

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

**HEAD 56 - GOVERNMENT SECRETARIAT:
HOUSING, PLANNING AND LANDS BUREAU
(PLANNING AND LANDS)
AND ENVIRONMENT, TRANSPORT AND WORKS
BUREAU (TRANSPORT AND WORKS)**

Subhead 001 Salaries

**HEAD 91 - LANDS DEPARTMENT
Subhead 003 Recoverable salaries and allowances**

**HEAD 118 - PLANNING DEPARTMENT
Subhead 001 Salaries**

Members are invited to recommend to Finance
Committee the creation of the following six permanent
posts –

Housing, Planning and Lands Bureau

1 Administrative Officer Staff Grade B
(D3) (\$128,365 - \$136,015)

2 Administrative Officer Staff Grade C
(D2) (\$117,040 - \$124,305)

Lands Department

1 Chief Estate Surveyor
(D1) (\$98,595 - \$104,615)

Planning Department

1 Government Town Planner
(D2) (\$117,040 - \$124,305)

1 Chief Town Planner
(D1) (\$98,595 - \$104,615)

PROBLEM

Six supernumerary posts in the Housing, Planning and Lands Bureau, Lands Department and Planning Department will lapse on the following dates –

	Expiry Date
<i>Housing, Planning and Lands Bureau (HPLB)</i>	
<i>Planning and Lands Branch</i>	
Deputy Secretary (Planning and Lands) ² (Administrative Officer Staff Grade B) (AOSGB) (D3)	1 January 2003
Principal Assistant Secretary (Planning and Lands) ³ (Administrative Officer Staff Grade C) (AOSGC) (D2)	1 January 2003
Principal Assistant Secretary (Planning and Lands) ⁴ (Administrative Officer Staff Grade C) (AOSGC) (D2)	9 November 2002
<i>Lands Department (Lands D)</i>	
Chief Estate Surveyor (Urban Renewal) (Chief Estate Surveyor) (CES) (D1)	9 November 2002
<i>Planning Department (Plan D)</i>	
Assistant Director (Urban Renewal) (Government Town Planner) (GTP) (D2)	9 November 2002
Chief Town Planner (Urban Renewal) ² (Chief Town Planner) (CTP) (D1)	9 November 2002

We need support at the current directorate level on a continued basis to meet the increasing demands for services under the purview of HPLB.

/PROPOSAL

PROPOSAL

2. We propose to create six permanent directorate posts of one AOSGB (D3) and two AOSGC (D2) in HPLB, one CES (D1) in Lands D, and one GTP (D2) and one CTP (D1) in Plan D to cope with the heavy workload and responsibilities in the policy areas relating to urban renewal, building safety and land registration, as well as to facilitate the implementation of the urban renewal programme.

JUSTIFICATION

3. Members approved vide EC(1999-2000)20 the retention of the supernumerary posts of one AOSGB (D3) and one AOSGC (D2) in the Urban Renewal and Buildings (URB) Division of HPLB for three years until 31 December 2002. Vide EC(2001-02)21, Members approved the retention of four supernumerary posts of one AOSGC (D2), one CES (D1), one GTP (D2) and one CTP (D1) for urban renewal teams in HPLB, Lands D and Plan D until 8 November 2002.

Organisation

4. The Planning and Lands Branch (PL Branch) of HPLB, which is headed by the Permanent Secretary for Planning and Lands (PSPL), is currently organized into two divisions, each headed by a Deputy Secretary, as follows –

- (a) Lands and Planning Division, under the charge of an Administrative Officer Staff Grade B1 (AOSGB1) (D4), designated as Deputy Secretary (Planning and Lands)1 (DS(PL)1). The post holder is responsible to PSPL for policy work on planning, development, land supply, land use, co-ordinating with the Mainland on cross-boundary infrastructure development, resource management and branch administration; and
- (b) URB Division, under an Administrative Officer Staff Grade B (AOSGB) (D3), designated as DS(PL)2. The post holder is responsible to PSPL for discharging policy work on urban renewal, building safety and land registration; and for developing legislation, programmes and initiatives for implementing the above policies. DS(PL)2 is assisted by Principal Assistant Secretary (Planning and Lands)3 (PAS(PL)3) on building safety and land registration matters and PAS(PL)4 on the urban renewal schedule. All the three posts are supernumerary and are proposed to be made permanent under the present proposal.

**Housing, Planning and Lands Bureau:
Deputy Secretary (Planning and Lands)2
Principal Assistant Secretary (Planning and Lands)3 and
Principal Assistant Secretary (Planning and Lands)4**

5. Supernumerary posts of one AOSGB (D3) and one AOSGC (D2) (DS(PL)2 and PAS(PL)3, referred to above) were first created under delegated authority on 1 July 1999 and retained for three years from 1 January 2000 to 31 December 2002 to head the URB Division and its Buildings Unit respectively to ensure sufficient policy input to be given to initiatives in urban renewal, building safety and land registration matters.

6. One supernumerary AOSGC post (PAS(PL)4) was first created in July 1996 to oversee the redevelopment programme of the Land Development Corporation (LDC) and retained to head the Urban Renewal Unit (UR Unit) in the then Planning and Lands Bureau until the dissolution of the LDC. On the establishment of the Urban Renewal Authority (URA), one AOSGC post was created on a supernumerary basis for six months up to 31 October 2001 under delegated authority to head the UR Unit. We proposed in October 2001, under EC(2001-02)21, to create four permanent posts (including this post, one CES in Lands D, and one GTP and one CTP in Plan D), to support the implementation of the urban renewal programme. At the time, as the work plans and workload of the newly established URA were not yet firmed up, Members agreed to retain the four supernumerary posts for one year up to 8 November 2002 subject to further review. However, it was indicated that Members would unlikely object to converting the four posts in question to permanent ones if future circumstances could justify their long-term functional needs.

7. The Urban Renewal Authority Ordinance was brought into operation on 1 May 2001 and the URA was established on the same day to implement the urban renewal programme. Under the Corporate Plan and Business Plan approved by the Financial Secretary on 28 March 2002, the URA would implement 42 new projects in the next five years. The urban renewal work to be undertaken by the URA would increase manifold when compared to that previously done by the LDC. In view of the framework of co-operation agreed between the URA and the Hong Kong Housing Society (HS) recently whereby the URA would entrust some of the projects to the HS, the implementation of the urban renewal programme would be expedited.

8. To provide the necessary financial support for the implementation of the urban renewal programme, we have put in place various measures including the grant of land required for the implementation of URA's projects at nominal

premium, and a \$10 billion commitment for capital injection into the URA in phases over 2002-03 to 2006-07. Besides a new legal and institutional framework and Government's financial support, the success of the urban renewal programme is highly dependent on appropriate support and policy steer from the Government. In this regard, the retention of DS(PL)2, PAS(PL)4, CES/Lands D, GTP/Plan D and CTP/Plan D is crucial to the effort to renew our urban fabric.

9. DS(PL)2 is currently working closely with the URA to ensure the smooth delivery of the urban renewal programme in accordance with the approved first corporate plan and business plan and Government policy, including those set out in the Urban Renewal Strategy (URS). The URS has to be reviewed and updated regularly (tentatively every two to three years) to take into account any change in circumstances and the changing needs of the community. DS(PL)2 also has to scrutinize the draft five-year corporate plans and draft annual business plans submitted by the URA annually. In addition, DS(PL)2 is responsible for coordinating Government efforts in facilitating the URA's work, in overseeing the efficient handling of URA's land resumption applications and in monitoring the work of the URA in general.

10. Other than urban renewal, building safety is another priority area for which the Government has an ongoing commitment. In particular, the Government has to periodically review the policy on building control in order to enhance building safety in response to changing societal needs and the latest development. Moreover, the Government is committed to improving, inter alia, the safety of aged buildings, through stepping up enforcement action against unauthorised building works. DS(PL)2 is spearheading the implementation of various proposals to promote building safety and timely maintenance. A case in point is the package of amendments of the Buildings Ordinance to rationalize our building control regime and strengthen building safety requirements. On top of this, the report on Review of the Institutional Framework for Public Housing (RIFPH report) has recommended bringing Housing Authority projects under the control of the Buildings Ordinance. This is a new major exercise involving complex legal, administrative, financial and staffing implications. DS(PL)2 and PAS(PL)3 have to provide continuous policy input in formulating implementation proposals, steer through the various preparatory tasks and see to the full implementation of the recommendation.

11. On land registration, we aim to establish a fully computerized and integrated land registration system in Hong Kong to offer convenient, speedy and cost-effective services through the implementation of the Strategic Change Plan (SCP) for the Land Registry. We also plan to introduce a title registration system

/which

which will provide the public better assurance of land titles and simplify conveyancing procedures. This is again a major Government commitment and will involve the introduction of an important piece of new legislation. DS(PL)2 and PAS(PL)3 have to oversee these efforts and monitor the implementation of the SCP which has commenced in mid-2002. In particular, the legislative amendments planned to be introduced in Legislative Council in the 2002-03 legislative session and subsequent implementation will require close attention and continuous input of the post holders.

12. Two AOSGC posts are required to underpin DS(PL)2 and to head the Buildings Unit and the UR Unit respectively. PAS(PL)3 assists DS(PL)2 in the full range of policy work on building safety and land registration matters (see paragraphs 10 and 11), provides input to and co-ordinates the drafting of the Land Titles Bill and amendments to the Buildings Ordinance, and monitors the implementation of the SCP for the Land Registry. The post holder also assists in advising various Government bureaux/departments on the implementation of the prevailing policies on building safety and land registration. The post holder is responsible for monitoring the implementation of various initiatives to enhance building safety, and providing input to and co-ordinating the tasks of bringing Housing Authority projects under the Buildings Ordinance. PAS(PL)4 provides support to guide the operation of the URA, carry out regulatory functions vis-à-vis the URA, process the URA's land resumption applications and deal with the related political and public relations issues. The post holder co-ordinates with relevant policy bureaux and Government departments to assist the URA's work, keeps close liaison with the URA management to support and monitor the implementation of the urban renewal programme, oversees the URS study and the public consultation exercise in the regular review process of the URS.

13. We need to make permanent the posts of DS(PL)2 (AOSGB) (D3), PAS(PL)3 (AOSGC) (D2) and PAS(PL)4 (AOSGC) (D2) for the continued effective functioning of the PL Branch; and to enable the URB Division to continue to meet the heavy policy commitments and related workload on an ongoing basis. These duties cannot be handled through absorption by other divisions/units which are also fully loaded with work.

Chief Estate Surveyor (Urban Renewal) in Lands Department

14. One supernumerary CES post was first created in July 1995 and retained up to the date of dissolution of the LDC to head a dedicated LDC Section in Lands D. On the establishment of the URA, the LDC Section was renamed the Urban Renewal Section (UR Section) and a supernumerary post of CES was created for six months up to 31 October 2001 under delegated authority to head the

/Section

Section. The post, together with one AOSGC in HPLB, and one GTP and one CTP in Plan D, were subsequently retained for one year until 8 November 2002 (see paragraphs 3 and 6 above).

15. The UR Section carries out land resumptions for URA projects; approves the release of statutory compensation and/or ex-gratia allowances to affected property owners and tenants; closely interacts with the District Councils, various concerned groups as well as those directly affected by land resumptions to explain the land resumption procedures and compensation package; co-ordinates and liaises with various Government departments to identify and resolve clearance problems to ensure that the sites will be handed over to the URA on the scheduled dates; and addresses any problems encountered by the residents as a result of URA projects.

16. The workload of the UR Section will continue to grow with the implementation of the urban renewal programme. The workload will be particularly substantial in cases where the resumption involves negotiations on the assessment of compensation and where the cases are brought before the Lands Tribunal or the court.

17. The continued support of CES(UR) is required to lead the UR Section in fulfilling the above commitments and any land resumption matters relating to URA projects so as to ensure the timely and smooth implementation of the urban renewal programme.

Assistant Director/Urban Renewal and Chief Town Planner/Urban Renewal 2 in Planning Department

18. The posts of one GTP and one CTP, designated as Assistant Director/Urban Renewal (AD/UR) and Chief Town Planner/Land Development Corporation (CTP/LDC) respectively, were first created in Plan D in May 1997 and retained until the date of dissolution of the LDC. The former headed the Urban Renewal Division (UR Division) and the latter headed the Land Development Corporation Section (LDC Section) set up under the UR Division in Plan D. On the establishment of the URA, one GTP post and one CTP post, designated as AD/UR and Chief Town Planner/Urban Renewal 2 (CTP/UR2) respectively, were created on a supernumerary basis for six months up to 31 October 2001 under delegated authority to head the UR Division and the URA team respectively. The posts were further retained for one year until 8 November 2002, vide EC (2001-02)21 (see paragraphs 3 and 6 above).

19. AD/UR now heads a dedicated UR Division in Plan D to monitor and facilitate implementation of the urban renewal programme. The post holder has to undertake planning studies to provide the necessary planning input to the HPLB in reviewing and updating the URS. The post holder needs to work closely with the URA in the selection of urban renewal projects for implementation and in the investigation of suitable modes of operation for building rehabilitation. The post holder is instrumental in developing a geographical information system to facilitate the sharing of information on building conditions among various Government departments for building rehabilitation and review of the urban renewal programme. The post holder provides support to and would need to deputise for the Director of Planning in discharging the latter's statutory duties as a non-executive director of the URA Board. AD/UR also participates as a member of some of the sub-committees of the URA Board. In addition, the post holder is taking a leading role in urban re-structuring studies in collaboration with relevant Government departments. The post holder provides planning advice on the preservation of buildings and areas of architectural, cultural, and historical interests.

20. CTP/UR2, on the other hand, is responsible to AD/UR to manage a dedicated section of professional and technical staff in facilitating and processing urban renewal schemes related to the URA. The post holder scrutinises individual URA projects by providing planning advice and development parameters to the URA in the preparation of development schemes and projects in accordance with the corporate plan and statutory planning requirements. Furthermore, the post holder needs to formulate guidelines for the provision of infrastructure, Government/Institution/Community facilities and public open space in the URA's renewal projects and oversees the application of the guidelines. The post holder has to resolve the land use, planning and design issues with the URA and various Government bureaux/departments to ensure smooth implementation of the projects. CTP/UR2 also assists in the processing of development schemes submitted by the URA and objections raised against these development schemes.

21. There is a continued need to retain these two directorate posts, in particular when the URA is just beginning to implement its urban renewal programme. The continued guidance and professional support of AD/UR and CTP/UR2 are required to monitor the work of the URA and to handle the complex and important tasks relating to planning work on URA projects. Sufficient planning input is required for achieving the Government's urban renewal policy objectives.

Proposed Conversion to Permanent Posts

22. We consider that there is a need for the continued support of the AOSGB and the two AOSGC in HPLB in view of Government's long-term

/commitment

commitment to urban renewal, building safety and land registration. The Bureau needs to have an appropriate directorate structure to carry out strategic planning on urban renewal, buildings and land registration issues and to cope with the changing level, scope and complexity of the services and activities under the purview of the Bureau. If the posts of DS(PL)2, PAS(PL)3 and PAS(PL)4 cannot be made permanent or retained beyond their current expiry dates, HPLB will cease to have the necessary senior directorate support to oversee the work relating to these important policy areas. We will have great difficulties in steering through the implementation of the urban renewal programme, as well as various important legislative amendment exercises scheduled to commence from the latter half of 2002. The Bureau's policy input and steer in respect of building safety, land registration and urban renewal initiatives will be seriously hampered.

23. There is also a continuing need for directorate support in the urban renewal teams in Lands D and Plan D to assist their respective Directors in discharging their statutory duties as non-executive directors of the URA Board; to provide adequate support and assistance to HPLB for undertaking regular review of the URS; and to monitor/facilitate the implementation of the urban renewal programme. Without the said directorate posts, it would be difficult for the two departments to render the necessary planning and land administration inputs to URA and HPLB in implementing the urban renewal programme.

24. The organisation charts of PL Branch of HPLB, Lands D and Plan D are at Enclosures 1, 2 and 3 respectively. The job descriptions for the posts of DS(PL)2, PAS(PL)3, PAS(PL)4, CES(UR), AD/UR and CTP/UR2 are at Enclosures 4 to 9.

Encls. 1-3

Encls. 4-9

ALTERNATIVES CONSIDERED

25. As explained above, there are genuine operational needs for the concerned directorate posts to be created on a permanent basis. The Secretary for Housing, Planning and Lands (SHPL) is highly conscious of the need to manage his resources prudently and to control the size of the civil service establishment within his purview. To this end, he will identify a corresponding number of permanent directorate posts from within his portfolio for offsetting the six permanent posts proposed for creation in this paper. He has to date identified the following three permanent directorate posts for deletion in the early half of 2003-04 –

Lands Department

1 Chief Estate Surveyor (D1)

Planning Department

1 Government Town Planner (D2)

1 Chief Town Planner (D1)

26. The lead time is required for effecting the necessary re-distribution of responsibilities within the concerned departments and to tie in with the organizational review that SHPL is now undertaking in respect of HPLB and its group of departments. The review is still on-going, with a target completion date of June 2003. LegCo Members will be consulted on the full results in due course. In the meantime, we have already drawn up a preliminary combined management structure to merge the functions of the Housing Branch and Housing Department for implementation on a provisional and trial basis. We have also sought to streamline the work of directorate staff in Lands D and Plan D to effect some savings. Based on the initial results of the ongoing organisational reviews, SHPL envisages that he will be able to delete another three permanent directorate posts in Housing Branch/Housing Department with the necessary re-engineering and re-prioritization. The present proposal may, therefore, be considered now without waiting for the completion of the overall review.

FINANCIAL IMPLICATIONS

27. The additional notional annual salary cost of this proposal at mid-point is \$8,364,840. The full annual average staff cost of the proposal, including salaries and staff on-costs, is \$14,302,000.

28. Sufficient funding has been provided to meet the full staff costs of the proposed posts in HPLB and Plan D. As for the proposed post of the CES in Lands D, since the UR Section mainly deals with land resumption matters to facilitate URA projects, the URA will continue to meet the full staff cost of all the agreed posts of the UR Section, including salaries and staff on-costs.

BACKGROUND INFORMATION

29. The Urban Renewal Authority Bill was passed by the Legislative Council in June 2000. The Urban Renewal Authority Ordinance was brought into operation on 1 May 2001. On the same day, the LDC was dissolved and the URA was established to undertake urban renewal under a new institutional and statutory framework. The URA is tasked to implement the urban renewal programme consisting of 200 new projects and 25 uncompleted projects of the LDC in the next 20 years.

30. Members approved vide EC(1999-2000)20 the retention of the supernumerary posts of one AOSGB (D3) and one AOSGC (D2) in the Urban Renewal and Buildings (URB) Division of HPLB for three years until 31 December 2002. Vide EC(2001-02)21, Members approved the retention of four

/supernumerary

supernumerary posts of one AOSGC (D2), one CES (D1), one GTP (D2) and one CTP (D1) for urban renewal teams in HPLB, Lands D and Plan D until 8 November 2002.

31. The Government is committed to ensuring building safety, stepping up enforcement actions on unsafe old buildings and clearance of high risk unauthorised structures. We also intend to improve our land registration system by introducing a titles registration system.

ESTABLISHMENT CHANGES

32. The establishment changes in PL Branch of HPLB, Lands D and Plan D for the last two years are as follows –

	Establishment (Note)	Number of posts			
		Existing (as at 1.9.2002)	as at 1.4.2002	as at 1.4.2001	as at 1.4.2000
PL Branch/HPLB	A	5 + (3)	5 + (3)	5 + (3)	5 + (3)
	B	14	14	14	14
	C	22	22	23	24
	Total	44	44	45	46
Lands D	A	46 + (2)	46 + (6)	46 + (6)	46 + (6)
	B	531	546	551	557
	C	3 086	3 137	3 054	3 161
	Total	3 665*	3 735*	3 657	3 770
Plan D	A	27 + (2)	27 + (2)	27 + (2)	27 + (2)
	B	248	248	251	256
	C	540	539	555	558
	Total	817	816	835	843

Note:

- A – ranks in the directorate pay scale or equivalent
- B – non-directorate ranks the maximum pay point of which is above MPS Point 33 or equivalent
- C – non-directorate ranks the maximum pay point of which is at or below MPS Point 33 or equivalent
- () – number of supernumerary directorate posts
- * – including 198 posts transferred from Housing Department with effect from 1 April 2002 for squatter control duties.

CONSULTATION WITH LEGISLATIVE COUNCIL PANEL

33. We circulated a paper on the proposed conversion of the six supernumerary posts to permanent posts to the Legislative Council Panel on Planning, Lands and Works on 7 October 2002. Members of the Panel noted the proposal.

CIVIL SERVICE BUREAU COMMENTS

34. Civil Service Bureau has carefully considered the need for the conversion of the six supernumerary directorate posts under discussion into permanent posts. Having regard to the importance of, and Government's long-term commitment to urban renewal, building safety and land registration, and the level and scope of responsibilities attached to the posts, we agree to the proposed six permanent posts. The grading and ranking of the posts are supported.

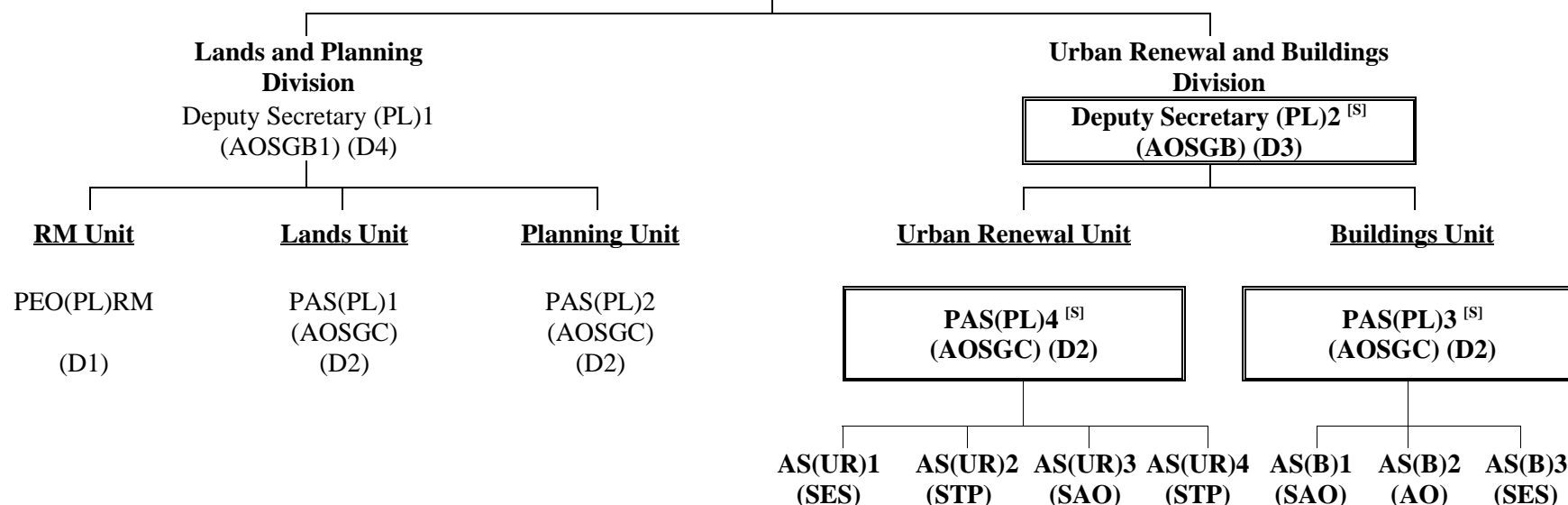
ADVICE OF THE STANDING COMMITTEE ON DIRECTORATE SALARIES AND CONDITIONS OF SERVICE

35. 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.

Housing, Planning and Lands Bureau
October 2002

**Organisation Chart of the
Planning and Lands Branch of Housing, Planning and Lands Bureau**

**Permanent Secretary for Housing, Planning and Lands
(Planning and Lands)
(AOSGA1) (D8)**

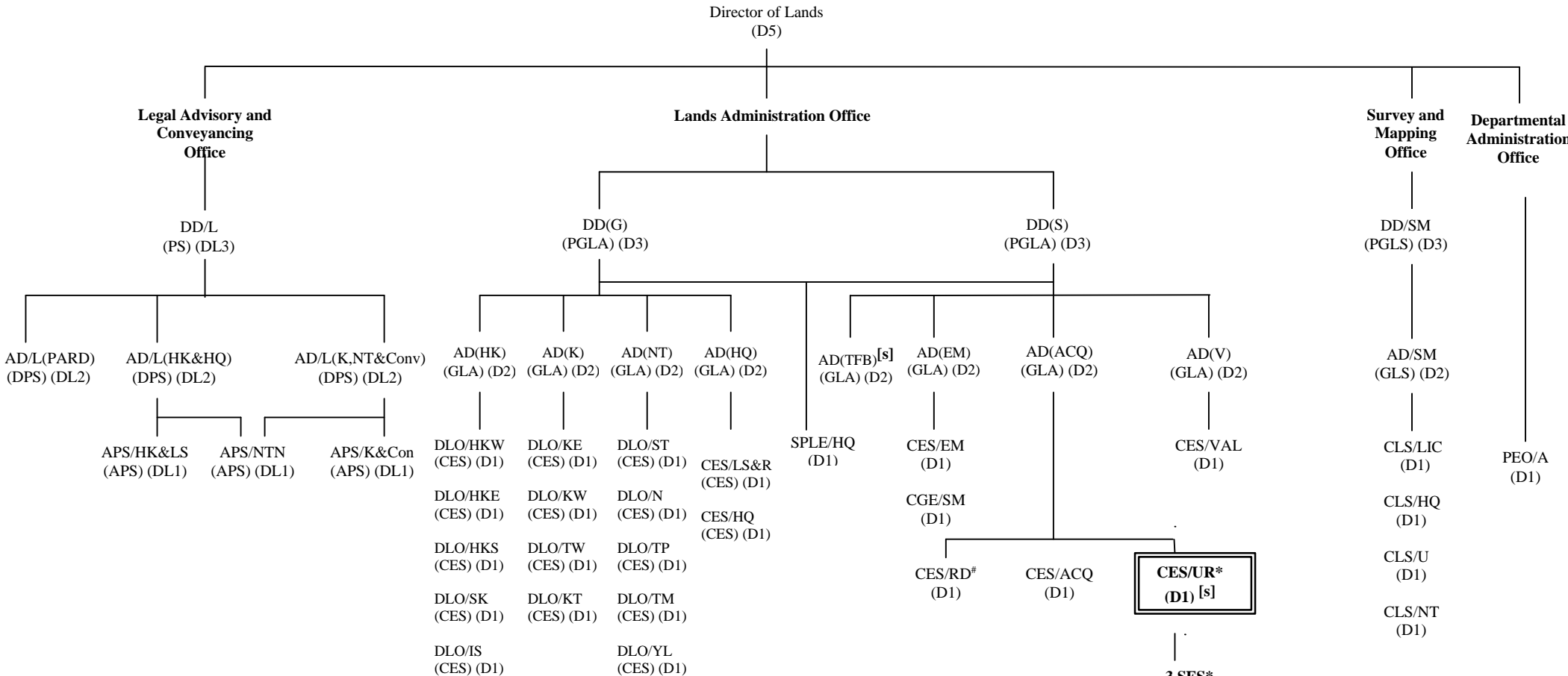


Legend

AOSG	Administrative Officer Staff Grade
PL	Planning and Lands
PAS	Principal Assistant Secretary
AS	Assistant Secretary
PEO	Principal Executive Officer
RM	Resource Management
STP	Senior Town Planner
SES	Senior Estate Surveyor
SAO	Senior Administrative Officer
AO	Administrative Officer

[S] Proposed posts for making permanent
[S] Supernumerary posts

Organisation Chart of Lands Department



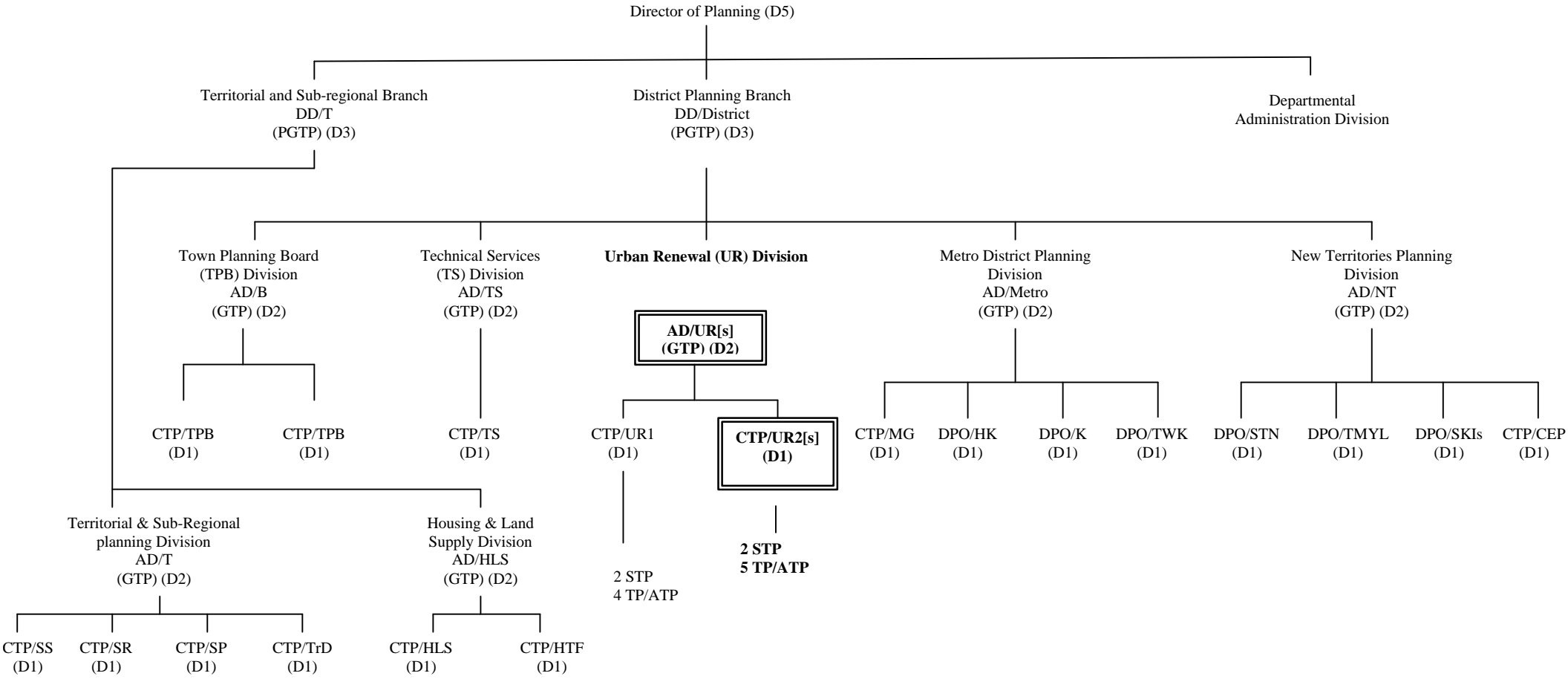
Legend:

- DD Deputy Director
- PS Principal Solicitor
- DPS Deputy Principal Solicitor
- APS Assistant Principal Solicitor
- AD Assistant Director
- PGLA Principal Government Land Agent
- GLA Government Land Agent
- CES Chief Estate Surveyor
- SES Senior Estate Surveyor

- ES Estate Surveyor
- SPLE Senior Principal Land Executive
- CGE Chief Geotechnical Engineer
- PGLS Principal Government Land Surveyor
- GLS Government Land Surveyor
- CLS Chief Land Surveyor

- Proposed post for making permanent
- * Posts funded by URA
- [s] Supernumerary posts
- # Temporarily redeployed from New Airport Section

Organisation Chart of Planning Department



Legend:

- DD - Deputy Director of Planning
- AD - Assistant Director of Planning
- PGTP - Principal Government Town Planner
- GTP - Government Town Planner
- CTP - Chief Town Planner
- STP - Senior Town Planner
- TP/ATP - Town Planner/Assistant Town Planner

- DPO - District Planning Officer
- Proposed posts for making permanent
- [s] - Supernumerary posts

**Job Descriptions of
Deputy Secretary (Planning and Lands)2**

Rank : Administrative Officer Staff Grade B (D3)

Major Duties and Responsibilities

Responsible to the Permanent Secretary for Housing, Planning, and Lands (Planning and Lands) for the policy programmes relating to urban renewal, building safety and land registration matters. Duties include –

- (1) formulating policy proposals and preparing draft legislation relating to urban renewal and rehabilitation;
- (2) overseeing the urban renewal programme of the URA;
- (3) formulating policy proposals and preparing draft legislation relating to building safety;
- (4) formulating policy proposals and preparing draft legislation on the land registration system;
- (5) providing policy input to and steering through the tasks of bringing Housing Authority projects under the Buildings Ordinance; and
- (6) overseeing and steering the operation of the Land Registry and the Buildings Department.

**Job Descriptions of
Principal Assistant Secretary (Planning and Lands)³**

Rank : Administrative Officer Staff Grade C (D2)

Major Duties and Responsibilities

Responsible to the Deputy Secretary (Planning and Lands)² for the policy programmes relating to building safety and land registration matters. Duties include –

- (1) assisting in the formulation of policy proposals on building safety matters and advising various Government bureaux/departments on the application of the prevailing building safety policies;
- (2) monitoring the implementation of various initiatives to enhance building safety;
- (3) providing policy input to and co-ordinating the drafting of legislative amendments to the Buildings Ordinance;
- (4) assisting in the formulation of policy proposals on land registration matters and advising various Government bureaux/departments on the application of the prevailing land registration policies;
- (5) providing policy input to and co-ordinating the drafting of the Land Titles Bill and monitoring the implementation of the Strategic Change Plan of the Land Registry; and
- (6) providing policy input to and coordinating the tasks of bringing Housing Authority projects under the Buildings Ordinance.

**Job Description of
Principal Assistant Secretary (Planning and Lands)4
Housing, Planning and Lands Bureau**

Rank: Administrative Officer Staff Grade C (D2)

Major Duties and Responsibilities

Responsible to the Deputy Secretary (Planning and Lands)2 for urban renewal policy matters as well as the urban renewal programme relating to the Urban Renewal Authority (URA). Duties include –

- (1) updating the Urban Renewal Strategy from time to time to take account of any change in circumstances and the changing needs of the community to provide policy guidelines to the URA on the urban renewal programme;
- (2) consulting the public on each updating exercise of the urban renewal strategy as required under the Urban Renewal Authority Ordinance;
- (3) scrutinising the draft five-year corporate plans and draft annual business plans submitted by the URA annually to ensure that statutory requirements are met and policy objectives are adhered to;
- (4) monitoring the financial performance of the urban renewal programme;
- (5) overseeing the operation of the URA, and offering necessary assistance to ensure the successful and smooth implementation of its urban renewal projects;
- (6) advising on and monitoring the urban renewal programme relating to the URA, including processing land resumption applications and vetting individual urban renewal projects having regard to any objections raised against the projects under the statute; and
- (7) co-ordinating the efforts of the URA, various Government departments and public bodies, including the Housing Authority and the Housing Society, on urban renewal at the policy level.

**Job Description of
Chief Estate Surveyor (Urban Renewal)
Lands Department**

Rank: Chief Estate Surveyor (D1)

Major Duties and Responsibilities

Responsible to the Assistant Director (Acquisition) for all land resumption matters relating to the Urban Renewal Authority (URA) and the implementation of resumption work of URA projects. Duties include –

- (1) formulating, monitoring and reviewing the implementation programme of URA projects which may require land resumption in consultation with the senior management of URA;
- (2) co-ordinating and liaising with various Government departments to identify and resolve clearance problems to ensure that the sites can be handed over to the URA on the scheduled dates;
- (3) carrying out resumption and clearance for URA projects if necessary in accordance with the Lands Resumption Ordinance;
- (4) monitoring expenditure of resumption funds, approving the release of statutory compensation and/or ex-gratia allowances to property owners and tenants affected by land resumption for URA projects;
- (5) providing professional advice in case of litigation and Lands Tribunal referrals on land resumption cases arising from URA projects; and
- (6) attending meetings of Executive Council, Legislative Council, District Councils and press conferences as necessary and overseeing the handling of enquiries and complaints on URA resumption matters.

**Job Description of
Assistant Director/Urban Renewal
Planning Department**

Rank: Government Town Planner (D2)

Main Duties and Responsibilities

Responsible to the Deputy Director of Planning (District) for the Urban Renewal Division on urban renewal matters. Duties include –

- (1) undertaking planning studies to provide the necessary planning input to the Housing, Planning and Lands Bureau (HPLB) in updating the Urban Renewal Strategy;
- (2) assisting HPLB in conducting the public consultation exercise as regards the revised Urban Renewal Strategy;
- (3) providing planning advice to HPLB in processing the draft corporate plans and the draft business plans to be submitted by the URA and in scrutinising individual URA projects which are set out in its corporate plans and business plans;
- (4) working closely with the URA in the selection of urban renewal projects for implementation and in the investigation of suitable modes of operation for building rehabilitation;
- (5) providing planning advice on preservation of buildings and areas of architectural, cultural and historical interests;
- (6) developing and maintaining a building dilapidation and rehabilitation information system for sharing of information on building conditions among various Government departments for building rehabilitation and review of the urban renewal programme;
- (7) providing support to and deputising the Director of Planning in discharging his statutory duties as a non-executive director of the URA Board and participating as a member of some of the sub-committee of the URA Board;
- (8) taking a leading role in the urban re-structuring studies in collaboration with relevant Government departments; and
- (9) attending meetings of the Executive Council, the Legislative Council, the Antiquities Advisory Board and District Councils as necessary.

**Job Description of
Chief Town Planner/Urban Renewal 2
Planning Department**

Rank: Chief Town Planner (D1)

Main Duties and Responsibilities

Responsible to the Assistant Director/Urban Renewal for urban renewal matters related to the Urban Renewal Authority (URA). Duties include –

- (1) providing planning information to assist the Housing, Planning and Lands Bureau (HPLB) in updating the Urban Renewal Strategy;
- (2) providing planning information to HPLB in processing the draft corporate plans and the draft business plans of the URA;
- (3) providing planning advice and development parameters to the URA in the preparation and processing of development schemes and projects in accordance with the corporate plan and statutory planning requirements;
- (4) formulating guidelines for and co-ordinating the provision of infrastructure, Government/Institution/Community facilities and public open space in URA projects with the URA and various Government bureaux/departments;
- (5) overseeing the incorporation of territorial and sub-regional planning objectives into URA projects;
- (6) assisting in the processing of development schemes submitted by the URA and objections raised against the development schemes; and
- (7) resolving land use, planning and design issues related to URA projects with the URA and various Government bureaux/departments at various stages of implementation of URA projects to ensure the smooth implementation of these projects.