

For discussion
on 19 February 2003

EC(2002-03)11

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 91 – LANDS DEPARTMENT

Subhead 001 Salaries

HEAD 118 – PLANNING DEPARTMENT

Subhead 001 Salaries

Members are invited to recommend to Finance Committee the deletion of the following permanent posts with retrospective effect from 8 February 2003 –

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

One permanent post in Lands Department (Lands D) and two permanent posts in Planning Department (Plan D) can be deleted.

/PROPOSAL

PROPOSAL

2. We propose to delete one Chief Estate Surveyor (CES) (D1) in Lands D and one Government Town Planner (GTP) (D2) and one Chief Town Planner (CTP) (D1) in Plan D with retrospective effect from 8 February 2003.

JUSTIFICATION

3. We are highly conscious of the need to keep down the size of our establishment, and to maximize the use of resources. We have reviewed the establishment of Lands D and Plan D accordingly. Whilst all the duties of the posts are functionally justified, we consider that there is room for their re-distribution as a contribution to efficiency savings. We have concluded that the posts of Chief Estate Surveyor (Land Supply and Redevelopment) (CES(LS & R)) (CES) (D1) in Lands D, Assistant Director (Housing and Land Supply) (AD(HLS)) (GTP) (D2) and Chief Town Planner (Housing Task Force) (CTP(HTF)) (CTP) (D1) in Plan D can be deleted. Essentially, CES(LS & R) is responsible for land supply and development matters while AD(HLS) and CTP(HTF) are responsible for planning of housing land supply. Their job descriptions are at Enclosures 1 to 3. The duties will be absorbed by the Chief Estate Surveyor (Headquarters) and Deputy Director (Specialist) in Lands D and various sections and district planning offices in Plan D respectively.

Encls.
1 - 3

4. The organisation charts of Lands D and Plan D are at Enclosures 4 and 5 respectively.

Encls.
4 - 5

5. Members approved vide EC(2002-03)4 the creation of six permanent posts of one Administrative Officer Staff Grade B (D3) and two Administrative Officer Staff Grade C (D2) in the Planning and Lands Branch (PL Branch) of the Housing, Planning and Lands Bureau (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. At the Establishment Subcommittee meeting held on 23 October 2002 and the subsequent Finance Committee (FC) meeting on 8 November 2002, we undertook to delete a corresponding number of permanent directorate posts within three months after FC's approval of the proposal. FC approved the proposal on 8 November 2002.

6. Subsequently, on 6 December 2002, FC approved Members' recommendation (*vide* EC(2002-03)7), *inter alia*, for the net deletion of four directorate posts with effect from 1 January 2003, viz. one Director of Housing (D7), one Senior Assistant Director of Housing (D3), one Deputy Director of

/Accounting

Accounting Services (D3) and one Chief Engineer (D1), of which three were to offset the creation of the three directorate posts in the PL Branch referred to in EC(2002-03)4. The current proposal for the deletion of three posts offsets the remaining three posts referred to in EC(2002-03)4.

FINANCIAL IMPLICATIONS

7. The proposed deletion will bring about the following savings in notional annual salary cost at mid point –

	<u>NAMS</u> \$	<u>No. of Posts</u>
<i>Lands D</i>		
CES (D1)	1,217,520	1
<i>Plan D</i>		
GTP (D2)	1,448,040	1
CTP (D1)	1,217,520	1
	3,883,080	3

Savings in full annual average staff cost of the proposal, including salaries and staff on-cost, are \$6,749,000.

ESTABLISHMENT CHANGES

8. The establishment changes in Lands D and Plan D for the last two years are as follows –

	Establishment (Note)	Number of posts			
		Existing (as at 1.2.2003)	as at 1.4.2002	as at 1.4.2001	as at 1.4.2000
Lands D	A	47 + (1)	46 + (6)	46 + (6)	46 + (6)
	B	528	546	551	557
	C	3 065	3 137	3 054	3 161
	Total	3 641*	3 735*	3 657	3 770
Plan D	A	29 + (0)	27 + (2)	27 + (2)	27 + (2)
	B	250	248	251	256
	C	540	539	555	558
	Total	819	816	835	843

/Note

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.

CIVIL SERVICE BUREAU COMMENTS

9. The proposed deletion of permanent directorate posts in Lands D and Plan D has taken account of the operational needs of the two departments, and reflects prudent management of manpower resources in the two concerned departments. Civil Service Bureau supports the proposed deletion.

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

10. The deletion of the posts, if approved, will be reported to the Standing Committee on Directorate Salaries and Conditions of Service in accordance with the agreed procedure.

Lands Department, Planning Department
Housing, Planning and Lands Bureau
February 2003

**Job Description of
Chief Estate Surveyor (Land Supply and Redevelopment)
Lands Department**

Rank: Chief Estate Surveyor (D1)

Major Duties and Responsibilities:

Responsible to Assistant Director (Headquarters) for formulating and implementing policies relating to the supply of land and residential flat production and supervising the Special Teams set up in Lands Department to fast track specific high priority land transactions. Duties include –

- (1) to assist in the formulation of policies on land supply and residential development and to implement decisions of the Task Force on Land Supply and Property Prices;
- (2) to head and supervise the Special Teams set up in Lands Department to fast track specific high priority lease modification and land exchange cases;
- (3) to monitor and report on the processing of private sector redevelopment cases and to implement policies relating to speeding up of the processing of such redevelopment cases;
- (4) to assist in the planning and implementation of the Lands Department computerization programme with particular emphasis on the proposed Land Inventory System to improve control and forecasting of land supply; and
- (5) to perform any duties as assigned by the Government Land Agent in connection with land supply and redevelopment.

**Job Description of
Assistant Director (Housing and Land Supply)
Planning Department**

Rank: Government Town Planner (D2)

Major Duties and Responsibilities:

Responsible to the Deputy Director (Territorial and Sub-regional) for directing the Housing and Land Supply Division in discharging its duties arising from the recommendations of the Task Force on housing land supply. Duties include –

- (1) to head and be responsible for the administration of the Housing and Land Supply Division;
- (2) to direct and oversee the progress of the principal tasks required to implement the recommendations of the Task force Report, including consultancy studies;
- (3) to liaise with senior staff in relevant departments and policy branches to ensure co-ordinated efforts in addressing the housing issue;
- (4) to take planning actions to facilitate the timely provision of the supplementary housing sites identified by the Task Force and co-ordinate efforts in the identification of further housing sites to meet the forecast short and medium term demand;
- (5) to attend policy committees and forums such as the Land and Building Advisory Committee and the Housing Project Action Team and act as a spokesman for the Planning Department on housing land issues;
- (6) to provide planning advice on all matters relating to the supply and demand of housing land; and
- (7) to provide inputs for the formulation of housing strategy and recommend new areas of concern in addressing the housing issue.

**Job Description of
Chief Town Planner (Housing Task Force)
Planning Department**

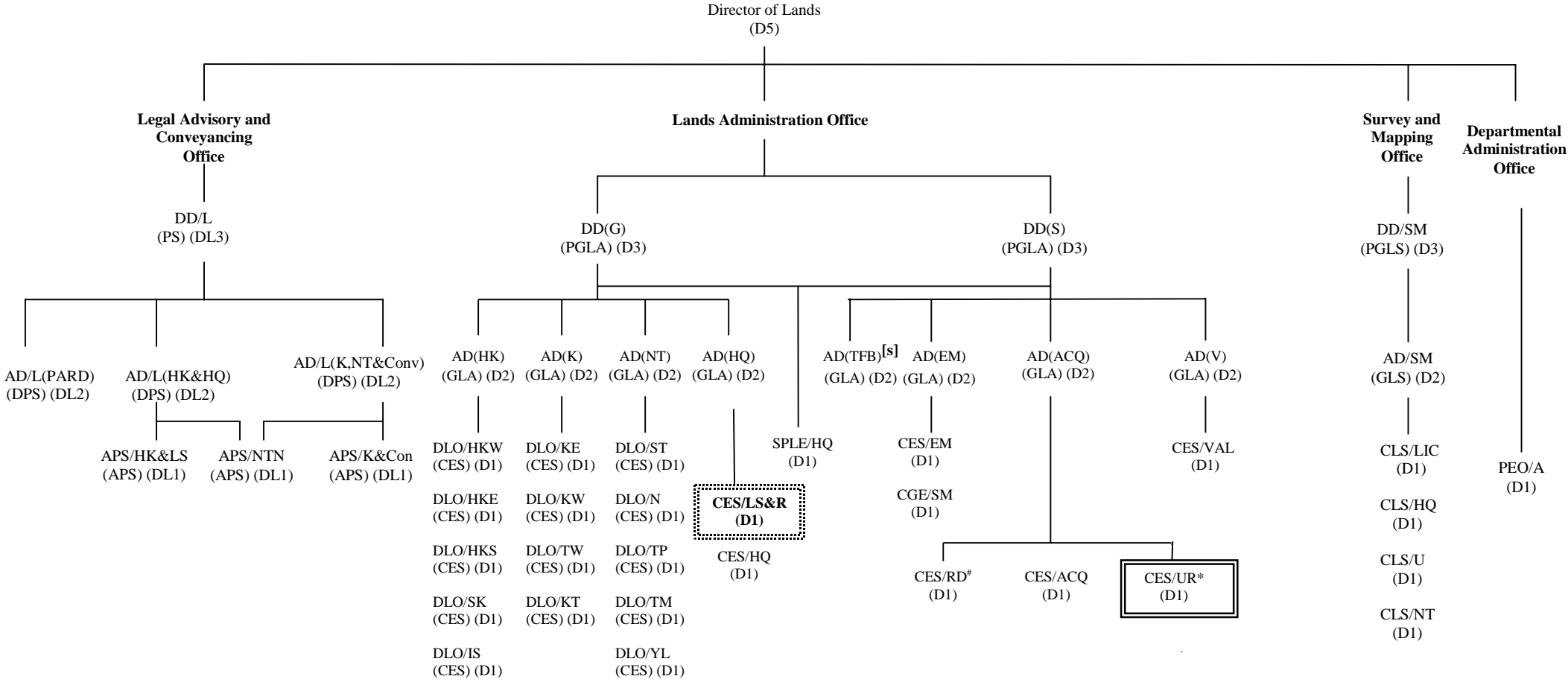
Rank : Chief Town Planner (D1)

Major Duties and Responsibilities:

Responsible to the Assistant Director/Housing and Land Supply (AD/HLS) in the day-to-day management and supervision of the Housing Task Force for planning and monitoring housing development programme to meet territorial demand. Duties include –

1. to assist the AD/HLS in the formulation of strategies relating to the planning and monitoring of housing development programme in the territory;
2. to organise and manage the Housing Task Force including the distribution of work, allocation of responsibilities and setting of work priorities, and to supervise the staff of the Task Force and consultants in discharging the duties related to the housing development issues;
3. to formulate approaches, methodologies and work programmes for carrying out the major tasks of the Task Force and to co-ordinate the detailed work involved;
4. to liaise with relevant departments and organisations in carrying out the tasks of the Task Force;
5. to provide information and planning advice on housing development and other related data to policy bureaux and departments;
6. to prepare papers and reports for discussion by such forums as the Land and Building Advisory Committee (LBAC), the Committee on Planning and Land Development (CPLD), Housing Project Action Team (HPAT) and other relevant committees; and
7. to attend relevant committee, steering group or working group meetings on planning matters related to planning and monitoring housing development programme to meet territorial demand.

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
 CGE Chief Geotechnical Engineer
 PGLS Principal Government Land Surveyor
 GLS Government Land Surveyor
 CLS Chief Land Surveyor

Post created vide EC(2002-03)4

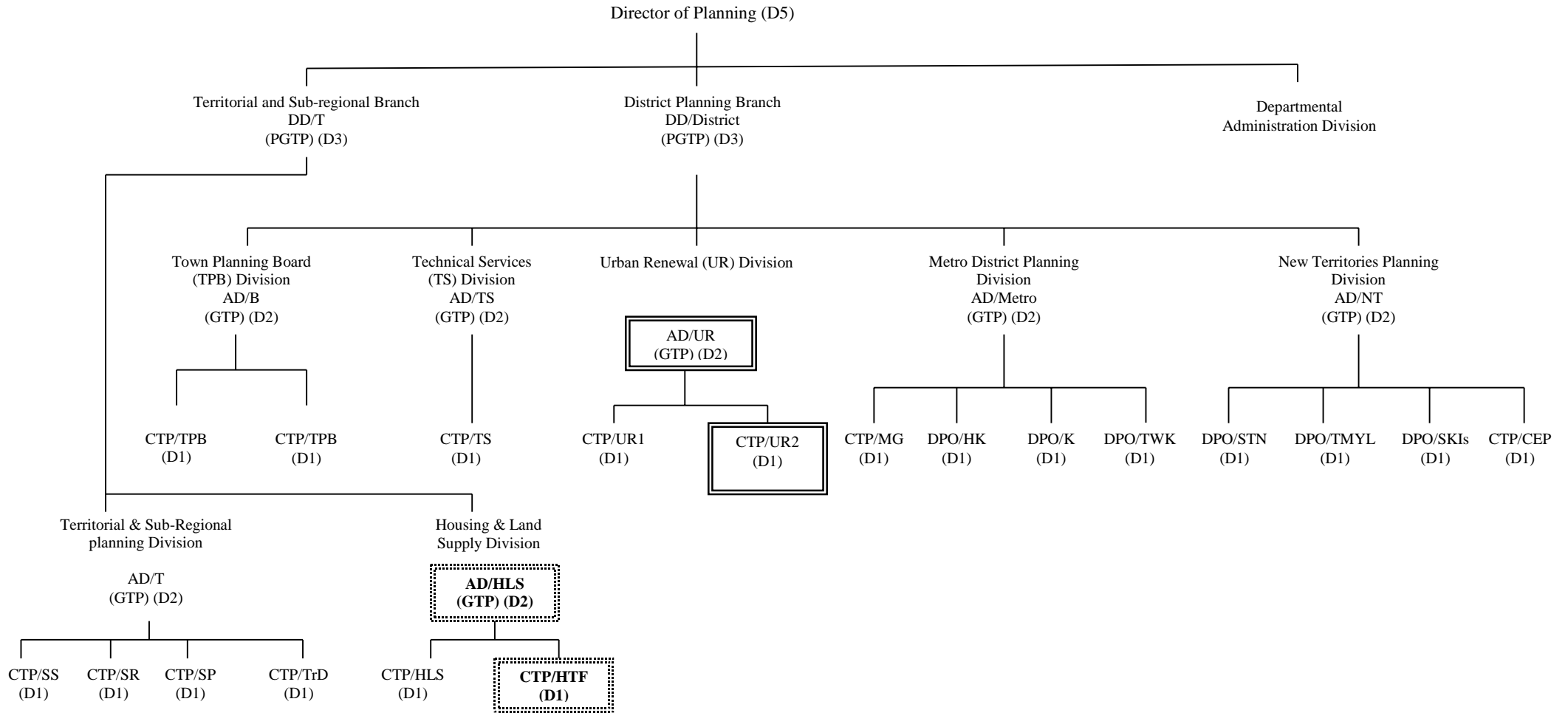
Post planned for deletion

* Post 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

- DPO - District Planning Officer
- Posts created vide EC(2002-03)4
- Posts planned for deletion