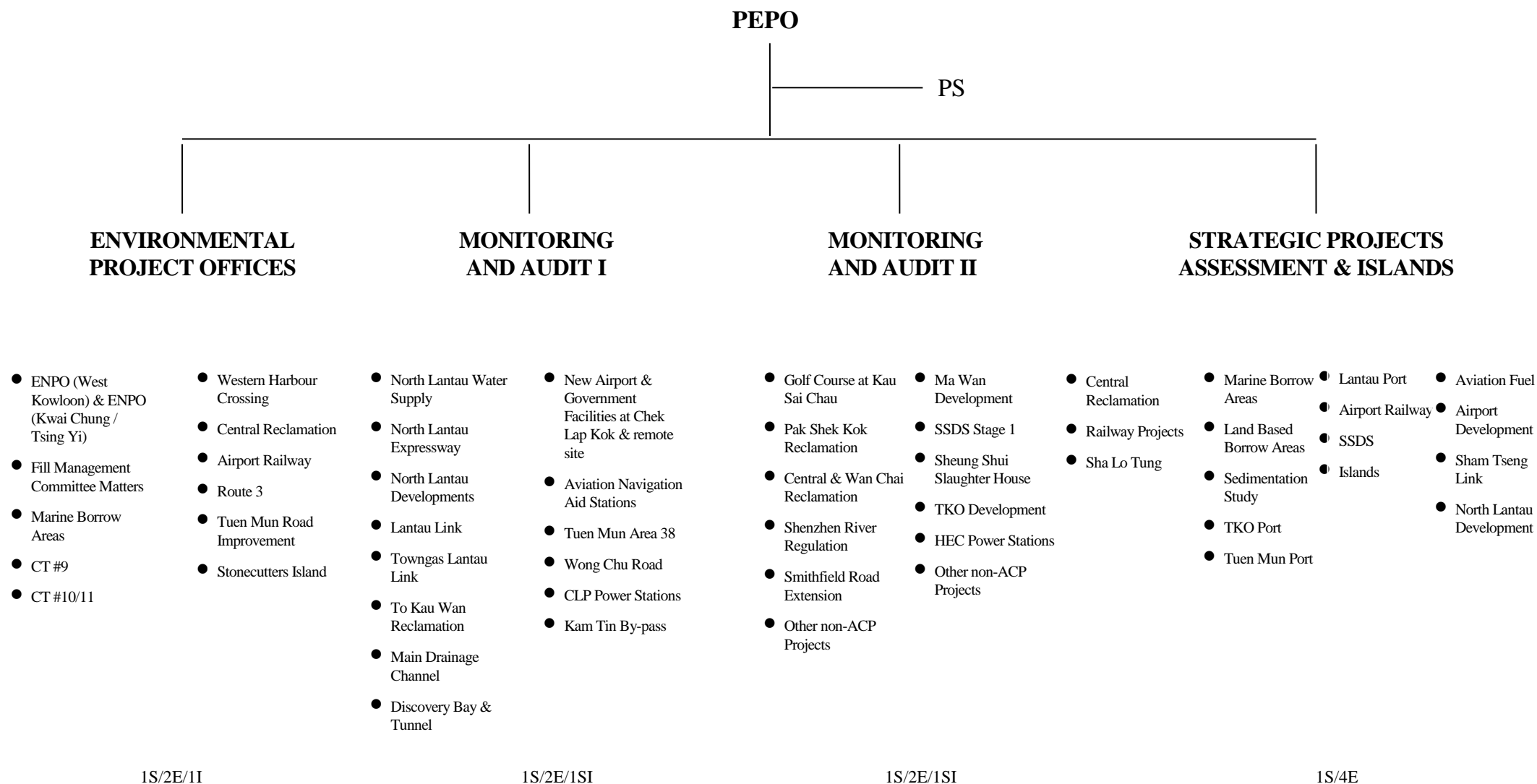
CORPORATE ENVIRONMENTAL MANAGEMENT

- PELB on EA & EMS policy matters and implementation
- EPD Green Management Committee on EA & EMS matters
- EA initiatives in government departments (including EPD EA)
- EPD Ph.II EA & EMS
- ISO 14000 matters
- EPD ISO Certificate Study
- EMS promotion in private sector and following up
- CEM resources database

1S/2E/1SI

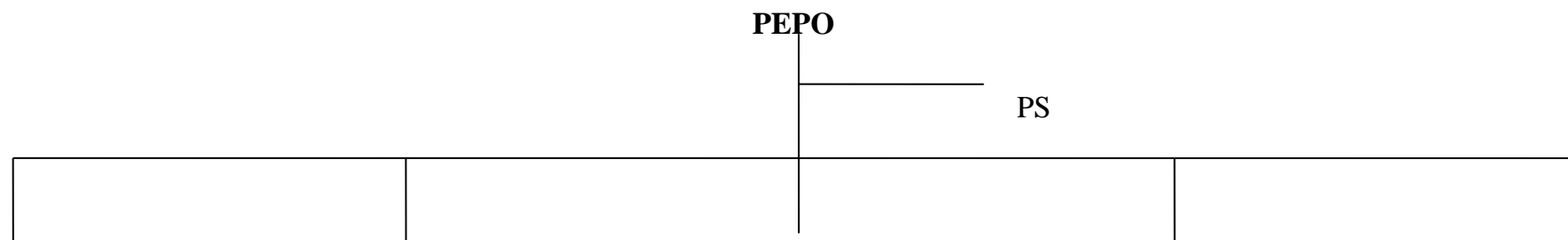
S = Senior Environmental Protection Officer
 E = Environmental Protection Officer
 SI = Senior Environmental Protection Inspector
 I = Environmental Protection Inspector

ASSESSMENT AND AUDIT GROUP



S = Senior Environmental Protection Officer
 E = Environmental Protection Officer
 SI = Senior Environmental Protection Inspector
 I = Environmental Protection Inspector

NOISE MANAGEMENT AND POLICY GROUP



TERRITORY PLANNING SECTION

- Airport core projects (CLK, NLD, NLE, LL, AR, Rt3, WKE & WKR)
- Strategic studies (TDS etc.)
- Rail transport impacts (except LRT, Tram)
- Port Developments
- Traffic noise complaints
- Road resurfacing
- Study on retroactive road traffic noise mitigation measures

1S/3E/1SI/1I

POLICY AND LEGISLATION SECTION

- Legislative development
- Policy initiatives
- Modelling and monitoring
- Finance & budget
- Aircraft noise matters

1S/2E/1I

DISTRICT PLANNING SECTION

- Advice on development plans
- HKPSG review / standard collation
- Review criteria, COP for planning
- Noise in schools
- Helicopter operations
- Rail operations
- RONDAC

1S/3E/1SI/2I

STRATEGIC CONTROL SECTION

- CNP - PADs
- CNP - Blanket
- Rail Noise Control
- Product Noise
- Quiet Construction
- Motor Vehicle Noise
- ATL (HOKLAS)
- School Insulation Programme

1S/3E/2SI/1I/2CO

PROGRAMME MANAGEMENT SECTION

- Programme Management
- Develop Control initiatives
- Central Liaison
- Database Management
- Legal Support
- Computer & Technical Support
- DGLs
- Insulation Projects (new highways)

1S/2E/1CI/2I

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 CO = Clerical Officer

AIR POLICY GROUP

PEPO

PS

POLICY

- Develop legislation
- Coordinate policy formulation
- Coordinate air quality plans
- Develop pamphlets and fact sheets for the public

1S/2E

PLANNING

- Coordinate input to land use plans and EIAs
- Coordinate input to major transportation studies
- Coordinate "transport-environment" policy

1S/5E/1I

MODELLING

- Provide air quality modelling service
- Provide advice on air quality modelling
- Develop air quality models

1S/3E/1SI

HAZARDS

- Provide technical advice to CCPHI on PHI hazard assessment
- Enhance control over PHIs and DG stores
- Provide input to land use plans
- Transport risk studies

1S/2E/1I

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 I = Environmental Protection Inspector

AIR SERVICES GROUP

PEPO

PS

AIR QUALITY MONITORING

- Operate and enhance air quality monitoring network
- Establish new air quality monitoring stations
- Measure short term air quality
- Re-engineer air quality monitoring network
- Provide reports on air quality
- Conduct air quality assessment

1S/3E/2SI/10I/1CO

LABORATORY MANAGEMENT

- Quality assurance development
- Conduct ozone studies and visibility studies
- Performance audit
- Standards certification
- Laboratory management
- Service equipment and manage store
- Coordinate equipment procurement
- Conduct Sha Lo Wan air quality study

1S/3E/2SI/6I/1O

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AIR PROJECTS AND DATA

- Conduct projects to support development of toxic air pollution, ozone and other programmes
- Develop toxic air pollutants monitoring stations
- Develop toxic air pollution programmes
- Development of programmes for controlling transport interchanges
- Process and manage air quality monitoring data
- Implement Air Pollution Index Programme
- Develop new data acquisition system

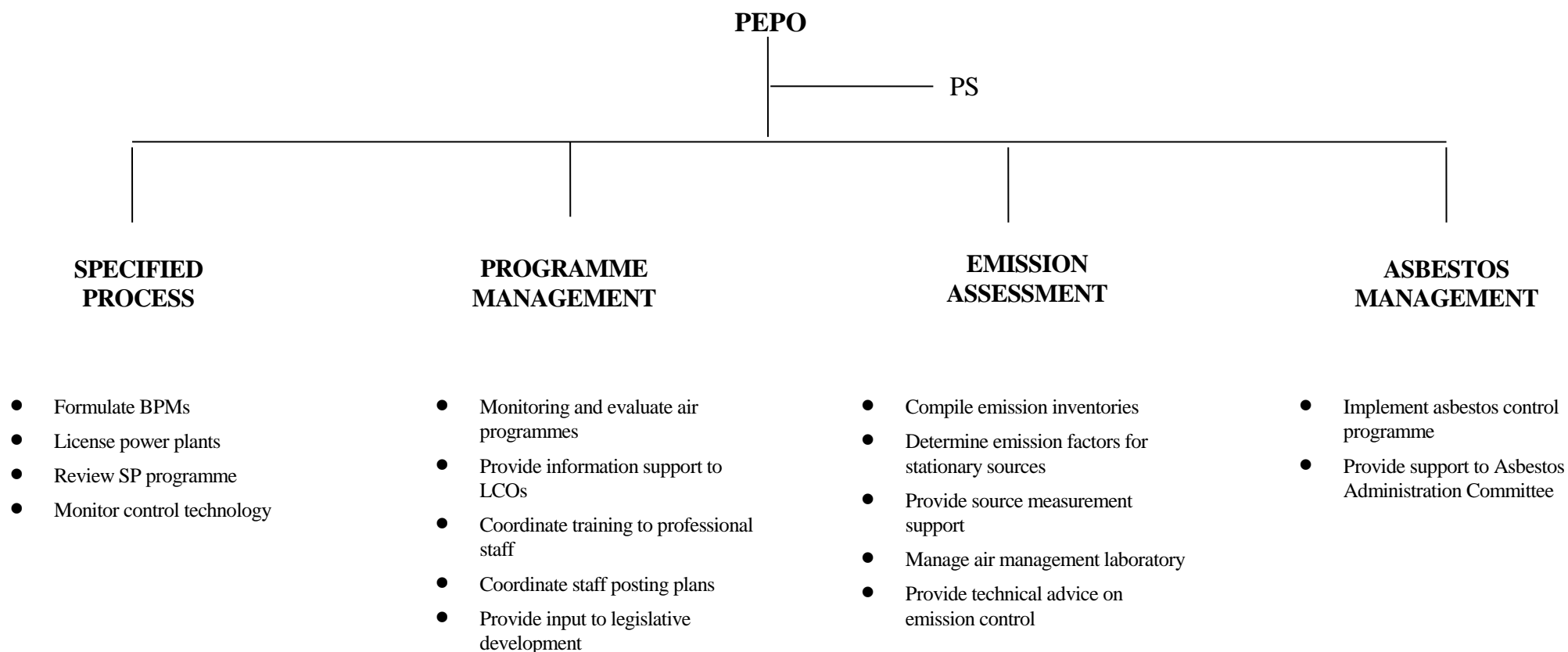
1S/4E/1CI/3SI/5I

ASBESTOS LAB AND AIR PROJECTS

- Provide sampling analysis of asbestos
- Manage Asbestos Lab and HEPA testing centre
- Develop Indoor Air Pollution Programmes
- Conduct tunnel air quality studies
- Conduct health impact studies
- Manage TEM Laboratory
- Conduct source apportionment
- Conduct radon and residential indoor air studies
- Develop indoor air quality laboratory
- Conduct carpark air quality study

1S/4E/2SI/4I/2O

AIR MANAGEMENT GROUP



1S/4E/1CI/1SI/1I

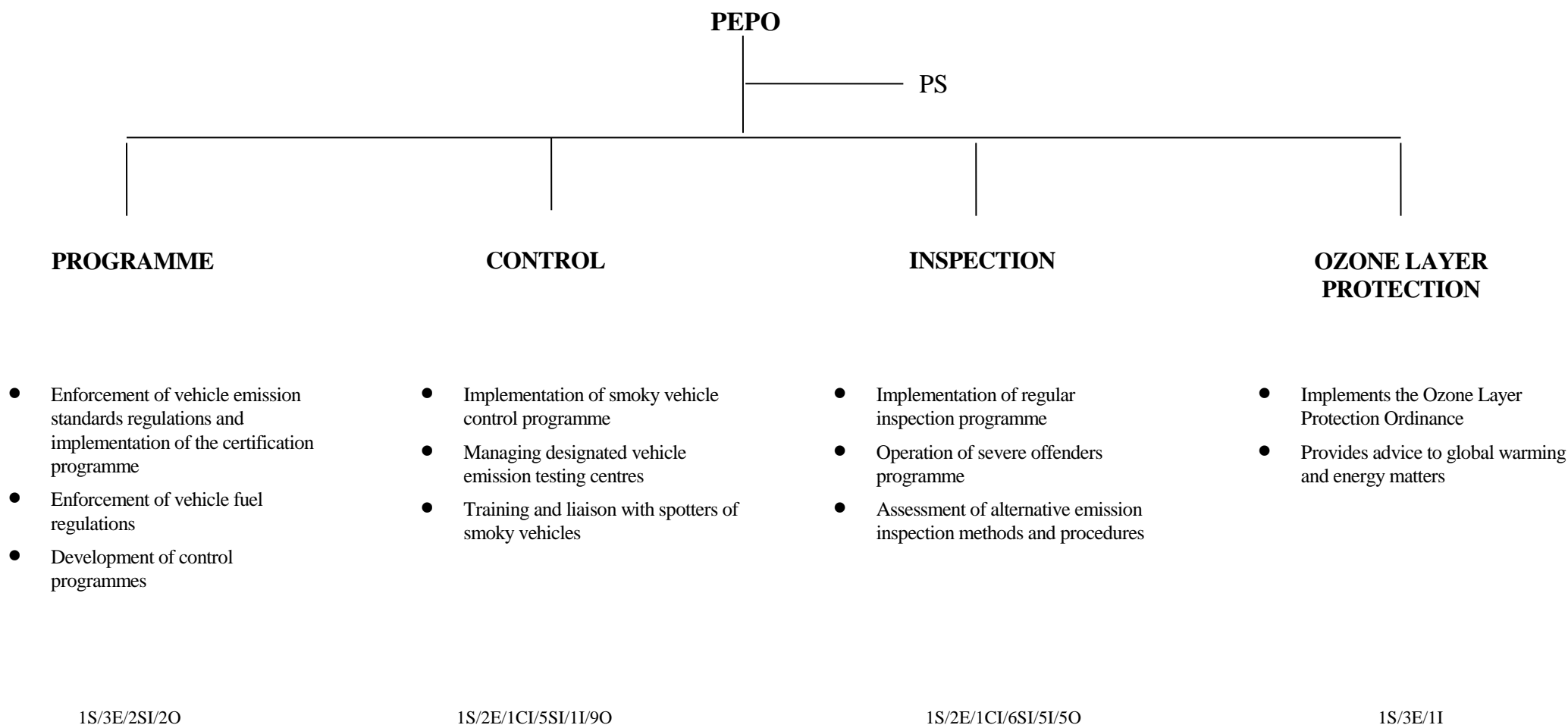
1S/3E/1SI/5CO/4O

1S/3E/2SI/3I

1S/4E/2CI/2SI/3I

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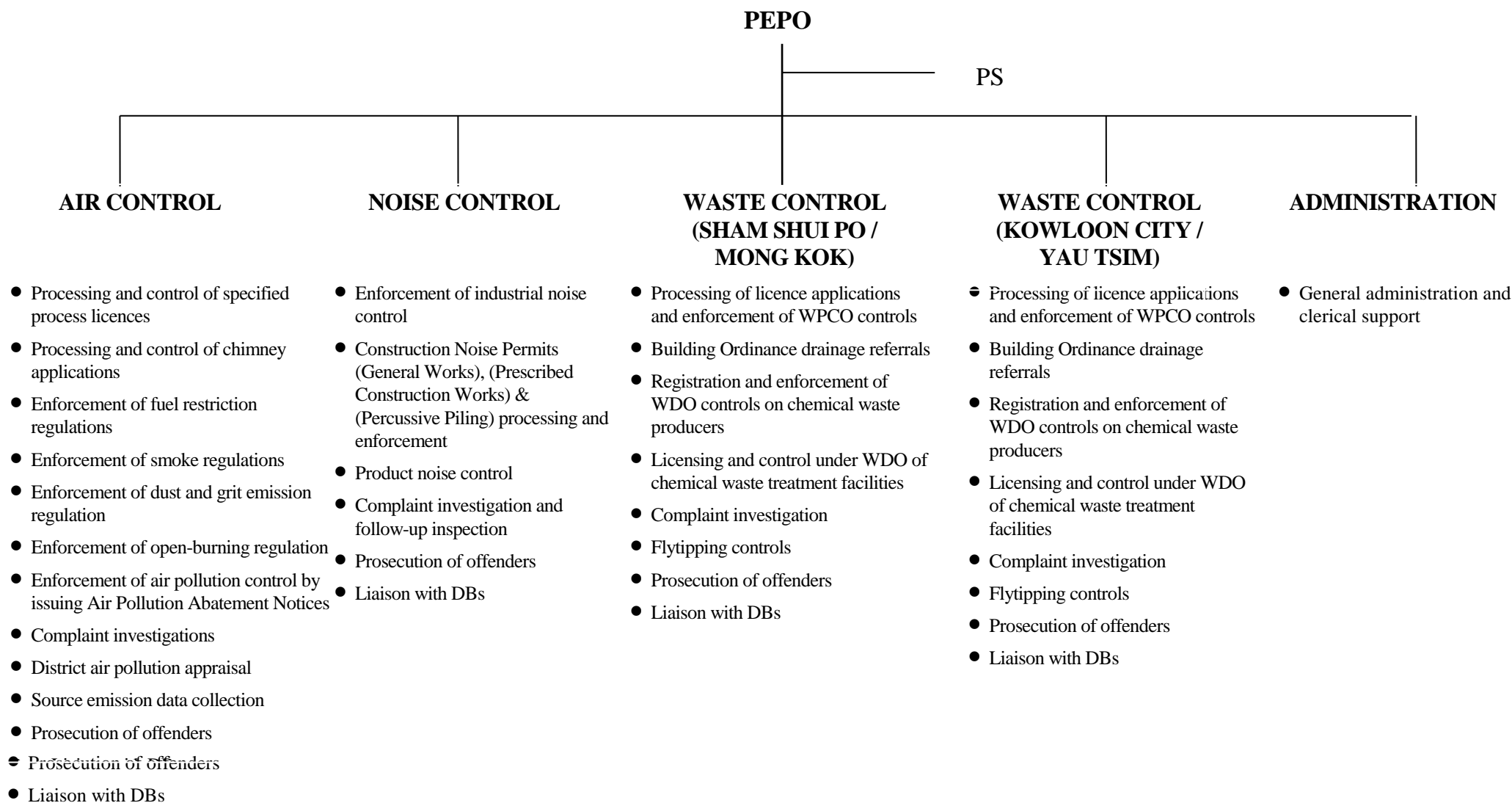
MOTOR VEHICLE EMISSIONS GROUP



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LOCAL CONTROL OFFICE (URBAN EAST)

Page 15



1S/4E/9I

1S/4E/8I

1S/3E/22I/1O

1S/3E/22I/1O

1EO/7CO/13O

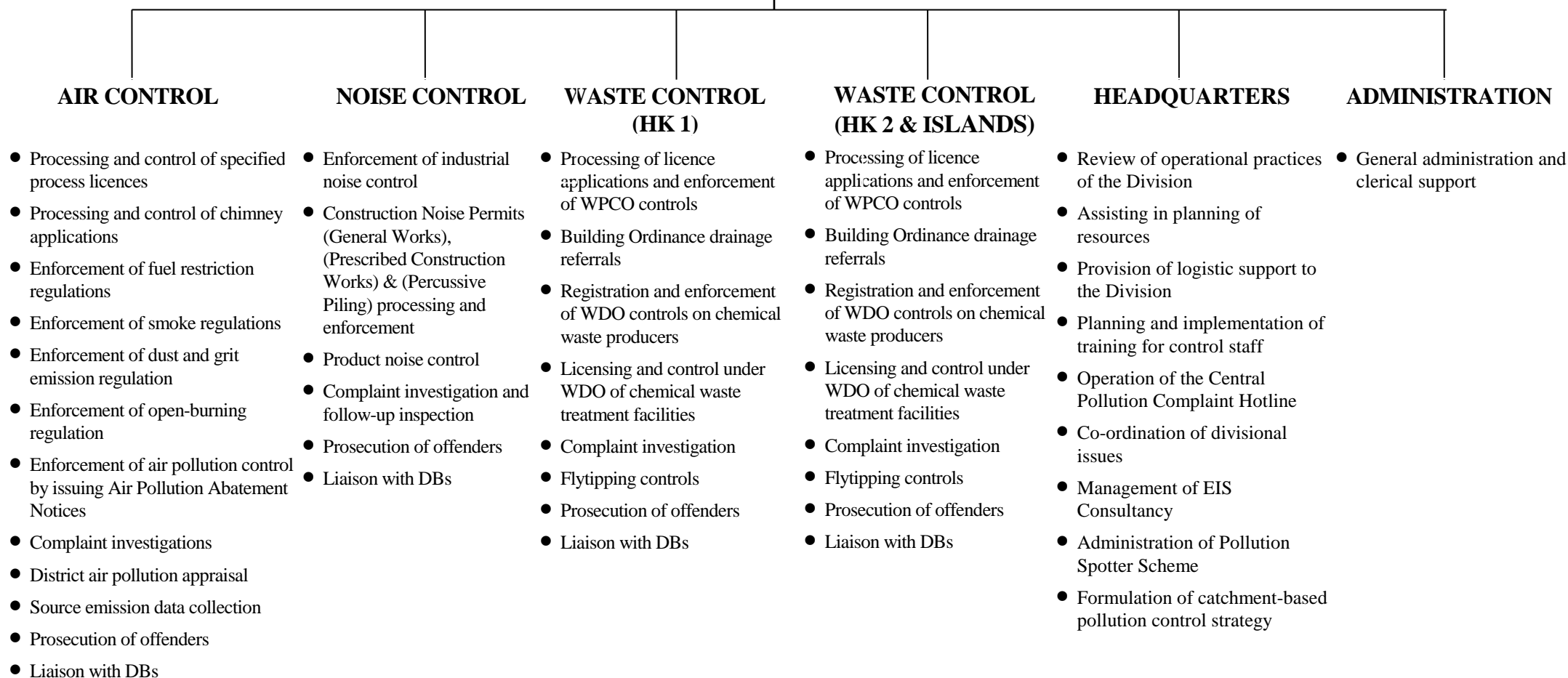
S = Senior Environmental Protection Officer
 E = Environmental Protection Officer
 I = Inspectorial Staff
 EO = Executive Officer II
 CO = Clerical Officer
 O = "Other grades" (e.g. Foreman, Motor Driver, Office Assistant, Typist)

APC = Air Pollution Control Ordinance
 NCO = Noise Control Ordinance
 WPCO = Water Pollution Control Ordinance
 WDO = Waste Disposal Ordinance
 DBs = District Boards

LOCAL CONTROL OFFICE (TERRITORY SOUTH)

PEPO

PS



1S/4E/10I

S
E
I
EO
CO
O

1S/5E/11I = Senior Environmental Protection Officer
 1S/4E/19I/10I = Environmental Protection Officer
 = Inspectorial Staff
 = Executive Officer II
 = Clerical Officer
 = "Other grades" (e.g. Foreman, Motor Driver, Office Assistant, Typist)

WPCO

1S/4E/25I/20I
 APC = Air Pollution Control Ordinance
 NCO = Noise Control Ordinance
 WPCO = Water Pollution Control Ordinance
 WDO = Waste Disposal Ordinance
 DBs = District Boards

1S/4E/6I

1EO/13CO/1O

Job Title: **Director of Environmental Protection**
Rank: D5
Responsible to: Secretary for Planning Environment and Lands

Main Duties and Responsibilities:

1. To be the statutory authority for the various environmental protection and pollution control ordinance.
2. To be in overall control of the territorial planning, project identification, outline specification and project coordination of the government's programme for the treatment and disposal of domestic, commercial and industrial wastes.
3. To be responsible for the overall management and financial control of the design, build and operate contracts in the Waste Disposal Programme.
4. To plan and decide upon departmental programme plans, objective, standards and procedures in relation to the implementation and enforcement of pollution control legislation, environmental improvement programmes, environmental monitoring and the assessment of the environmental impact of significant new developments.
5. To be the chief advisor to the government's policy branches and departments on all scientific and engineering aspects of pollution prevention and control as well as environmental assessment.
6. To liaise, advise and consult at a senior level with representative industrial, trade and community groups on all relevant matters relating to environmental protection and pollution prevention and control.
7. To participate in, and have overall responsibility for, the department's liaison and consultative activities with environmental protection and pollution control bodies in the People's Republic of China.
8. To be the chairman, member or adviser, as appropriate, on senior level government or private sector committees dealing with, or requiring input on, environmental protection or pollution prevention and control matters.
9. To present the government's environmental policies and programmes through the news media channels.

Job Title: **Deputy Director of Environmental Protection**
Rank: D3
Responsible to: Director of Environmental Protection

Main Duties and Responsibilities:

1. To oversee and supervise the work of the five constituent divisions of the department, *viz.* the Environmental Assessment and Noise Division, the Waste Facilities Division, the Air Division, the Waste and Water Division and the Local Control Division.
2. To be responsible for corporate planning and the development of the department's human resources policies and programmes.
3. To be responsible for the department's financial planning and resource management systems and for securing the funding necessary to enable the department to discharge its responsibilities efficiently and effectively.
4. To assist the Director generally in the management of the department.
5. To assist the Director in liaising and negotiating at a senior level within the government and with private sector organizations and companies on any matter relating to the department's interests or the government's environmental policies.
6. To assist the Director in presenting the government's policy on environmental protection through the news media channels.
7. To assist the Director as Statutory Authority under the various environmental protection and pollution control ordinances.
8. To represent the Director on senior level government and private sector committees.
9. To assist the Director in overseeing the department's liaison activities with its counterparts in the People's Republic of China.
10. To deputise for the Director of Environmental Protection.

Job Title: **Assistant Director of Environmental Protection
(Waste Facilities)**

Rank: D2

Responsible to: Deputy Director of Environmental Protection

Main Duties and Responsibilities:

1. To assist the Deputy Director and the Director in the management of the department and the coordination of departmental-wide support services.
2. To manage and coordinate the activities of the constituent technical group in the Waste Facilities Division to ensure that environmentally acceptable waste management facilities are commissioned on programme and within budget.
3. To advise on the strategic planning of all waste management facilities, both in terms of instigating recycling and waste reduction facilities as well as coordinating and developing the government's ten year programme for waste management facilities.
4. To act as the Director's Representative on all consultancy studies and to act as the Employer's Representative on all contracts managed by the Waste Facilities Division. This requires giving direction as to the preferred method of developing facilities as well as giving Employer's Representative's decision in cases of contractual disputes.
5. To plan and program capital and recurrent expenditure including bidding for funds under the Public Works Programme and departmental expenses, to ensure proper financial management of the Waste Facilities Division.
6. To liaise and negotiate with the waste management industry and profession, and financial institutions, in Hong Kong and overseas, to keep abreast of the technical, financial and contractual developments with a view to ensuring the maintenance of professional standards within the waste management industry in Hong Kong.
7. To ensure that all waste management facilities perform to their required environmental and operational standards.
8. To participate in the liaison activities of the department with its counterparts in the People's Republic of China.

Job Title: **Assistant Director of Environmental Protection
(Environmental Assessment & Noise)**
Rank: D2
Responsible to: Deputy Director of Environmental Protection

Main Duties and Responsibilities:

1. To assist the Deputy Director and the Director in the management of the department and the co-ordination of department-wide support services.
2. To manage and co-ordinate the activities of the constituent technical groups of the Environmental Assessment & Noise Division, viz. the Territory Assessment Group, Urban Assessment Group, the Assessment and Audit Group and the Noise Management and Policy Group.
3. To be responsible for formulating the department's policies and guidelines on noise, environmental planning, environmental impact assessment, and monitoring and auditing the implementation of environmental impact assessment (EIA) study findings.
4. To be responsible for the preparation of legislative proposals relating to environmental assessment and noise.
5. To manage directly EIA studies for major development projects and strategic planning exercises.
6. To represent the Director at appropriate forums where the environmental implications of major public and private sector development projects, strategic plans or other planning proposals need to be considered.
7. To liaise and negotiate at a senior level within the government, and with private sector organisations and community groups, on matters and issues relating to environmental assessment and environmental planning, including the implementation of the findings of EIA studies.
8. To participate in the liaison activities of the department with its counterparts in the People's Republic of China.
9. To be responsible for clearing the department's comments on the environmental implications of Executive Council submissions.
10. To represent the Director on the Town Planning Board and its Planning Sub-committees.

Job Title: **Assistant Director of Environmental Protection (Air)**
Rank: D2
Responsible to: Deputy Director of Environmental Protection

Main Duties and Responsibilities:

1. To assist the Deputy Director and Director in the management of the department and the coordination of department-wide support services.
2. To manage the activities of the four constituent groups in the Air Division so as to ensure that policy development and the implementation of legislation and programmes for air quality management and hazards assessment proceed in accordance with the department's objectives and standards.
3. To be responsible for the development of policy and legislation in relation to air quality management and hazards assessment.
4. To be responsible for overseeing input to the assessment of major planning and development proposals in relation to air quality impacts and hazardous risks.
5. To be responsible for the monitoring and reporting of air quality, the development of standards and objectives for air quality management and the provision of associated laboratory services.
6. To liaise with Government departments, local industries and overseas institutions to ensure that Hong Kong fulfils international obligations in relation to the control of ozone layer depleting substances and climate change.
7. To liaise with industrial organizations, research centres and universities in Hong Kong and overseas to keep abreast of technical developments in those scientific and engineering fields involved in air quality management with a view to ensuring the maintenance of professional standards and the provision of up-to-date advice that takes fully into account the needs of Hong Kong industry and the local community.
8. To participate in the department's liaison activities with its counterparts in the People's Republic of China.

Job Title: **Assistant Director of Environmental Protection
(Waste and Water)**
Rank: D2
Responsible to: Deputy Director of Environmental Protection

Main Duties and Responsibilities:

1. To assist the Deputy Director and the Director in the management of the department and the coordination of department-wide support services.
2. To manage and co-ordinate the activities of the four constituent technical groups in the Waste and Water Division, to ensure that policy development, legislation and programmes for water quality management, water pollution control, sewerage and waste disposal controls and the provision of sewage disposal infrastructure proceed in accordance with the department's objectives and standards.
3. To be responsible for the development of policy and legislation for water pollution control and waste management, and planning to mitigate the impact of urbanization on water quality, to ensure the environmentally acceptable and safe disposal of special wastes and to minimize waste production.
4. To be responsible for the planning and implementation of controls on the disposal of liquid and solid waste, including chemical waste.
5. To be responsible for the monitoring and reporting of water quality, the development of standard and objectives for water quality management and the provision of laboratory services.
6. To act as the Director's Representative on all consultancy studies managed by the division.
7. To advise on the priorities to be set for projects in the public works programme in order to maximise the achievement of government's environmental objectives in the waste and water fields.
8. To liaise and negotiate with waste management and water pollution control industries and professions in Hong Kong and overseas, to keep abreast of relevant scientific, technical, financial and contractual developments to ensure the maintenance of professional standards within the division's field of operations in Hong Kong.
9. To participate in the liaison activities of the department with its counterparts in the People's Republic of China.

Job Title: **Assistant Director of Environmental Protection
(Local Control)**
Rank: D2
Responsible to: Deputy Director of Environmental Protection

Main Duties and Responsibilities:

1. To assist the Deputy Director and the Director in the management of the department and the co-ordination of department-wide support services.
2. To manage and co-ordinate the activities of the six constituent technical groups of the Local Control Division, *viz.* the Territory South Local Control Office, the Territory North Local Control Office, the Territory East Local Control Office, the Territory West Local Control Office, the Urban West Local Control Office and the Urban East Local Control Office.
3. To contribute to the formulation of departmental policies and procedures in relation to the implementation of pollution control legislation.
4. To oversee the enforcement at the local level of the various pollution control ordinances and to ensure a consistent approach is adopted in implementing the legislation.
5. To formulate policy and provide overall co-ordination on the provision of advice to industrialists, farmers and the public at the local level regarding the control of air, noise, waste and water pollution.
6. To formulate policy and provide overall direction on the handling of pollution complaints at the local level, liaison with the district boards on local pollution matters and the public relations activities of the local control offices.
7. To participate in the liaison activities of the department with its counterparts in the People's Republic of China.

Job Title: **Principal Environmental Protection Officer
(Facilities Management)**
Rank: D1
Responsible to: Assistant Director of Environmental Protection (Waste Facilities)

Main Duties and Responsibilities:

1. To be the principal source of advice in relation to contracts and contract management within the Environmental Protection Department.
2. To manage the Facilities Management Group by providing technical and administrative direction to evaluate activities and project proposals to meet departmental objectives.
3. To direct, control and administer government contracts and consultancy studies undertaken by the Environmental Protection Department as client department for solid waste management and to be responsible for the certification of payments to contractors and consultants.
4. To undertake detailed planning of waste treatment, transfer and disposal facilities managed by the Facilities Management Group and to be responsible for ensuring that these facilities are acceptable on environmental grounds, economically sound, and provided in good time.
5. To prepare, monitor and enforce environmental and operational performance criteria for projects managed by the Facilities Management Group and to advise Assistant Director (Waste Facilities) of the most effective means of enforcing these using contractual mechanisms and resolving contractual disputes.
6. To set up financial monitoring systems in order to control expenditure of capital works and recurrent operational costs.
7. To keep abreast of developments in the technical and contractual management field involved in the treatment and disposal of wastes with a view to ensuring the maintenance of professional standards and the provision of up to date advice on these matters.
8. To be responsible for arranging visits, briefings and presentations of the projects to the news media, District Boards, LegCo Committees, professional groups and associations as well as to advisory committees such as the Advisory Council on the Environment.
9. To ensure that the professional capability of all staff in the Facilities Management Group is maintained and that adequate attention is given to their training and development.

Job Title: **Principal Environmental Protection Officer
(Facilities Development)**
Rank: D1
Responsible to: Assistant Director of Environmental Protection (Waste Facilities)

Main Duties and Responsibilities:

1. To manage the Facilities Development Group by providing technical and administrative direction to evaluate activities and project proposals to meet departmental objectives.
2. To direct, control and administer government contracts and consultancy studies undertaken by the Environmental Protection Department as client department for solid waste management and to be responsible for the certification of payments to contractors and consultants.
3. To undertake detailed project planning, implementation, and management of waste treatment, transfer and disposal facilities managed by the Facilities Development Group and to be responsible for ensuring that these facilities are acceptable on environmental grounds, economically sound, and provided in good time.
4. To undertake detailed planning, implementation and management of all landfill restoration projects; and to be responsible for ensuring that all closed landfills are restored to safe and environmentally acceptable condition in good time.
5. To prepare, monitor and enforce environmental and operational performance criteria for projects managed by the Facilities Development Group and to advise Assistant Director (Waste Facilities) of the most effective means of enforcing these using contractual mechanisms and resolving contractual disputes.
6. To set up financial monitoring systems in order to control expenditure of capital works and recurrent operational costs.
7. To keep abreast of developments in the technical and contractual management field involved in the treatment and disposal of wastes with a view to ensuring the maintenance of professional standards and the provision of up to date advice on these matters.
8. To be responsible for arranging visits, briefings and presentations of the projects to the news media, District Boards, LegCo committees, professional groups and associations as well as to advisory committees such as the Advisory Council on the Environment.
9. To ensure that the professional capability of all staff in the Facilities Development Group is maintained and that adequate attention is given to their training and development.

Job Title: **Principal Environmental Protection Officer
(Facilities Planning)**
Rank: D1
Responsible to: Assistant Director of Environmental Protection (Waste Facilities)

Main Duties and Responsibilities:

1. To be the principal source of advice in relation to solid waste facilities planning and to provide professional direction to all planning aspects on waste transport, treatment and disposal.
2. To manage the Facilities Planning Group by providing technical and administrative direction to evaluate activities and planning proposals to meet departmental objectives.
3. To direct, control and administer government consultancy studies up to preliminary planning stage undertaken by the Environmental Protection Department as client department for solid waste management and to be responsible for the certification of payments to consultants.
4. To prepare and update the Waste Disposal Plan and Waste Reduction Plan, and to implement the Waste Reduction Plan.
5. To coordinate the bidding of funds for all the solid waste projects through the Public Works Programme and departmental expenses.
6. To develop charging scheme and manage charging contracts for the disposal of waste at strategic landfills and refuse transfer stations.
7. To monitor and prepare data on solid waste arisings, provide information for waste facilities planning.
8. To keep abreast of developments in the scientific and engineering field involved in the treatment and disposal of wastes with a view to ensuring the maintenance of professional standards and the provision of up to date advice on these matters.
9. To be responsible for briefings and presentations of the waste facility proposals to the news media, District Boards, LegCo Committees, professional groups and associations as well as to advisory committees such as the Advisory Council on the Environment.
10. To ensure that the professional capability of all staff in the Facilities Planning Group is maintained and that adequate attention is given to their training and development.

Job Title: **Principal Environmental Protection Officer
(Special Waste Facilities)**
Rank: D1
Responsible to: Assistant Director of Environmental Protection (Waste Facilities)

Main Duties and Responsibilities:

1. To manage the Special Waste Facilities Group by providing technical and administrative direction to evaluate activities and project proposals to meet departmental objectives.
2. To direct, control and administer government contracts, consultancy studies and charging schemes undertaken by the Environmental Protection Department as client department for solid waste management and to be responsible for the certification of payments to contractors and consultants.
3. To undertake detailed project planning, implementation, and management of special waste treatment, transfer and disposal facilities managed by the Special Waste Facilities Group and to be responsible for ensuring that these facilities are acceptable on environmental grounds, economically sound, and provided in good time.
4. To prepare, monitor and enforce environmental and operational performance criteria for projects managed by the Special Waste Facilities Group and to advise Assistant Director (Waste Facilities) of the most effective means of enforcing these using contractual mechanisms and resolving contractual disputes.
5. To set up financial monitoring systems in order to control expenditure of capital works and recurrent operational costs.
6. To keep abreast of developments in the technical and contractual management field involved in the treatment and disposal of special wastes with a view to ensuring the maintenance of professional standards and the provision of up to date advice on these matters.
7. To be responsible for arranging visits, briefings and presentations of the projects to the news media, District Boards, LegCo committees, professional groups and associations as well as to advisory committees such as the Advisory Council on the Environment.
8. To ensure that the professional capability of all staff in the Special Waste Facilities Group is maintained and that adequate attention is given to their training and development.

Job Title: **Principal Environmental Protection Officer
(Territory Assessment)**
Rank: D1
Responsible to: Assistant Director of Environmental Protection
(Environmental Assessment and Noise)

Main Duties and Responsibilities:

1. To manage and direct the work of the Territory Assessment Group.
2. To assist the Assistant Director of Environmental Protection (Environmental Assessment & Noise) in the development of policy proposals and the formulation of procedures and guidelines, for environmental planning and environmental impact assessment (EIA);
3. To be responsible for the formulation of the Environmental Impact Assessment legislation and the preparation for its full implementation.
4. To represent the EPD at appropriate forums and co-ordinate its involvement in strategic studies and special projects of Government which require the co-ordination of multi-disciplinary environmental inputs.
5. To oversee the conduct of EIA studies for strategic development and infrastructure projects and strategic planning exercises, to co-ordinate the review of the adequacy and acceptability of study findings, and to confirm the necessary measures to minimize environmental impacts.
6. To assist the Assistant Director of Environmental Protection (Environmental Assessment & Noise) in preparing the EPD's comments on the environmental implications of Executive Council submissions and Public Works Sub-Committee papers.
7. To oversee the provision of timely and consistent advice on the environmental implications of land use planning proposals, applications for planning permission and proposed land allocations at the district and local level within the North West and North East New Territories for the Town Planning Board and District Lands Conferences. To oversee the EPD's contribution and involvement in the Rural Planning and Improvement Strategy.
8. To manage cross-border environmental studies in Deep Bay and Mirs Bay and co-ordinate departmental inputs to cross-border projects;
9. To keep abreast of developments in those technical and scientific fields involved in environmental assessment and environmental planning in order to ensure that appropriate professional standards are achieved.
10. To ensure that the professional capability of all staff in the Territory Assessment Group is maintained and that adequate attention is given to their training and development.

Job Title: **Principal Environmental Protection Officer
(Urban Assessment)**
Rank: D1
Responsible to: Assistant Director of Environmental Protection
(Environmental Assessment and Noise)

Main Duties and Responsibilities:

1. To manage and direct the work of the Urban Assessment Group.
2. To oversee the conduct of environmental reviews and environmental impact assessment (EIA) for major urban developments and infrastructure projects in the public and private sector, to co-ordinate the review of the adequacy and acceptability of study findings, to confirm the necessary measures to minimize environmental impacts.
3. To oversee the provision of timely and consistent advice on the environmental implications of land use planning proposals, applications for planning permission and proposed land allocations at the district and local level within the urban areas for the Town Planning Board and District Lands Conferences.
4. To represent EPD at appropriate forums and attend briefings of advisory and statutory bodies including the Executive Council, Legislative Council, District Boards, the Advisory Council on the Environment, Hong Kong Quality Assurance Agency Governing Council and Working Group on Housing Sites.
5. To supervise the provision of advice on the development, implementation and promotion of corporate environmental audits and management systems of public and private sector organisations.
6. To provide advice to the Government Secretariat to support the Governor's Green Manager Scheme and ISO 14000 initiatives.
7. To supervise the provision of timely and consistent advice on the environmental implications of medium to long term housing land use planning proposals and assessments on specific housing sites to ensure timely production of public housing flats to meet local demand.
8. To assist the Assistant Director of Environmental Protection (Environmental Assessment & Noise) in preparing the EPD's comments on the environmental implications of Executive Council submissions and Public Works Sub-Committee papers.
9. To keep abreast of developments in those technical and scientific fields involved in environmental planning, environmental impact assessment, environmental audit and management systems and ISO Standards in order to ensure that appropriate professional standards are achieved.
10. To ensure that the professional capability of all staff in the Urban Assessment Group is maintained and that adequate attention is given to their training and development.

Job Title: **Principal Environmental Protection Officer
(Assessment and Audit)**
Rank: D1
Responsible to: Assistant Director of Environmental Protection
(Environmental Assessment and Noise)

Main Duties and Responsibilities:

1. To manage and direct the work of the Environmental Assessment and Audit Group in applying environmental management systems, the Environmental Impact Assessment (EIA) process and EIA follow-up monitoring, audit and management to major development projects, including the Airport Core Programme, and projects arising from the port & rail development strategies.
2. To oversee the provision of timely and consistent advice on the environmental implications of land use planning proposals, applications for planning permission and proposed land allocations and other issues related to this area for the Town Planning Board and District Land Conferences.
3. To represent the EPD at appropriate forums and attend briefings of advisory and statutory bodies including the Executive Council, Legislative Council, District Boards, Airport Consultative Committee and the Advisory Council on the Environment.
4. To supervise the timely and consistent responses to complaints relating to the implementation of environmental aspects of major development projects raised by the Legislative Council, the Governor's Office, the Commissioner of Administrative Complaints, non- government organisations and other special organisations.
5. To develop the enforcement aspects of the proposed Environmental Impact Assessment legislation.
6. To oversee the conduct of EIA studies of strategic infrastructure projects, to co-ordinate the review and adequacy and acceptability of study findings, and to confirm the necessary measures to minimize environmental impacts.
7. To advise the Government Secretariat on EIA follow-up monitoring, audit and management policy, and to co-ordinate departmental views on such issues;
8. To assist the Assistant Director of Environmental Protection (Environmental Assessment & Noise) in preparing the EPD's comments on the environmental implications of Executive Council submissions and Public Works Sub-Committee papers.
9. To keep abreast of developments in those technical and scientific fields involving environmental management systems, Environmental Impact Assessment follow-up monitoring, audit and management in order to ensure that appropriate professional standards are achieved.
10. To ensure that the professional capability of all staff in the Assessment and Audit Group is maintained and that adequate attention is given to their training and development

Job Title: **Principal Environmental Protection Officer (Air Policy)**
Rank: D1
Responsible to: Assistant Director of Environmental Protection (Air)

Main Duties and Responsibilities:

1. To manage and direct the work of the Air Policy Group.
2. To be responsible for developing policy and legislative proposals in relation to the pollution of the atmosphere and its management.
3. To act as the principal adviser on air pollution matters in relation to all land use and transportation planning matters as well as major project proposals such as the Territorial Development Study, Comprehensive Transport Study and power station development projects.
4. To be responsible for managing and conducting air quality modelling studies for providing support to policy development, enforcement of air pollution control legislation, land use planning studies and environmental impact assessment studies.
5. To be responsible for providing advice to the Government and private sectors in relation to the management of risks and to represent the department on the Co-ordinating Committee on the land-use, planning and control relating to Potentially Hazardous Installations (CCPHI).
6. To keep abreast of developments in those technical and scientific fields involved in air pollution and its management in order to ensure that appropriate professional standards are achieved.
7. To ensure that the professional capability of all staff in the Air Policy Group is maintained and that adequate attention is given to their training and development.

Job Title: **Principal Environmental Protection Officer (Air Services)**
Rank: D1
Responsible to: Assistant Director of Environmental Protection (Air)

Main Duties and Responsibilities:

1. To manage and direct the work of the Air Services Group.
2. To be responsible for the operation and maintenance of the air quality monitoring network, the assessment of monitored data, and the preparation of reports on the Territory's air quality.
3. To be responsible for providing service to other parts of the department for air quality monitoring studies and projects.
4. To be responsible for the maintenance of high professional standards and practices in the air quality laboratories.
5. To be responsible for the conduction of studies with a view to developing programmes to deal with emerging air pollution issues such as toxic and indoor air pollution.
6. To keep abreast of developments in technical and scientific fields relating to air quality monitoring, air quality data assessment, toxic and indoor air pollution in order that appropriate professional standards are achieved.
7. To be responsible for the provision of associated accredited asbestos laboratory services.
8. To ensure that the professional capability of all staff in the Air Services Group is maintained and that adequate attention is given to their training and development.

Job Title: **Principal Environmental Protection Officer**
(Air Management)
Rank: D1
Responsible to: Assistant Director of Environmental Protection (Air)

Main Duties and Responsibilities:

1. To manage and direct the work of the Air Management group.
2. To act as the principal professional advisor on all matters related to industrial air pollution and its control.
3. To be responsible for the provision of advice on all aspects of air pollution abatement engineering measures, environmental asbestos and matters related to the control of greenhouse gases and global warming.
4. To formulate guidelines so that standardised procedures are followed by Local Control Offices in implementing those parts of the Air Pollution Control Ordinance for which they are responsible, and for providing professional advice to the Local Control Offices in complex enforcement cases.
5. To be responsible for the control of major air pollution sources such as power stations.
6. To be responsible for the implementation of asbestos management programmes to abate the emission of asbestos to the environment.
7. To keep abreast of developments in those technical and scientific fields involved in the engineering aspects of air polluting plants and abatement of asbestos in order to ensure that appropriate professional standards are achieved.
8. To ensure that the professional capability of all staff in the Air Management Group is maintained and that adequate attention is given to their training and development.

Job Title: **Principal Environmental Protection Officer
(Motor Vehicle Emissions)**
Rank: D1
Responsible to: Assistant Director of Environmental Protection (Air)

Main Duties and Responsibilities:

1. To manage and direct the work of the Motor Vehicle Emissions Group
2. To be responsible for developing policy and legislative proposals in relation to the control and management of air pollution emissions from motor vehicles.
3. To manage and conduct studies as well as act as the principal adviser on matters related to the control of air pollution from motor vehicles and the ozone depleting substances.
4. To be responsible for implementing the Vehicle Smoke Control Programme and dealing with complaints related to vehicle emissions.
5. To be responsible for enforcing vehicle emission standards regulations and motor vehicle fuel regulations.
6. To keep abreast of developments in technical and scientific fields relating to the control of air pollution from motor vehicles and the control of substances that may deplete the ozone layer in order that appropriate professional standards are achieved and maintained.
7. To be responsible for the implementation of schemes designed to manage the import, export and use of ozone depleting substances to fulfil international obligations.
8. To ensure that the professional capability of all staff in the Motor Vehicle Emission Group is maintained and that adequate attention is given to their training and development.

Job Title: **Principal Environmental Protection Officer
(Noise Management & Policy)**
Rank: D1
Responsible to: Assistant Director of Environmental Protection
(Environmental Assessment and Noise)

Main Duties and Responsibilities:

1. Managing and directing the work of the Noise Management and Policy Group.
2. Acting as Government principal professional adviser on all noise matters.
3. Developing principal and subsidiary legislation for the control of environmental noise.
4. Maintaining and improving Government's control of noise through planning and other non-statutory means.
5. Developing and maintaining an internationally accredited acoustics laboratory to provide, *inter alia* laboratory services for the enforcement of the Noise Control Ordinance.
6. Developing control policies and providing guidance on enforcement practices to ensure appropriate standards in the control of environmental noise.
7. Providing technical support and guidance in noise mitigation programmes, complex control cases and in cases having territory-wide implications.
8. Ensuring the professional capability and growth of all staff within the Noise Management and Policy Group.

Job Title: **Principal Environmental Protection Officer
(Sewage Infrastructure Planning)**
Rank: D1
Responsible to: Assistant Director of Environmental Protection (Waste & Water)

Main Duties and Responsibilities:

1. To manage and direct the Sewage Infrastructure Planning Group in accordance with departmental policies and objectives.
2. To initiate and monitor progress with sewerage and sewage disposal projects, including the strategic sewage disposal scheme, for which the Environmental Protection Department is the client department, to ensure that environmental and service requirements are met as expeditiously and cost effectively as possible.
3. To plan and manage feasibility studies and coordinate the implementation programme for the provision of new and improvements to existing liquid waste management facilities to meet environmental, health and safety requirements.
4. To ensure that the government procedures for the selection, appointment and management of consultants are properly applied and that the work contracted out to consultants is carried out in a professional and cost effective manner.
5. To provide professional advice to the Buildings and Lands Department on water pollution control aspects of development plans, which includes liaising with architects and authorized persons engaged in the preparation of building plans, and providing general and specific advice on wastewater disposal requirements.
6. To identify and advise on inadequacies in current controls on the provision, design, construction and operation of wastewater collection and treatment systems and to assess the need for developing or improving currently used standards of wastewater collection and treatment systems.
7. To keep abreast of developments in those technical and scientific fields involved in the provision of sewerage and wastewater disposal facilities in order to ensure that appropriate professional standards are achieved.
8. To ensure that the professional capability of all staff in the Sewage Infrastructure Planning Group is maintained and that adequate attention is given to their training and development.

Job Title: **Principal Environmental Protection Officer
(Urban East Local Control)**
Rank: D1
Responsible to: Assistant Director of Environmental Protection (Local Control)

Main Duties and Responsibilities:

1. To manage and direct the work of the Local Control Office.
2. To oversee the co-ordination of the implementation and enforcement of pollution control legislation within the Urban East.
3. To liaise with the Urban Council and District Boards and their Environmental Sub-committees in relation to local environmental issues.
4. To liaise with the environmental concern groups and local dignitaries including members of LegCo and the Urban Council and chairman of District Boards and their Environmental Sub-committees .
5. To liaise with trade associations, and co-ordinate the provision of advice to industrialists, and the public in the districts regarding the control of air, noise, waste and water pollution.
6. To respond to local pollution complaints and undertake public relations duties.
7. To contribute to the identification of priority areas for implementing pollution control functions in the districts.
8. To keep abreast of developments in those technical and scientific fields involved in pollution control in order to ensure that appropriate professional standards are achieved.
9. To ensure that the professional capability of all staff in the Local Control Office is maintained and that adequate attention is given to their training and development.

Job Title: **Principal Environmental Protection Officer
(Territory South Local Control)**
Rank: D1
Responsible to: Assistant Director of Environmental Protection (Local Control)

Main Duties and Responsibilities:

1. To manage and direct the work of the Local Control Office.
2. To oversee the co-ordination of the implementation and enforcement of pollution control legislation within the Territory South.
3. To liaise with the Urban Council and District Boards and their Environmental Sub-committees in relation to local environmental issues.
4. To liaise with the environmental concern groups and local dignitaries including members of LegCo and the Urban Council and chairman of District Boards and their Environmental Sub-committees .
5. To liaise with trade associations, and co-ordinate the provision of advice to industrialists, and the public in the districts regarding the control of air, noise, waste and water pollution.
6. To respond to local pollution complaints and undertake public relations duties.
7. To contribute to the identification of priority areas for implementing pollution control functions in the districts.
8. To keep abreast of developments in those technical and scientific fields involved in pollution control in order to ensure that appropriate professional standards are achieved.
9. To ensure that the professional capability of all staff in the Local Control Office is maintained and that adequate attention is given to their training and development.
10. To manage the divisional headquarters section which is responsible for co-ordinating divisional issues, developing operational practices and improvement measures, organising training for control staff, and overseeing local pollution complaint hotline services.

Job Title: **Principal Environmental Protection Officer
(Corporate Services)**
Rank: D1
Responsible to: Director of Environmental Protection

Main Duties and Responsibilities:

1. To manage the technical services, computer support, training, human resource development, accounting, procurement, and administration functions for the EPD.
2. To oversee the development of job-specific competencies for all EPD posts, taking into account the skills and expertise needed for each post.
3. To oversee the development and implementation of a professional and management training development programme for EPD managers of all ranks.
4. To develop and implement improvements to the EPD's internal communications.
5. To identify the EPD's needs for corporate information technology and to develop the department's IT infrastructure and support services to meet these needs.
6. To undertake further development of the EPD's performance measures.
7. To analyse the departmental needs for human resource development and, in consultation with the CSB, to oversee the development and implementation of a strategy of improvement to departmental human resource management.
8. To coordinate the drafting, agreement and publication of the EPD's annual programme and departmental plans.
9. To oversee the coordination of the annual resource allocation exercise on behalf of the DEP.
10. To advise DEP, DDEP and other senior managers on matters relating to technical services, information technology, training, human resources, finance, procurement and administrative support.
11. To be aware of all developments and initiatives associated with finance and human resource management and information technology in the government and to ensure that they are reflected in the EPD's strategy for these services.