

## **ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE**

**HEAD 43 – CIVIL ENGINEERING DEPARTMENT**

**HEAD 110 – TERRITORY DEVELOPMENT DEPARTMENT**

**HEAD 159 – GOVERNMENT SECRETARIAT :  
ENVIRONMENT, TRANSPORT AND WORKS BUREAU  
(WORKS BRANCH)**

### **Subhead 000 Operational expenses**

Members are invited to recommend to the Finance Committee the following proposals to facilitate the amalgamation of the Civil Engineering Department and the Territory Development Department into a new department named Civil Engineering and Development Department with effect from 1 July 2004 and rationalise the provision of directorate support for the new department in Works Branch of the Environment, Transport and Works Bureau with immediate effect –

- (a) the creation of the following new grade and rank with effect from 1 July 2004 –

Director of Civil Engineering and Development  
(D6) (\$162,650)

- (b) the creation of the following two permanent posts –

**/for .....**

**for the new Civil Engineering and  
Development Department**

1 Director of Civil Engineering and Development  
(D6) (\$162,650)

(with effect from 1 July 2004)

**for Works Branch**

1 Government Engineer  
(D2) (\$113,520 - \$120,553)

(with immediate effect)

- (c) the deletion of the following 11 permanent posts –

**Civil Engineering Department**

1 Director of Civil Engineering  
(D5) (\$154,150)

1 Government Engineer  
(D2) (\$113,520 - \$120,553)

1 Chief Engineer  
(D1) (\$95,623 - \$101,458)

2 Chief Geotechnical Engineer  
(D1) (\$95,623 - \$101,458)

/1 Commissioner .....

1 Commissioner of Mines  
(ungraded)

1 Deputy Commissioner of Mines  
(ungraded)

(with effect from 1 July 2004)

**Territory Development Department**

1 Director of Territory Development  
(D6) (\$162,650)

1 Principal Government Engineer  
(D3) (\$127,900 - \$135,550)

1 Government Engineer  
(D2) (\$113,520 - \$120,553)

(with effect from 1 July 2004)

**Works Branch**

1 Government Engineer  
(D2) (\$113,520 - \$120,553)

(with immediate effect)

- (d) the redistribution of duties and responsibilities among those other directorate posts in the existing Civil Engineering Department and the Territory Development Department which would be transferred to the new Civil Engineering and Development Department, with effect from 1 July 2004.

**/PROBLEM .....**

**PROBLEM**

We consider it necessary to merge the Civil Engineering Department (CED) and the Territory Development Department (TDD) into a new Civil Engineering and Development Department (CEDD) with a view to achieving greater efficiency and productivity. In addition, we need to rationalise the policy and housekeeping support for the new CEDD in the Works Branch (WB) of the Environment, Transport and Works Bureau.

**PROPOSAL**

2. We propose to merge CED and TDD into the new CEDD with effect from 1 July 2004. The merger proposal will entail the following changes to the number and deployment of directorate posts on civil service establishment –

- (a) the creation of a new grade and rank of Director of Civil Engineering and Development (DCED) (D6) and the DCED post in the new CEDD;
- (b) the deletion of the existing Director of Civil Engineering (DCE) (D5) and Director of Territory Development (DTD) (D6) posts in CED and TDD respectively;
- (c) the deletion of four posts in CED, comprising one Government Engineer (GE) (D2), one Chief Engineer (CE) (D1) and two Chief Geotechnical Engineer (CGE) (D1) posts;
- (d) the deletion of two ungraded posts in CED, comprising one Commissioner of Mines and one Deputy Commissioner of Mines posts;
- (e) the deletion of two posts in TDD, comprising one Principal Government Engineer (PGE) (D3) and one GE (D2) posts; and
- (f) the redistribution of duties and responsibilities among those remaining directorate posts in the existing CED and TDD which would be transferred to the new CEDD.

3. We also propose to create a permanent GE (D2) post in WB, to be offset by the deletion of an existing GE (D2) post in WB originally created for port development, to provide policy and housekeeping support for the new CEDD and directorate support for co-ordinating major infrastructure and development projects.

**/JUSTIFICATION .....**

## JUSTIFICATION

### Amalgamation of CED and TDD

4. The development programme of the first two generations of new town development has been substantially completed. Having reviewed the duties, functions and workload of the works departments and the pattern of development of Hong Kong in the coming years, both the Secretary for the Environment, Transport and Works (SETW) and the Secretary for Housing, Planning and Lands consider it appropriate to merge CED and TDD into one department so as to meet the future development needs of Hong Kong.

5. The proposed merger will bring about synergy effect of the expertise of the two departments. It also offers opportunities for significant savings, particularly at senior and managerial level, and opportunities for streamlining organisational structures.

### Existing Structure of CED and TDD

Encls.  
1 - 4

6. The existing organisation charts and key responsibilities of CED and TDD are at Enclosures 1 to 4. At present, there are 62 directorate posts (including two supernumerary and two ungraded posts in CED) in the two departments.

### Proposed Organisation of the New CEDD

Encls.  
5 - 6

7. The proposed new CEDD, which will be headed by the DCED (D6), will continue to perform an essential role in the delivery of major infrastructure and development projects in Hong Kong and assume the co-ordinating role in planning and implementation of these projects. The proposed organisation chart and the breakdown and deployment of the directorate posts of the new CEDD are at Enclosures 5 and 6 respectively.

8. To respond more effectively to changing demands for public services, a number of rationalisation and restructuring measures will be implemented upon the merger of CED and TDD. The proposed organisation and key responsibilities of the headquarters and the seven functional offices of CEDD, each headed by a Deputy Director (DD) or Project Manager (PM) (multi-disciplinary post) ranked at PGE (D3) or Principal Government Geotechnical Engineer (D3) level, are set out below –

/(a) .....

(a) **Headquarters**

Upon the amalgamation, the existing departmental Headquarters of CED and TDD will be integrated and strengthened. The new departmental Headquarters will consist of three Branches, i.e. the Administration Branch which will be responsible for departmental administration, grade management and financial control; the Development Branch for co-ordinating territory-wide development proposals and the Technical Branch for co-ordinating central technical services.

(b) **Civil Engineering Office**

The new Civil Engineering Office (CEO) will consist of two Branches. To streamline the organisational structure, the existing Port Branch and Land Development Branch of CEO under CED will be combined into a new Port and Land Branch, which will be responsible for land formation and infrastructural development, and implementation and maintenance of port infrastructure. The new Project and Environmental Management Branch will take over the management of marine fill from the Geotechnical Engineering Office (GEO) under the CED and will also be responsible for public fill management and environmental improvement.

(c) **Geotechnical Engineering Office**

The new GEO will continue to be responsible for overseeing slope safety and provide geotechnical services. To achieve greater operational efficiency, the Fill Management Division and the Materials Division under the GEO of CED will be disbanded and their related functions will be transferred to CEO and other divisions within GEO. This will centralise the management of public and marine fill in CEO and rationalise the distribution of workload among the divisions in GEO. As a result, there will still be four branches under the GEO, namely the Hong Kong Island Branch, Mainland Branch, Landslip Preventive Measures Branch and the retitled Planning and Standards Branch.

(d) **Special Duties Office**

The new Special Duties Office (SDO) will continue to take charge of the Penny's Bay Developments. No change in organisation structure and staff establishment will be introduced.

/(e) .....

(e) **Regional Development Offices**

The new Regional Development Offices (RDOs) will continue to plan and implement regional development projects. After the amalgamation, the number of RDOs will be reduced from five to four, i.e. the Hong Kong Island and Islands Development Office, the Kowloon Development Office (KDO), the New Territories East Development Office and the New Territories North and West Development Office (NTNWDO). The latter is formed by merging the existing New Territories North Development Office (NTNDO) and the New Territories West Development Office (NTWDO) of TDD.

**Proposed Changes in Directorate Establishment**

*The new Director of Civil Engineering and Development (New Grade and Rank) (D6) and the proposed deletion of Director of Territory Development (D6) and Director of Civil Engineering (D5)*

9. Reporting to the Permanent Secretary for the Environment, Transport and Works (Works) (D8), DCED (D6) will oversee the provision of civil and geotechnical engineering services in connection with infrastructure and development projects. He will also assume the role of Head of Grades for six professional and technical grades with staff posted to various bureaux/departments<sup>1</sup>. Upon the creation of the new DCED (D6) post, the DCE (D5) post and the DTD (D6) post in CED and TDD respectively will be deleted. The job description of DCED is at Enclosure 7.

*Proposed deletion of Assistant Director (AD) (Civil)/Land Development (GE) (D2) and Chief Engineer/Housing Sites (CE) (D1) in CED*

10. In order to achieve greater operational efficiency, the Port Branch and the Land Development Branch of CEO in CED will be merged and the above posts can be deleted (paragraph 8(b) above refers). Their work will be redistributed among the remaining five directorate officers in CEO under Deputy Director (Civil).

/11. ....

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<sup>1</sup> These include the Engineer, Geotechnical Engineer, Survey Officer (Engineering), Technical Officer (Geotechnical), Technical Officer (Laboratory) and Explosives Officer grades.

Encls.  
8 - 12

11. The new job descriptions of the directorate officers in CEO, viz., AD (Civil)/Project and Environmental Management (GE) (D2) (to be retitled from AD (Civil) Project Management), AD (Civil)/Port and Land (GE) (D2) (to be retitled from AD (Civil)/Port), CE/Fill Management (CE) (D1) (to be retitled from CE/Port Works), CE/Port Works (CE) (D1) (to be retitled from CE/Technical Services) and CE/Land Works (CE) (D1) (to be retitled from CE/Development) are at Enclosures 8 to 12 respectively.

*Proposed deletion of Chief Geotechnical Engineer/Fill Management (CGE) (D1) in CED*

12. In order to achieve greater operational efficiency, the above post will be deleted with the disbandment of the Fill Management Division of GEO in CED (paragraph 8(c) above refers). Marine fill management function will be transferred to CE/Fill Management (CE) (D1) of CEO. The remaining duties of the deleted post will be absorbed by three other CGEs in GEO.

Encls.  
13 - 15

13. The job descriptions of the three CGEs concerned, viz., CGE/Geotechnical Projects (CGE) (D1) (to be retitled from CGE/Advisory), CGE/Planning (CGE) (D1) and CGE/Standards and Testing (CGE) (D1) (to be retitled from CGE/Special Projects) are at Enclosures 13 to 15 respectively.

*Proposed deletion of Chief Geotechnical Engineer/Materials (CGE) (D1) in CED*

14. To rationalise the distribution of workload in response to public demands for geotechnical services, the Materials Division of GEO in CED will be disbanded and the above post can be deleted (paragraph 8(c) above refers). The related work will be shared between CGE/Geotechnical Projects (CGE) (D1) and CGE/Standards and Testing (CGE) (D1) of GEO (Enclosures 13 and 15 refer).

*Proposed deletion of the posts of Commissioner of Mines (ungraded) and Deputy Commissioner of Mines (ungraded) in CED*

15. The above posts were created and included on the permanent establishment of CED in order to administer legislation associated with explosives and mining through authority vested under the Mining Ordinance (Cap. 285), the Factories and Industrial Undertakings Ordinance (Cap. 59), the Dangerous Goods Ordinance (Cap. 295) and the Country Parks Ordinance (Cap. 208). Rather than being filled on a full time basis, however, these posts have all along been held

/concurrently .....



concurrently by the existing DCE (D5) and the Deputy Director (Geotechnical) (DD(G)) in CED and will, upon creation of the new department, be assumed by the proposed DCED and DD(G) respectively. No financial resources have been allocated for the statutory posts of Commissioner and Deputy Commissioner of Mines and there is no need to keep two separate established directorate posts to accommodate them. We are therefore taking the opportunity to delete the ungraded posts from the establishment.

*Proposed deletion of Project Manager/New Territories West (PGE) (D3) and Deputy Project Manager/New Territories West (GE) (D2) in TDD*

16. The organisation of RDOs has been reviewed in the context of their overall direction, priorities and focus of work. There is scope, in the light of changing work demand, to reorganise the RDOs to achieve a more balanced and rationalised use of resources.

17. It is proposed to combine NTNDO and NTWDO into one office, viz., NTNWDO (paragraph 8(e) above refers), and therefore the above posts in NTWDO can be deleted. Since there are outstanding projects in the New Territories North (NTN) and New Territories West (NTW) Regions, four of the five existing CE posts will need to be retained, together with a team of professional and technical support staff. One CE post will be transferred to KDO to cope with the increased workload arising from the development projects in the Kowloon Region.

18. The job descriptions of Project Manager/New Territories North and West (to be retitled from Project Manager/NTN and transferred from NTNDO), Deputy Project Manager/New Territories North and West (to be retitled from Deputy Project Manager/NTN and transferred from NTNDO), the four CEs of the NTNWDO (three CEs to be retitled and transferred from NTNDO and one from NTWDO) and the CE of KDO (to be retitled and transferred from NTWDO) are at Enclosures 16 to 22 respectively.

Encls.  
16 - 22

### **Overall Summary**

19. The amalgamation of the two departments will result in a net deletion of 66 posts, nine (including two ungraded posts) of which are directorate and the remaining 57 are non-directorate posts. Upon amalgamation, the new CEDD will have a planned establishment of about 1 793 posts comprising

/53 directorate .....

53 directorate and 1 740 non-directorate posts. It will also be responsible for the grade management of six professional and technical grades with staff posted to various bureaux and departments.

20. At the non-directorate level, the net 57 posts to be deleted are mainly in the general grades and in those departmental grades with surplus staff. We plan to delete these posts through natural wastage, the Second Voluntary Retirement Scheme and staff redeployment. There will not be any forced redundancy of staff.

Encl. 23

A summary of the changes in the number of posts is at Enclosure 23.

21. The total number of Category A projects in the Public Works Programme to be managed by CED and TDD is expected to be around 60 in 2004-05 (excluding those which have been substantially completed) and there were about 70 such projects in 2003-04. These projects will continue to be in active progress after the merging of CED and TDD and so far there is no plan that any of these projects will be cancelled, held up or deferred. Major projects under construction include Penny's Bay Reclamation, infrastructure for Penny's Bay Development, development near Choi Wan Road and Jordan Valley, engineering works for backup areas and infrastructure for Container Terminal No. 9, construction of Road T3 and Yuen Long bypass floodway. Apart from projects under the Public Works Programme, the new CEDD will continue to play a major role in the implementation of landslip preventive measures, the enhancement of slope safety standard, geotechnical control of private and public developments, the implementation and maintenance of port infrastructure and navigation channels and the management of public fills and marine fills.

### **Staff Consultation**

22. We have consulted the staff and staff representatives of the two departments, as well as the general grades concerned on the proposed merger. They expressed no objection to the proposal.

### **Further Reviews**

23. The proposal represents the first stage of CED and TDD reorganisation and will result in greater integration of territorial development and civil engineering works. Against a backdrop of efficiency drive, we shall review the organisational structure in the light of operational experience and will identify further streamlining of activities within the new CEDD. We intend to conduct a review in two years' time and will keep Legislative Council (LegCo) Members informed of progress.

/Creation .....

### **Creation of a Permanent Government Engineer (D2) post in the Works Branch**

24. A GE (D2) post, designated as GE (Port Projects Co-ordination Office) (PortCO), was created in July 1995 in the former Works Branch to co-ordinate the overall planning and management of the port development projects. Owing to the review of the port development planning and increasing demand for high-level strategic support for co-ordinating major infrastructure and development projects and monitoring their progress, the GE(PortCO) post had been temporarily redeployed under delegated authority from the Finance Committee to absorb additional duties of co-ordination of major infrastructure and development projects and implementation of greening policy. The GE(PortCO) post was retitled as Principal Assistant Secretary for the Environment, Transport and Works (Works) 2 in July 2002.

25. An external consultant has been engaged by SETW to review the organisational structure of WB and selected works departments<sup>2</sup>. The consultant agreed that the organisational structure and resources of works departments are well geared for fulfilling its mission as an agent for implementation of the Government's projects under the Public Works Programme. There is neither any over-staffing nor mismatch of resources at the professional level.

26. In the light of the amalgamation of CED and TDD, there is a need to strengthen policy and housekeeping support for the new CEDD at bureau level as nine directorate posts will be deleted in the two departments. Moreover, we envisage that high-level strategic planning, co-ordinating and monitoring will continue to be required for upcoming major infrastructure and development projects, such as Hong Kong-Zhuhai-Macao Bridge and Lantau development. Therefore, we propose that the current temporary redeployment arrangement should be rationalised by creating the GE (D2) post on a permanent basis, to be offset by deletion of the GE (D2) post originally created for port development. The current and proposed organisation charts of WB and the job description of the proposed GE (D2) post are at Enclosures 24 and 25 respectively.

Encls.  
24 - 25

### **FINANCIAL IMPLICATIONS**

27. The proposed changes in directorate posts will bring about the following savings in notional annual salary cost at mid-point –

**/Deletion .....**

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<sup>2</sup> These included Civil Engineering Department, Drainage Services Department, Electrical and Mechanical Services Department, Highways Department and Territory Development Department.

<b>Deletion of posts</b>	<b>\$</b>	<b>No. of Posts</b>
Director of Territory Development (D6)	1,951,800	1
Director of Civil Engineering (D5)	1,849,800	1
Principal Government Engineer (D3)	1,580,400	1
Government Engineer (D2)	4,213,260	3
Chief Engineer (D1)	1,180,860	1
Chief Geotechnical Engineer (D1)	2,361,720	2
Commissioner of Mines (ungraded)	-	1
Deputy Commissioner of Mines (ungraded)	-	1
<i>(a) Sub-total</i>	<i>13,137,840</i>	<i>11</i>
 <b>Less : New permanent posts</b>		
Director of Civil Engineering and Development (D6)	1,951,800	1
Government Engineer (D2)	1,404,420	1
<i>(b) Sub-total</i>	<i>3,356,220</i>	<i>2</i>
<b>Net savings (a) – (b)</b>	<b>9,781,620</b>	<b>9</b>

The net savings in full annual average staff cost, including salaries and staff on-cost is \$13,739,000.

28. For the non-directorate posts, the proposed changes will bring about a net deletion of 57 posts and a saving of \$16,579,974 in notional annual salary cost at mid-point. The saving in full annual average staff cost, including salaries and staff on-cost is \$25,729,000.

29. In overall terms, the CED/TDD merger will make possible a net reduction of nine permanent directorate (two of which are ungraded) and 57 non-directorate posts, involving a total saving of \$26,361,594 in terms of notional annual salary cost at mid-point or \$39,468,000 in terms of full annual average staff cost. These savings will be more than enough to cover the requirements set out in the three other ESC submissions due for consideration at the same ESC sitting [namely, EC(2004-05)2, EC(2004-05)3 and EC(2004-05)4], collectively seeking the creation of one permanent and four supernumerary directorate posts, and involving \$7,697,880 in terms of notional annual salary cost at mid-point or \$11,162,000 in full annual average staff cost (or \$4,713,060 and \$6,907,000 respectively if other savings through redeployment are taken into account).

30. For the proposed merger, we shall submit a separate paper to the Finance Committee in due course to seek approval for the necessary changes to the 2004-05 Estimates, including the merging of heads of expenditure, the designation of Controlling Officer to the new head of expenditure and provision of establishment ceiling (expressed in terms of total notional annual mid-point salary value) for the new CEDD through amalgamation of approved establishment ceilings for CED and TDD in 2004-05.

## BACKGROUND INFORMATION

31. With the implementation of the Accountability System on 1 July 2002, all Principal Officials are required to review the organisational structures of their bureaux and departments for achieving greater efficiency and productivity. In July 2003, the Administration announced its plans to merge CED and TDD into a new department. An information note to the LegCo Panel on Planning, Lands and Works was issued on 11 July 2003 to brief Members of the Administration's proposal.

## ESTABLISHMENT CHANGES

32. The establishment changes in CED, TDD and WB for the last two years are as follows –

Establishment (Note)	Number of posts		
	Existing (As at 1 April 2004)	As at 1 April 2003	As at 1 April 2002
<b>CED</b>			
A	33 + (2)#	33 + (2)	33 + (2)
B	456	454	451
C	1 000	1 030	1 039
<b>Total</b>	<b>1 489+(2)</b>	<b>1 517+(2)</b>	<b>1 523+(2)</b>
<b>TDD</b>			
A	27#	27	27
B	127	127	126
C	207	212	212
<b>Total</b>	<b>361</b>	<b>366</b>	<b>365</b>
<b>WB</b>			
A	20 + (3)#	21 + (3)	20 + (3)
B	60	60	60
C	147	146	145
<b>Total</b>	<b>227 + (3)</b>	<b>227 + (3)</b>	<b>225 + (3)</b>

/Notes .....

## Notes:

- 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
- # As at 1 April 2004, there were three unfilled directorate posts, one in TDD and two in WB.

33. The proposal will reduce the size of the directorate establishment of CED and TDD in the new CEDD by nine and is part of Government's collective effort to reduce the overall size of the civil service. As bureaux and departments continue on-going reviews of their organisation structure in the light of policy development/operational needs, however, the need to create new directorate posts where such needs are well justified on a case by case basis cannot be precluded.

### **CONSULTATION WITH LEGISLATIVE COUNCIL PANEL**

34. We consulted the LegCo Panel on Planning, Lands and Works on 27 January 2004. Members expressed general support to the proposed amalgamation and noted our plan to review the organisation structure of CEDD in two years' time.

### **CIVIL SERVICE BUREAU COMMENTS**

35. The Secretary for the Civil Service considers that the proposed merger will enhance efficiency in the delivery of infrastructure and development projects in Hong Kong and economy in deployment of staff resources. The grading and ranking of the proposed posts are appropriate having regard to the level and scope of responsibilities and the professional input required.

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

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

**Responsibilities and Size of  
Civil Engineering Department (CED)**

**Key responsibilities –**

CED is responsible for a wide range of civil and geotechnical engineering development activities. These include –

- planning, feasibility study, design and construction of school and housing site formation and reclamation works for various developments including delivery, co-ordination and monitoring of all reclamation, infrastructural and associated works for the development of an international theme park at Penny's Bay on Lantau Island;
- planning, design, construction and maintenance of port-related infrastructure projects;
- strategic planning and co-ordination of public filling activities in the territory; and provision and monitoring of mud pits for contaminated mud disposal;
- slope safety and formulation of related geotechnical standards;
- geotechnical services to provide ground investigation, construction material testing, geological survey and other geotechnical services; and
- supervision of mining, quarrying and explosives to ensure adequate supply of quarry products and to safeguard the public in relation to the civilian use of explosives.

**Approved provision in 2004-05 : \$922.6M**

**Establishment as at 1 April 2004 : 1 491**

**Grade management responsibilities**

(Total establishment : 1 936#)

- |  |         |
|--|---------|
| • Engineer Grade                         | (1 128) |
| • Geotechnical Engineer Grade            | (239)   |
| • Survey Officer (Engineering) Grade     | (311)   |
| • Technical Officer (Geotechnical) Grade | (160)   |
| • Technical Officer (Laboratory) Grade   | (68)    |
| • Explosives Officer Grade               | (30)    |

# refers to the number of posts in 16 bureaux/departments as at 1 April 2004 pertaining to professional/technical grades under the central management of the Director of Civil Engineering.

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**Responsibilities and Size of  
Territory Development Department (TDD)**

**Key responsibilities –**

TDD is responsible for the development of new towns and rural townships, and new major urban development areas. These large-scale new developments are usually implemented by stages over many years. TDD co-ordinates among the various Government departments and utility companies to ensure that all the essential infrastructure and facilities are in place at the intake of population for each stage of development. TDD also oversees the engineering design and construction works on land formation and infrastructure of the development areas.

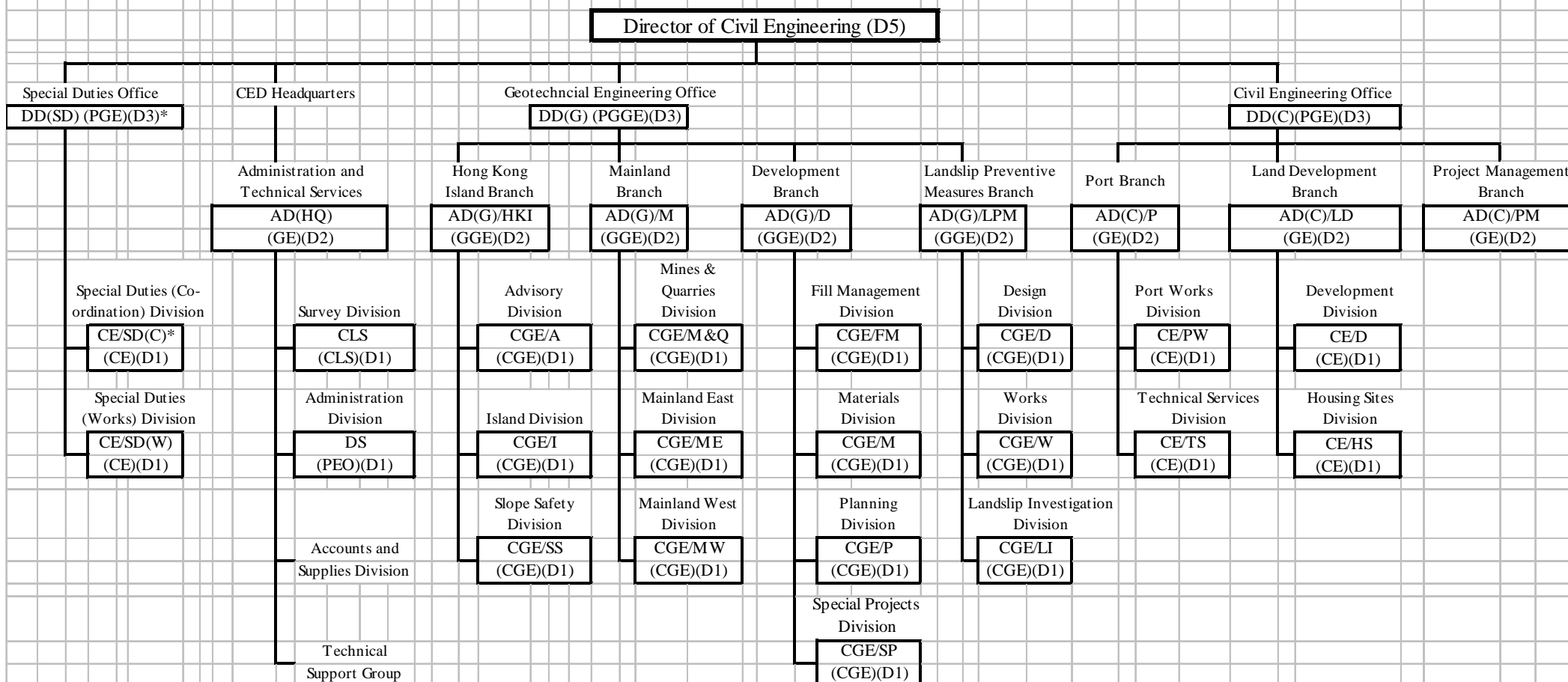
**Approved provision in 2004-05 : \$211.8M**

**Establishment as at 1 April 2004 : 361**

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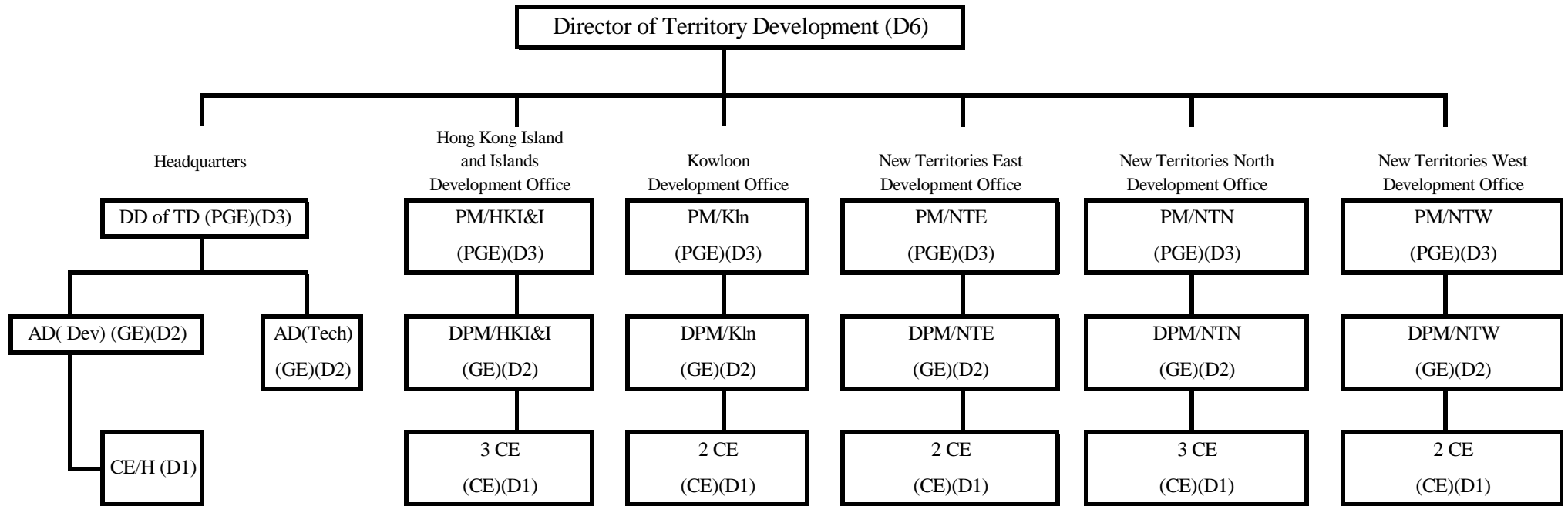
Existing Organisation Chart of Civil Engineering Department



Legend

AD	Assistant Director	A	Advisory	M&Q	Mines & Quarries	*	Supernumerary Directorate Posts created up to 31 March 2005
CE	Chief Engineer	C	Civil or Co-ordination	ME	Mainland East	#	Excluding the C of M & DC of M statutory posts
CGE	Chief Geotechnical Engineer	D	Development or Design	MW	Mainland West		
CLS	Chief Land Surveyor	I	Island	FM	Fill Management		
DD	Deputy Director	M	Mainland or Materials	SP	Special Projects		
DS	Departmental Secretary	P	Port or Planning	LI	Landslip Investigation		
GE	Government Engineer	G	Geotechnical	PW	Port Works		
GGE	Government Geotechnical Engineer	HQ	Headquarters	TS	Technical Services		
PEO	Principal Executive Officer	SD	Special Duties	LD	Land Development		
PGE	Principal Government Engineer	HKI	Hong Kong Island	HS	Housing Sites		
PGGE	Principal Government Geotechnical Engineer	SS	Slope Safety	PM	Project Management		
		SD(C)	Special Duties (Co-ordination) Office	SD(W)	Special Duties (Works) Office		

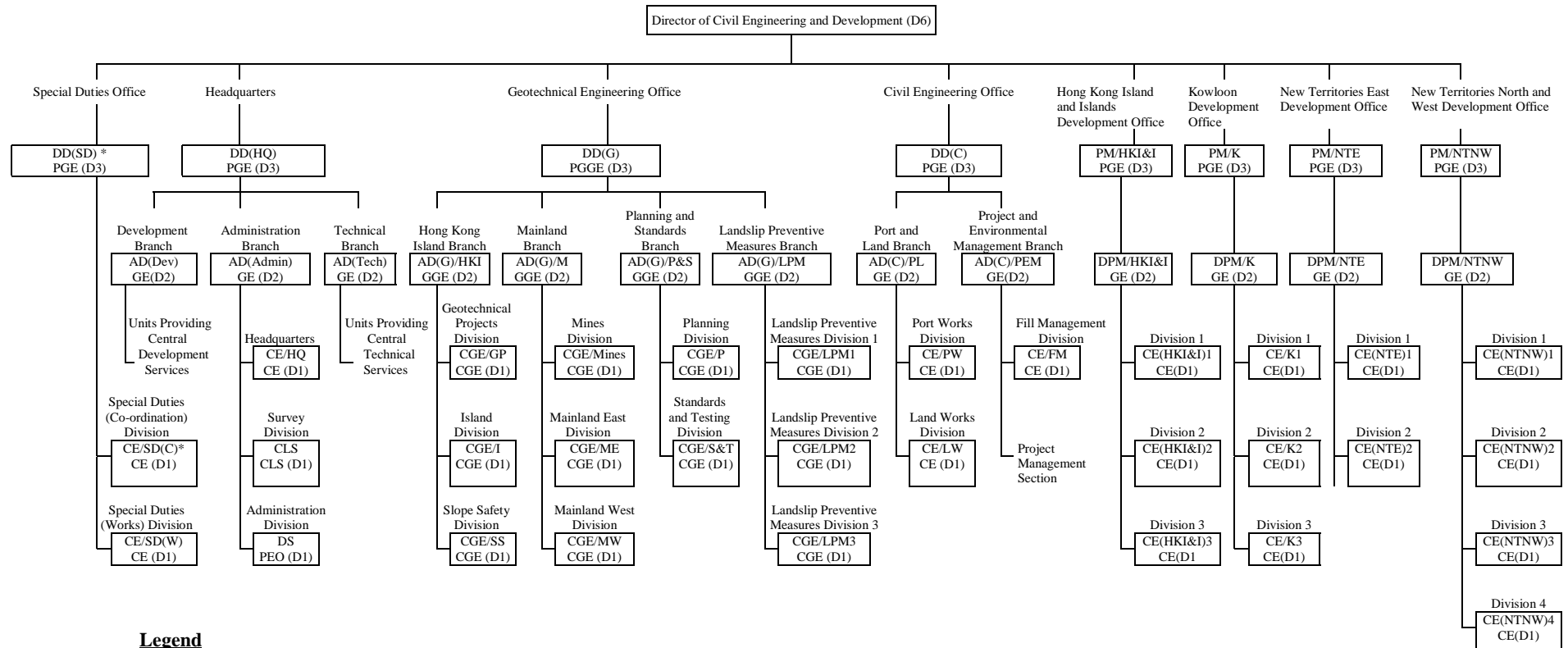
Current Organisation Chart of Territory Development Department



**Legend**

AD	Assistant Director	Dev	Development	Tech	Technical
CE	Chief Engineer	H	Housing	TD	Territory Development
DD	Deputy Director	HKI&I	Hong Kong Island and Islands		
DPM	Deputy Project Manager	Kln	Kowloon		
GE	Government Engineer	NTE	New Territories East		
PGE	Principal Government Engineer	NTN	New Territories North		
PM	Project Manager	NTW	New Territories West		

Proposed Organisation Chart of Civil Engineering and Development Department as at 1 July 2004



**Legend**

AD	Assistant Director	C	Civil or Co-ordination	NTE	New Territories East
CE	Chief Engineer	FM	Fill Management	NTNW	New Territories North and West
CGE	Chief Geotechnical Engineer	G	Geotechnical	P	Planning
CLS	Chief Land Surveyor	GP	Geotechnical Projects	PEM	Project and Environmental Management
DD	Deputy Director	HKI	Hong Kong Island	PL	Port and Land
DS	Departmental Secretary	HKI&I	Hong Kong Island and Islands	P&S	Planning and Standards
GE	Government Engineer	HQ	Headquarters	PW	Port Works
GGE	Government Geotechnical Engineer	I	Island	S&T	Standards and Testing
PEO	Principal Executive Officer	K	Kowloon	SD	Special Duties
PGE	Principal Government Engineer	LPM	Landslip Preventive Measures	SD(C)	Special Duties (Co-ordination) Division
PGGE	Principal Government Geotechnical Engineer	M	Mainland	SD(W)	Special Duties (Works) Division
DPM	Deputy Project Manager	ME	Mainland East	SS	Slope Safety
PM	Project Manager	MW	Mainland West		

\* Supernumerary Directorate Posts created up to 31 March 2005

**Detailed Breakdown and Deployment of Directorate posts in  
the Civil Engineering and Development Department (CEDD)  
(as at 1 July 2004)**

<b>Office</b>	<b><u>CED</u> Post</b>	<b><u>CEDD</u> Post</b>	<b><u>Remarks</u></b>
Headquarters (HQ)	Director of Civil Engineering (D5)	Director of Civil Engineering and Development (D6)	New rank and post (See Encl 7)
		Deputy Director/Headquarters (D3)	DCE post deleted
	Assistant Director (Headquarters) (D2)	Assistant Director (Administration) (D2)	Post retitled (current title is Deputy Director of Territory Development) and transferred from TDD HQ
		Assistant Director (Development) (D2)	Post retitled
		Assistant Director (Technical) (D2)	Transferred from TDD HQ
		Chief Engineer/Headquarters (D1)	Post retitled (current title is Chief Engineer/Housing) and transferred from TDD
	Chief Land Surveyor (D1)	Chief Land Surveyor (D1)	
	Departmental Secretary (D1)	Departmental Secretary (D1)	
Civil Engineering Office (CEO)	Deputy Director (Civil) (D3)	Deputy Director (Civil) (D3)	
	Assistant Director (Civil)/Land Development (D2)		Post deleted
	Assistant Director (Civil)/Port (D2)	Assistant Director (Civil)/Port and Land (D2)	Post retitled (See Encl 9)
	Assistant Director (Civil)/Project Management (D2)	Assistant Director (Civil)/Project and Environmental Management (D2)	Post retitled (See Encl 8)
	Chief Engineer/Development (D1)	Chief Engineer/Land Works (D1)	Post retitled (See Encl 12)
	Chief Engineer/Port Works (D1)	Chief Engineer/Fill Management (D1)	Post retitled (See Encl 10)
	Chief Engineer/Technical Services (D1)	Chief Engineer/Port Works (D1)	Post retitled (See Encl 11)
	Chief Engineer/Housing Sites (D1)		Post deleted
Geotechnical Engineer Office (GEO)	Deputy Director (Geotechnical) (D3)	Deputy Director (Geotechnical) (D3)	
	Assistant Director (Geotechnical)/Development (D2)	Assistant Director (Geotechnical)/Planning and Standards (D2)	Post retitled
	Assistant Director (Geotechnical)/Hong Kong Island (D2)	Assistant Director (Geotechnical)/Hong Kong Island (D2)	
	Assistant Director (Geotechnical)/Mainland (D2)	Assistant Director (Geotechnical)/Mainland (D2)	
	Assistant Director (Geotechnical)/Landslip Preventive Measures (D2)	Assistant Director (Geotechnical)/Landslip Preventive Measures (D2)	
	Chief Geotechnical Engineer/Advisory (D1)	Chief Geotechnical Engineer/Geotechnical Projects (D1)	Post retitled (See Encl 13)
	Chief Geotechnical Engineer/Materials (D1)		Post deleted
	Chief Geotechnical Engineer/Island (D1)	Chief Geotechnical Engineer/Island (D1)	
	Chief Geotechnical Engineer/Slope Safety (D1)	Chief Geotechnical Engineer/Slope Safety (D1)	
	Chief Geotechnical Engineer/Mines & Quarries (D1)	Chief Geotechnical Engineer /Mines(D1)	Post retitled to tie in with the name of the Division in the relevant legislation
	Chief Geotechnical Engineer/Mainland East (D1)	Chief Geotechnical Engineer/Mainland East (D1)	
	Chief Geotechnical Engineer/Mainland West (D1)	Chief Geotechnical Engineer/Mainland West (D1)	
	Chief Geotechnical Engineer/Planning (D1)	Chief Geotechnical Engineer/Planning (D1)	See Encl 14
	Chief Geotechnical Engineer/Special Projects (D1)	Chief Geotechnical Engineer/Standards and Testing (D1)	Post retitled (See Encl 15)
	Chief Geotechnical Engineer/Landslip Investigation (D1)	Chief Geotechnical Engineer/Landslip Preventive Measures 1 (D1)	Post retitled
	Chief Geotechnical Engineer/Design (D1)	Chief Geotechnical Engineer/Landslip Preventive Measures 2 (D1)	Post retitled
	Chief Geotechnical Engineer/Works (D1)	Chief Geotechnical Engineer/Landslip Preventive Measures 3 (D1)	Post retitled
Chief Geotechnical Engineer/Fill Management (D1)		Post deleted	
Commissioner of Mines		Post deleted	
Deputy Commissioner of Mines		Post deleted	
Special Duties Office (SDO)	Deputy Director (Special Duties) (D3)	Deputy Director (Special Duties) (D3)	
	Chief Engineer/Special Duties (Co-ordination) (D1)	Chief Engineer (Civil)/Special Duties (Co-ordination) (D1)	
	Chief Engineer/Special Duties (Works) (D1)	Chief Engineer (Civil)/Special Duties (Works) (D1)	

	<b><u>TDD</u></b> <b>Post</b>	<b><u>CEDD</u></b> <b>Post</b>	<b><u>Remarks</u></b>
Headquarters (HQ)	Director of Territory Development (D6) Deputy Director of Territory Development (D3) Assistant Director/Development (D2) Assistant Director/Technical (D2) Chief Engineer/Housing (D1)	-	Post deleted Transferred to CEDD Transferred to CEDD Transferred to CEDD Transferred to CEDD
Hong Kong Island and Islands Development Office (HKI & IDO)	Project Manager/Hong Kong Island and Islands (D3) Deputy Project Manager/Hong Kong Island and Islands (D2) Chief Engineer/Hong Kong (1) (D1) Chief Engineer/Hong Kong (2) (D1) Chief Engineer/Islands (D1)	Project Manager/Hong Kong Island and Islands (D3) Deputy Project Manager/Hong Kong Island and Islands (D2) Chief Engineer (Hong Kong Island and Islands)1 (D1) Chief Engineer (Hong Kong Island and Islands)2 (D1) Chief Engineer (Hong Kong Island and Islands)3 (D1)	Post retitled Post retitled Post retitled
Kowloon Development Office (KDO)	Project Manager/Kowloon (D3) Deputy Project Manager/Kowloon (D2) Chief Engineer/Kowloon (1) (D1) Chief Engineer/Kowloon (2) (D1)	Project Manager/Kowloon (D3) Deputy Project Manager/Kowloon (D2) Chief Engineer (Kowloon)1 (D1) Chief Engineer (Kowloon)2 (D1) Chief Engineer (Kowloon)3 (D1)	Post retitled (current title is Chief Engineer (New Territories West 2) and transferred from NTNWDO (See Encl 22).
New Territories East Development Office (NTEDO)	Project Manager/New Territories East (D3) Deputy Project Manager/New Territories East (D2) Chief Engineer/Shatin (D1) Chief Engineer/Tseung Kwan O (D1)	Project Manager/New Territories East (D3) Deputy Project Manager/New Territories East (D2) Chief Engineer (New Territories East)1 (D1) Chief Engineer (New Territories East)2 (D1)	Post retitled Post retitled
New Territories North Development Office (NTNDO)	Project Manager/New Territories North (D3) Deputy Project Manager/New Territories North (D2) Chief Engineer (Tai Po and North) (D1) Chief Engineer (Tin Shui Wai and Pak Shek Kok) (D1) Chief Engineer (Yuen Long) (D1)		Transferred to NTNWDO Transferred to NTNWDO Transferred to NTNWDO Transferred to NTNWDO Transferred to NTNWDO
New Territories West Development Office (NTWDO)	Project Manager/New Territories West (D3) Deputy Project Manager/New Territories West (D2) Chief Engineer (New Territories West 1) (D1) Chief Engineer (New Territories West 2) (D1)		Post deleted Post deleted Transferred to NTNWDO Post retitled and transferred to KDO (See Encl 22)
New Territories North and West Development Office (NTN & WDO)		Project Manager/New Territories North and West (D3) Deputy Project Manager/New Territories North and West (D2) Chief Engineer/New Territories North and West1 (D1) Chief Engineer/New Territories North and West2 (D1) Chief Engineer/New Territories North and West3 (D1) Chief Engineer/New Territories North and West4 (D1)	Post retitled (current title is Project Manager/New Territories North) and transferred from NTNDO (See Encl 16) Post retitled (current title is Deputy Project Manager/New Territories North) and transferred from NTNDO (See Encl 17) Post retitled (current title is Chief Engineer (Tai Po and North) and transferred from NTNDO (See Encl 18) Post retitled (current title is Chief Engineer (Tin Shui Wai and Pak Shek Kok) and transferred from NTNDO (See Encl 19) Post retitled (current title is Chief Engineer (Yuen Long) and transferred from NTNDO (See Encl 20) Post retitled (current title is Chief Engineer (New Territories West 1) and transferred from NTNDO (See Encl 21)
Total no. of posts	62	53	

**Job Description**

- Post Title** : Director of Civil Engineering and Development
- Rank** : Director of Civil Engineering and Development (D6)
- Responsible to** : Permanent Secretary for the Environment, Transport and Works (Works)

**Duties and Responsibilities –**

1. to plan, implement and monitor the Public Works Programme in respect of (a) civil and geotechnical engineering development (excluding water supply and highways), and (b) territory development, infrastructure, housing and engineering development schemes in Hong Kong (HK);
2. to direct, co-ordinate and implement the policies of Government for civil and geotechnical engineering development (excluding water supply, railway and highways) and for development of HK;
3. to direct and co-ordinate the operation and maintenance of civil and geotechnical engineering structures and installations;
4. to formulate policies on technical standards and specifications relating to civil and geotechnical engineering, obtain agreement from other department heads to such policies, and subsequently implement them;
5. to direct and co-ordinate the work of consultants, other offices of the Works Group of Departments and public utilities engaged in development work;
6. to be the Head of Grade for the Engineer, Geotechnical Engineer, Survey Officer (Engineering), Technical Officer (Geotechnical), Technical Officer (Laboratory), and Explosives Officer Grades;
7. to be the Chairman of Engineering and Associated Consultants Selection Board;
8. to perform the statutory duties as the Commissioner for Mines; and
9. to be the Chairman of Public Fill Committee and Marine Fill Committee.

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**Job Description**

**Post Title** : Assistant Director (Civil)/Project and Environmental Management

**Rank** : Government Engineer (D2)

**Responsible to** : Deputy Director (Civil)

**Duties and Responsibilities –**

1. to supervise and co-ordinate the work of the Fill Management Division;
2. to oversee the implementation of public fill and marine fill management strategies;
3. to provide project management support to other major projects as directed by the Director of Civil Engineering and Development;
4. to ensure that adequate resources are allocated to individual projects and to review and approve planning changes arising from changes in client order requirements; and
5. to approve programme targets and project activity schedules prepared by the project managers and the functional groups, resolving any conflicts to ensure that projects are delivered on time and within budget, achieving value for money.

-----

**Job Description**

**Post Title** : Assistant Director (Civil)/Port and Land

**Rank** : Government Engineer (D2)

**Responsible to** : Deputy Director (Civil)

**Duties and Responsibilities –**

1. to supervise and co-ordinate the work of the Port and Land Branch, comprising the Port Works Division and the Land Works Division;
2. to oversee the implementation of projects, including the preparation of development programmes, financial estimates and forecasts, and monitor expenditure on port and development projects undertaken by the Port and Land Branch;
3. to monitor progress in implementation of port and development projects undertaken by the department;
4. to oversee the employment of consultants and provide directives to consultants and project teams during project implementation;
5. to attend steering group and committee meetings, and provide professional support to the Port, Maritime and Logistics Development Unit of the Economic Development and Labour Bureau; and
6. to assist the Deputy Director (Civil) in formulation of strategies in the sustained development of technical standards and expertise in port and marine related engineering.

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**Job Description**

**Post Title** : Chief Engineer/Fill Management

**Rank** : Chief Engineer (D1)

**Responsible to** : Assistant Director(Civil)/Project and Environmental Management

**Duties and Responsibilities –**

1. to supervise the work of the Fill Management Division;
2. to oversee the programming, investigation, planning, design and construction of projects associated with public and marine filling;
3. to manage the public and marine filling strategies, including the co-ordination of outlets and barge loading points, planning and implementation in the use of public fill in the Mainland;
4. to prepare consultants' briefs, select and manage consultants including supervision over their work;
5. to prepare construction works contract documents, invite tenders and select contractors including overseeing their work as Engineer for the contracts;
6. to liaise with clients, within Government and with external parties, including public utility companies, in connection with construction contracts; and
7. to obtain necessary funding approvals, forecast, monitor and control expenditure on the projects concerned.

-----

**Job Description**

**Post Title** : Chief Engineer/Port Works

**Rank** : Chief Engineer (D1)

**Responsible to** : Assistant Director (Civil)/Port and Land

**Duties and Responsibilities –**

1. to supervise the work of the Port Works Division;
2. to check development proposals and lease conditions related to marine works on behalf of the Building Authority and Lands Authority respectively and to provide expert advice and technical input to other Government departments and outside organisations on matters related to marine works;
3. to maintain franchised/licensed ferry piers and advise on matters regarding the Ferry Services Ordinance;
4. to programme, investigate, plan and manage the port works maintenance contracts for the inspection and maintenance of all public marine facilities including seawalls and piers etc. and the maintenance dredging of fairways, typhoon anchorages, and river channels;
5. to plan, investigate, design and construct minor marine projects;
6. to manage and arrange for maintenance of the mathematical and physical hydraulic models and computer systems, undertaking model tests, and providing advice to other Government departments on the use of the models;
7. to prepare consultants' briefs, select and manage consultants including overseeing their work on the continuous programme of enhancement for the hydraulic models and computer systems; and
8. to undertake studies and investigations on research and development in the marine engineering field, including studies on harbour siltation, beach replenishment, the wave climate in Hong Kong waters, and the repair and reconditioning of marine structures.

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**Job Description**

**Post Title** : Chief Engineer/Land Works

**Rank** : Chief Engineer (D1)

**Responsible to** : Assistant Director (Civil)/Port and Land

**Duties and Responsibilities –**

1. to supervise the work of the Land Works Division;
2. to oversee the programming, investigation, planning, design and construction of marine works projects, site formation projects for general development, housing and school developments;
3. to prepare consultants' briefs, select and manage consultants, including supervision over their work;
4. to prepare construction works contract documents, invite tenders and select contractors, including overseeing their work as Engineer for the contracts;
5. to obtain funding approvals, forecast, monitor and control expenditure on the projects concerned; and
6. to liaise with clients, within Government and with external parties, including public utility companies, in connection with construction contracts.

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**Job Description**

**Post Title** : Chief Geotechnical Engineer/Geotechnical Projects

**Rank** : Chief Geotechnical Engineer (D1)

**Responsible to** : Assistant Director (Geotechnical)/Hong Kong Island

**Duties and Responsibilities –**

1. to be responsible for the overall management of the Geotechnical Projects Division in GEO with respect to geotechnical advisory service and land and marine ground investigation service;
2. to carry out feasibility studies, detailed investigations, designs and construction supervision for public works projects needing specialist geotechnical input;
3. to provide ad-hoc geotechnical advisory service for public works projects and facilities;
4. to assist project departments in the preparation of consultancy briefs and in reviewing geotechnical reports and recommendations which are not otherwise subject to geotechnical control or checking;
5. to prepare and manage investigation contracts to provide land and marine ground investigation service to works departments; and
6. to manage the Environment, Transport and Works Bureau's List of Approved Suppliers of Materials and Specialist Contractors for Public Works in the category of Ground Investigation Field Work.

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**Job Description**

**Post Title** : Chief Geotechnical Engineer/Planning

**Rank** : Chief Geotechnical Engineer (D1)

**Responsible to** : Assistant Director (Geotechnical)/Planning and Standards

**Duties and Responsibilities –**

1. to be responsible for the overall management of the Planning Division in GEO with respect to land use planning, geology, natural terrain hazard management and marine geotechnology;
2. to direct and oversee provision of geological and related advisory service to Government departments;
3. to advise Government departments on the geotechnical aspects of strategic plans, zoning plans, development plans and layout plans;
4. to manage preparation, maintenance and updating of large scale geological map of Hong Kong and provision of geological survey and geotechnical information service to Government and the public, including management of the Civil Engineering Library, the comprehensive Aerial Photograph Library and the Geotechnical Information Unit;
5. to manage the natural terrain hazard management strategy for landslide risk reduction including conduction of studies, implementation of mitigation measures and recommendation of improvements;
6. to manage consultancy agreements and contracts to assist in discharging the duties of the Division;
7. to vet the marine geotechnology aspects of private and public developments; and
8. to manage a quality framework for and audit the quality of the testing service provided by the Public Works Central Laboratory and Regional Laboratories.

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**Job Description**

**Post Title** : Chief Geotechnical Engineer/Standards and Testing

**Rank** : Chief Geotechnical Engineer (D1)

**Responsible to** : Assistant Director (Geotechnical)/Planning and Standards

**Duties and Responsibilities –**

1. to be responsible for the overall management of the Standards and Testing Division in GEO with respect to geotechnical standards, research and development and construction material testing service;
2. to organise and oversee preparation and publication of Manuals, Design Guides, Standards, Specifications and Technical Notes on geotechnical engineering matters for use by Government and by the public;
3. to direct and oversee studies of special geotechnical issues;
4. to provide secretariat service to the Slope Safety Technical Review Board and technical support to the Steering Committee on Concrete Technology including development work on concrete technology;
5. to manage consultancy agreements and contracts to assist in discharging the duties of the Division;
6. to manage the Public Works Central Laboratory and Regional Laboratories to provide comprehensive construction material testing and related services to Government departments; and
7. to organise and oversee the setting of construction material testing standards and to manage lists of specialist contractors.

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**Job Description**

**Post Title** : Project Manager/New Territories North and West

**Rank** : Principal Government Engineer (D3)

**Responsible to** : Director of Civil Engineering and Development

**Duties and Responsibilities –**

1. to administer, supervise and manage the New Territories North and West Development Office in the implementation of development projects in Tai Po, North, Yuen Long, Tuen Mun, Tsuen Wan and Kwai Tsing Districts and in Tin Shui Wai New Town;
  2. to plan, manage and implement projects in the district development programmes to meet Government's programme plans, policy objectives and planned infrastructure and housing targets;
  3. to forecast expenditure and exercise financial control of Public Works Programme projects and to arrange the necessary statutory procedures;
  4. to provide leadership and guidance for the staff of the office and maintain close liaison with counterparts and senior staff in policy bureaux and other departments to improve co-ordination and to resolve important issues; and
  5. to appoint and manage consultants, and to monitor and control the progress of works contractors.
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**Job Description**

**Post Title** : Deputy Project Manager/New Territories North and West

**Rank** : Government Engineer (D2)

**Responsible to** : Project Manager/New Territories North and West

**Duties and Responsibilities –**

1. to be responsible for the implementation of effective control for projects in Tai Po, North, Yuen Long, Tuen Mun, Tsuen Wan and Kwai Tsing Districts and in Tin Shui Wai New Town;
2. to assist the Project Manager/New Territories North and West in overseeing and directing the work of the development with particular emphasis on maintaining project momentum in accordance with baseline programmes;
3. to supervise project cost control, including resource allocation, project estimates, expenditure control and Public Works Sub-Committee submissions;
4. to manage all staff matters, including planning, office organisation, allocation of resources, establishment, personnel, training and career development; and
5. to supervise the selection, appointment and management of consultants, including attendance at Engineering and Associated Consultants Selection Board meetings.

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**Job Description**

**Post Title** : Chief Engineer/New Territories North and West 1

**Rank** : Chief Engineer (D1)

**Responsible to** : Deputy Project Manager/New Territories North and West

**Duties and Responsibilities –**

1. to be responsible for quality and environment management as well as the overall management of engineering works in Tsuen Wan, Kwai Chung, Tsing Yi areas, Tuen Mun and Hung Shui Kiu new development area;
  2. to plan forward and establish viable implementation programmes for projects, and subsequently monitor progress and take corrective actions to maintain programmes;
  3. to develop scope and cost for projects and carry out subsequent monitoring and control of costs, including preparation of Public Works Sub-Committee submissions, annual estimates and regular progress/cost reports;
  4. to manage the selection, appointment and ongoing work of consultants engaged in the investigation, design and construction of projects, including the payment of fees and resident site staff matters;
  5. to oversee and direct the work of the project team to ensure that all aspects of planning, investigation, design, tender, construction and finalization of projects, and district work and other miscellaneous matters are properly co-ordinated and executed; and
  6. to act as the Quality Representative and Environmental Representative of the development office.
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**Job Description**

**Post Title** : Chief Engineer/New Territories North and West 2

**Rank** : Chief Engineer (D1)

**Responsible to** : Deputy Project Manager/New Territories North and West

**Duties and Responsibilities –**

1. to be responsible for quality and environment management as well as overall project management of all engineering projects in Tai Po and North Districts including development of the proposed Fanling North, Kwu Tung North strategic growth areas, Ping Che/Ta Kwu Ling reception area;
2. to plan forward and establish viable implementation programmes for projects, and subsequently monitor progress and take corrective actions to maintain programmes;
3. to develop scope and cost for projects and carry out subsequent monitoring and control of costs, including preparation of Public Works Sub-Committee submissions, annual estimates and regular progress/cost reports;
4. to manage the selection, appointment and ongoing work of consultants engaged in the investigation, design and construction of projects, including the payment of fees and resident site staff matters;
5. to oversee and direct the work of the project team to ensure that all aspects of planning, investigation, design, tender, construction and finalization of projects, and district work and other miscellaneous matters are properly co-ordinated and executed; and
6. to act as the Quality Representative and Environmental Representative of the development office.

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**Job Description**

**Post Title** : Chief Engineer/New Territories North and West 3

**Rank** : Chief Engineer (D1)

**Responsible to** : Deputy Project Manager/New Territories North and West

**Duties and Responsibilities –**

1. to be responsible for quality and environment management as well as overall project management of all engineering projects in Tin Shui Wai and its peripheral areas including Lau Fau Shan, Ha Tsuen, and Ping Shan areas; and Pak Shek Kok;
2. to plan forward and establish viable implementation programmes for projects, and subsequently monitor progress and take corrective actions to maintain programmes;
3. to develop scope and cost for projects and carry out subsequent monitoring and control of costs, including preparation of Public Works Sub-Committee submissions, annual estimates and regular progress/cost reports;
4. to manage the selection, appointment and ongoing work of consultants engaged in the investigation, design and construction of projects, including the payment of fees and resident site staff matters;
5. to oversee and direct the work of the project team to ensure that all aspects of planning, investigation, design, tender, construction and finalization of projects, and district work and other miscellaneous matters are properly co-ordinated and executed; and
6. to act as the Quality Representative and Environmental Representative of the development office.

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**Job Description**

**Post Title** : Chief Engineer/New Territories North and West 4

**Rank** : Chief Engineer (D1)

**Responsible to** : Deputy Project Manager/New Territories North and West

**Duties and Responsibilities –**

1. to be responsible for quality and environment management as well as overall project management of all engineering projects in Yuen Long district (excluding the new town area of Tin Shui Wai);
2. to plan forward and establish viable implementation programmes for projects, and subsequently monitor progress and take corrective actions to maintain programmes;
3. to develop scope and cost for projects and carry out subsequent monitoring and control of costs, including preparation of Public Works Sub-Committee submissions, annual estimates and regular progress/cost reports;
4. to manage the selection, appointment and ongoing work of consultants engaged in the investigation, design and construction of projects, including the payment of fees and resident site staff matters;
5. to oversee and direct the work of the project team to ensure that all aspects of planning, investigation, design, tender, construction and finalization of projects, and district work and other miscellaneous matters are properly co-ordinated and executed; and
6. to act as the Quality Representative and Environmental Representative of the development office.

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**Job Description**

**Post Title** : Chief Engineer/Kowloon 3

**Rank** : Chief Engineer (D1)

**Responsible to** : Deputy Project Manager/Kowloon

**Duties and Responsibilities –**

1. to be responsible for quality and environment management as well as overall project management of all engineering projects for the West Kowloon Reclamation and other major development in Kowloon West;
2. to plan forward and establish viable implementation programmes for projects, and subsequently monitor progress and take corrective actions to maintain programmes;
3. to develop scope and cost for projects and carry out subsequent monitoring and control of costs, including preparation of Public Works Sub-Committee submissions, annual estimates and regular progress/cost reports;
4. to manage the selection, appointment and ongoing work of consultants engaged in the investigation, design and construction of projects, including the payment of fees and resident site staff matters;
5. to oversee and direct the work of the project team to ensure that all aspects of planning, investigation, design, tender, construction and finalization of projects, and district work and other miscellaneous matters are properly co-ordinated and executed; and
6. to act as the Quality Representative and Environmental Representative of the development office.

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**Summary of Changes in Posts  
Proposed Merger of CED and TDD**

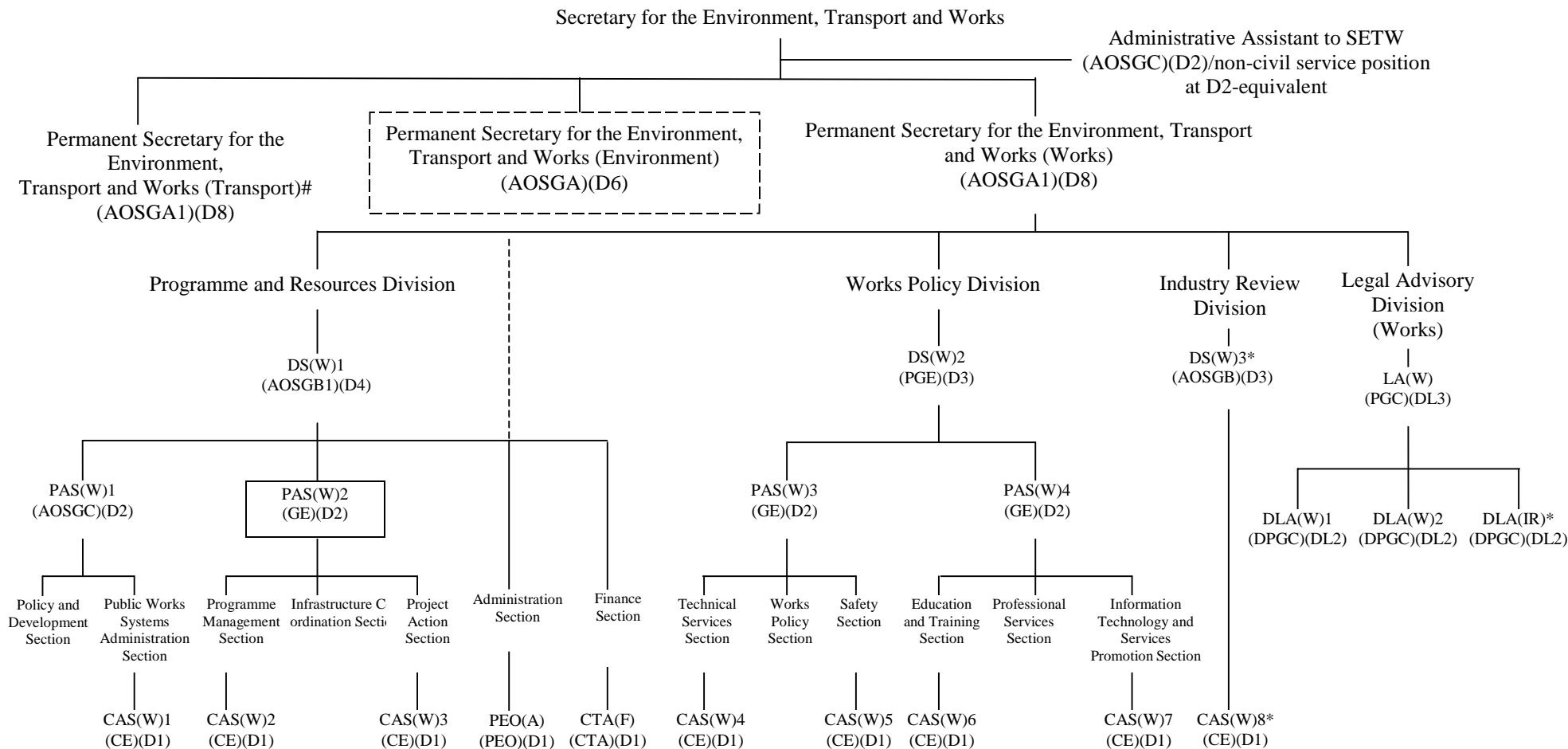
	<b>Directorate Permanent (a)</b>	<b>Non-Directorate Permanent (b)</b>	<b>Total (a) + (b)</b>
<b>Creation of posts</b>			
Proposed CEDD	1	1 (Note 1)	2
<b>Less: Deletion of posts</b>			
CED	-7	-34	- 41
TDD	-3	-24	-27
<b>Net Changes</b>	<b>- 9</b>	<b>-57</b> (Note 2)	<b>- 66</b>

Note

1. One Treasury Accountant post.
2. Comprising two professional posts, five technical posts and 50 supporting posts.

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## Current and Proposed Organisation Chart of the Environment, Transport and Works Bureau (Works Branch)



**Legend**

- |      |  |        |                                       |      |                                     |     |   |
|------|--|--------|---------------------------------------|------|-------------------------------------|-----|---|
| SETW | Secretary for the Environment, Transport and Works | AOSGA1 | Administrative Officer Staff Grade A1 | PGC  | Principal Government Counsel        | #   | Post proposed to be retitled <i>vide</i> a separate paper EC(2004-05)2  |
| DS   | Deputy Secretary                                   | AOSGB1 | Administrative Officer Staff Grade B1 | DPGC | Deputy Principal Government Counsel | --- | Post proposed for creation <i>vide</i> a separate paper EC(2004-05)2  |
| LA   | Legal Advisor                                      | AOSGB  | Administrative Officer Staff Grade B  | PEO  | Principal Executive Officer         | *   | Supernumerary posts up to 5 July 2004   |
| PAS  | Principal Assistant Secretary                      | AOSGC  | Administrative Officer Staff Grade C  | RM   | Resource Management                 | □   | GE post (D2) temporarily redeployed to undertake duties of co-ordination of major infrastructure projects. It is now proposed to make such redeployment on a permanent basis. |
| DLA  | Deputy Legal Advisor                               | PGE    | Principal Government Engineer         | CTA  | Chief Treasury Accountant           |     |   |
| IR   | Industry Review                                    | GE     | Government Engineer                   | A    | Administration                      |     |   |
| CAS  | Chief Assistant Secretary                          | CE     | Chief Engineer                        | F    | Finance                             |     |   |
|      |  |        |                                       | W    | Works                               |     |   |

**Job Description**

**Post Title** : Principal Assistant Secretary for the Environment, Transport and Works (Works) 2

**Rank** : Government Engineer (D2)

**Responsible to** : Deputy Secretary for the Environment, Transport and Works (Works) 1

**Duties and Responsibilities –**

1. to provide policy and housekeeping support for the new Civil Engineering and Development Department;
2. to co-ordinate high-level strategic support for major infrastructure development projects and monitoring their progress;
3. to co-ordinate professional input at directorate level on works aspect of planning/feasibility studies and specific proposals;
4. to oversee the implementation of greening policy; and
5. to manage the delivery of projects under the Public Works Programme.

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