

**For information  
on 1 February 2000**

**Subcommittee to follow up on the outstanding capital works  
projects of the two Provisional Municipal Councils  
for inclusion into the Government's Public Works  
Programme**

**Planning of Municipal Capital Works Projects**

**Introduction**

At the Sub-committee meeting held on 14 January 2000, Members requested the Administration to provide a paper on the planning of municipal capital works projects at both district and territory-wide levels.

**The Planning Process**

2. Generally speaking, municipal capital works projects, at both district and territory-wide levels, will go through the same planning process as other public works projects in the Government's Public Works Programme (PWP). For all capital works projects, the first important task in the planning process is to establish whether there is a need for a particular service. The two responsible departments, the Food and Environmental Hygiene Department (FEHD) and the Leisure and Cultural Services Department (LCSD) will review from time to time whether new or improved services are required. They have in place a well-established system in identifying the need for different types of services to meet the needs of the community. Such needs may arise from various sources including:

- (a) inadequate provision of existing facilities or a need to upgrade existing facilities as evident by excessive utilization, high deficiency rate or overcrowdedness and the need to comply with safety standards or legislations;
- (b) anticipated demand for new facilities associated with new development such as residential housing and schools;
- (c) shortfall of facilities in accordance with planning standard and guidelines; and
- (d) new development proposals initiated by the Government or private corporations which present good opportunity for the provision of new or improved services.

Both FEHD and LCSD will maintain close liaison with relevant departments such as the Planning Department, the Housing Department to ensure that adequate and timely services are provided.

3. For district-based projects, both departments will also receive input from their respective District Offices, which not only monitor the provision of existing services in the districts but also provide useful assessment on the need for new or improved services. In addition to that, the District Councils (DC) will continue to play an important role in advising the Government on the best way to meet the needs of the local residents and what new projects are required. They will be consulted on the provision of environmental hygiene services and facilities, cultural, recreational and sports facilities in the districts by the two departments. Apart from the DCs, local organisations such as Area Committees, Owners Incorporations, Mutual Aid Committees, Kai Fong Associations will also provide their views and suggestions to the Government from time to time.

4. For projects serving the whole territory, in addition to views obtained from the above channels, we will also receive suggestions from Panels of the Legislative Council and various territory-wide bodies and professional organisations such as the Arts Development Council, the Sports Development Board, Sports Federation & Olympic Committee of Hong Kong, China and Hong Kong Tourist Association, etc.

5. FEHD and LCSD will work closely with relevant bureaux and departments during the whole planning process. Once it is satisfied that there is a need for new facilities in a particular area, the responsible department will seek the support of the policy bureaux concerned and then work out a Client Project Brief, defining the justifications, the preliminary scope, requirements and time frame of the proposed project. For projects costing more than \$15 million, a Preliminary Project Feasibility Study (PPFS) will be carried out to establish the technical feasibility of the project and the optimal method of delivery taking into account site conditions, environmental impact and the order of capital and recurrent costs. Upon the approval of the PPFS report by the Finance Bureau and the Works Bureau, the project will be admitted into Category C of the PWP and is regarded as technically feasible and sufficiently thought out to be considered for upgrading to Category B.

6. When the project has been admitted into Category B of the PWP, the relevant works agent may proceed to carry out the necessary preparatory studies and design work to develop the projects to the tendering stage. When the project is ready in all respects to go to tender, the relevant Policy Secretary will seek the necessary funding approval from the Finance Committee (FC) following the advice of the Public Works Sub-Committee (PWSC).

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Environment and Food Bureau  
Home Affairs Bureau  
Government Secretariat  
26 January 2000