

**For discussion
on 27 January 2004**

LegCo Panel on Planning, Lands & Works

**Amalgamation of Civil Engineering Department and
Territory Development Department**

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 (CEDDD) with a view to achieving greater efficiency and productivity. In addition, we need to rationalize the policy and housekeeping support for the new CEDDD in the Works Branch (WB) of the Environment, Transport and Works Bureau.

PROPOSAL

2. We propose to merge CED with TDD into the new CEDDD 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 Director of Civil Engineering and Development (DCED) (D6) post, to be offset by the deletion of the existing Director of Civil Engineering (DCE) (D5) and Director of Territory Development (DTD) (D6) posts in CED and TDD respectively;
- (b) 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;
- (c) the deletion of two ungraded posts in CED, comprising one Commissioner of Mines and one Deputy Commissioner of Mines posts;
- (d) the deletion of two posts in TDD, comprising one Principal Government Engineer (PGE) (D3) and one GE (D2) posts; and

- (e) the lateral transfer of 52 directorate posts to the proposed CEDD, comprising 28 posts in CED and 24 posts in TDD. Technically, this means the creation of 52 directorate posts under the new department, to be offset by corresponding deletions under the existing departments.

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

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 (WDs) 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 organizational structures.

Existing Structure of CED and TDD

Encls. 1-4 6. The existing organization 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 Organization of the New CEDD

Encls. 5-6 7. The proposed new CEDD, which will be headed by the Director of Civil Engineering and Development (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 organization 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 rationalization and restructuring measures will be implemented upon the merger of CED and TDD. The proposed organization 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) **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 overseeing the planning and implementation of territory-wide development proposals and the Technical Branch for formulating and coordinating central technical services.

(b) **Civil Engineering Office (CEO)**

CEO's main responsibilities will include land formation and infrastructural development, port works and maintenance, public fill and environmental improvement. In addition, CEO will take over the management of marine fill from Geotechnical Engineering Office. To streamline the organizational structure, the existing Port Branch and Land Development Branch of CEO will be combined into a new Port and Land Branch.

(c) **Geotechnical Engineering Office (GEO)**

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 will be disbanded and their related functions will be transferred to CEO and other Divisions within GEO. This will allow the management of public and marine filling to be centralized in CEO as well as a more rationalized distribution of workload among the divisions in GEO. As a result, there will 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 (SDO)**

SDO will continue to take charge of the Penny's Bay Developments. No change in organization structure and staff establishment will be introduced.

(e) **Regional Development Offices (RDOs)**

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)

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/departments¹. The creation of the new DCED (D6) post will be offset by the deletion of the DCE (D5) post and the DTD (D6) post in CED and TDD respectively. The job description for DCED is at Enclosure 7.

Encl. 7

Assistant Director (Civil)/Land Development (AD(C)/LD) (GE) (D2), CED

Chief Engineer/Housing Sites (CE/HS) (CE) (D1), CED

Chief Geotechnical Engineer/Fill Management (CGE/FM) (CGE) (D1), CED

Chief Geotechnical Engineer/Materials (CGE/M) (CGE) (D1), CED

10. In the light of the rationalized and restructured organization structure of the new CEDD, the above four directorate posts can be deleted. Their work will be re-distributed to other directorate officers in the new Department and the latter's job descriptions will be amended accordingly to reflect the changes details of which are set out below -

¹ These include the Civil Engineer, Geotechnical Engineer, Survey Officer (Engineering), Technical Officer (Geotechnical), Technical Officer (Laboratory) and Explosives Officer grades.

	<u>Post to be Deleted</u>	<u>Reasons for Deletion</u>	<u>New Posts to Absorb Workload²</u>
Encls. 8-12	(i) AD(C)/LD (GE) (D2) in CED	- To achieve greater operational efficiency, the Port Branch and the Land Development Branch in CED will be merged and these posts can be deleted (paragraph 8(b) above refers)	- AD(Civil) Project and Environmental Management (GE)(D2) (Enclosure 8)
	(ii) CE/HS (CE) (D1) in CED		- AD(Civil)/Port and Land (GE)(D2) (Enclosure 9)
Encls. 10, 13- 15	(iii) CGE/FM (CGE) (D1) in CED	- The Fill Management Division of GEO in CED will be disbanded to achieve greater operational efficiency (paragraph 8(c) above refers)	- CE/Fill Management (CE) (D1) (Enclosure 10)
	(iv) CGE/M (CGE) (D1) in CED		- CE/Port Works (CE) (D1) (Enclosure 11)
Encls. 13 & 15			- CE/Land Works (CE) (D1) (Enclosure 12)
			- CE/Fill Management (CE) (D1) (Enclosure 10)
			- CGE/Geotechnical Projects (CGE) (D1) (Enclosure 13)
			- CGE/Planning (Enclosure 14)
			- CGE/Standards and Testing (CGE) (D1) (Enclosure 15)
			- CGE/Geotechnical Projects (CGE) (D1) (Enclosure 13)
			- CGE/Standards and Testing (CGE) (D1) (Enclosure 15)

² Please see Enclosure 6 for the details of changes in post titles in the new CEDD.

Commissioner of Mines (ungraded), CED
Deputy Commissioner of Mines (ungraded), CED

11. The above ungraded posts were created for statutory purposes 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). These posts have been held concurrently by the existing DCE (D5) and the Deputy Director (Geotechnical) (DD(G)) in CED. No financial resources have been allocated for these two posts. Subject to the completion of legal formalities for the appointment of DCED and DD(G) in the new CEDD as Commissioner of Mines and Deputy Commissioner of Mines respectively, these two posts will be deleted in the new department's establishment to properly reflect the directorate establishment position.

Project Manager/New Territories West (PM/NTW) (PGE) (D3), TDD
Deputy Project Manager/New Territories West (DPM/NTW) (GE) (D2), TDD

12. The organization of the 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 re-organize the RDOs to achieve a more balanced and rationalized use of resources.

13. It is proposed to combine the NTNDO and the NTWDO into one office viz. NTNWDO (paragraph 8(e) above refers), and therefore the PM/NTW (PGE) (D3) and DPM/NTW (GE) (D2) posts in NTWDO can be deleted. Since there are outstanding projects in NTN and NTW, 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 the KDO to cope with the increased workload arising from the development projects in the Kowloon Region.

Encls. 16-22

14. The job descriptions for PM/New Territories North and West, DPM/New Territories North and West, the four CEs of the NTNWDO and the CE of KDO are at Enclosures 16 to 22 respectively.

Overall Summary

15. Compared to the total establishment of 1 861 posts as of 1 January 2004 for CED and TDD (comprising 62 directorate and 1 799 non-directorate posts), the amalgamation of the two Departments will result in a net deletion of 66 posts, 9 of which are directorate and the remaining 57 are non-directorate posts. The new CEDD will have a planned establishment of 1 795 posts comprising 53 directorate and 1 742 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.

16. 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, Second Voluntary Retirement Scheme and re-deployment. There is no need for forced redundancy of staff. A summary of the changes in the numbers of posts is at Enclosure 23.

Encl. 23

Staff Consultation

17. 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

18. The proposal represents the first stage of CED and TDD reorganization and will result in greater integration of territorial development and civil engineering works. Against a backdrop of efficiency drive, we shall review the organizational 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 year's time and will keep Legislative Council (LegCo) Members informed of progress.

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

19. 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 re-titled as Principal Assistant Secretary for the Environment, Transport and Works (Works) 2 in July 2002.

20. An external consultant has been engaged by SETW to review the organizational structure of WB and selected WDs. The consultant agreed that the organizational structure and resources of WB 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.

21. 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-Macau Bridge, Lantau development, etc. Therefore, we propose that the current temporary redeployment arrangement should be rationalized 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 organization charts of WB and the job description for the proposed GE (D2) post are at Enclosures 24 and 25 respectively.

FINANCIAL IMPLICATIONS

22. The proposed changes in directorate posts will bring about a net savings of \$10 million in notional annual salary cost at mid-point. The net savings in full annual average staff cost, including salaries and staff on-cost is about \$14 million.

23. For the non-directorate posts, the proposed changes will bring about a net deletion of 57 posts and a savings of about \$17 million in notional annual salary cost at mid-point. The savings in full annual average staff cost, including salaries and staff on-cost is about \$26 million.

24. The total savings in notional annual salary cost at mid-point and full annual average staff cost which we can achieve from the proposed merger are about \$26 million and \$40 million respectively.

25. For the proposed merger, we shall submit papers to the Finance Committee in due course to seek approval for the above proposals and for the necessary changes to the 2004-05 Estimates, including the merging of expenditure heads, 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 the two existing departments in 2004-05.

BACKGROUND INFORMATION

26. With the implementation of the Accountability System on 1 July 2002, all Principal Officials are required to review the organizational 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 Legislative Council Panel on Planning, Lands and Works was issued on 11 July 2003 to brief members of the Administration's proposal.

**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.
- 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 2003-04 : \$938.7M

Establishment : 1 499*

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) |

* position as at 1.1.2004.

refers to the number of posts in 16 bureaux/departments as at 1.1.2004 pertaining to professional/technical grades under the central management of the Director of Civil Engineering .

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

Key responsibilities :

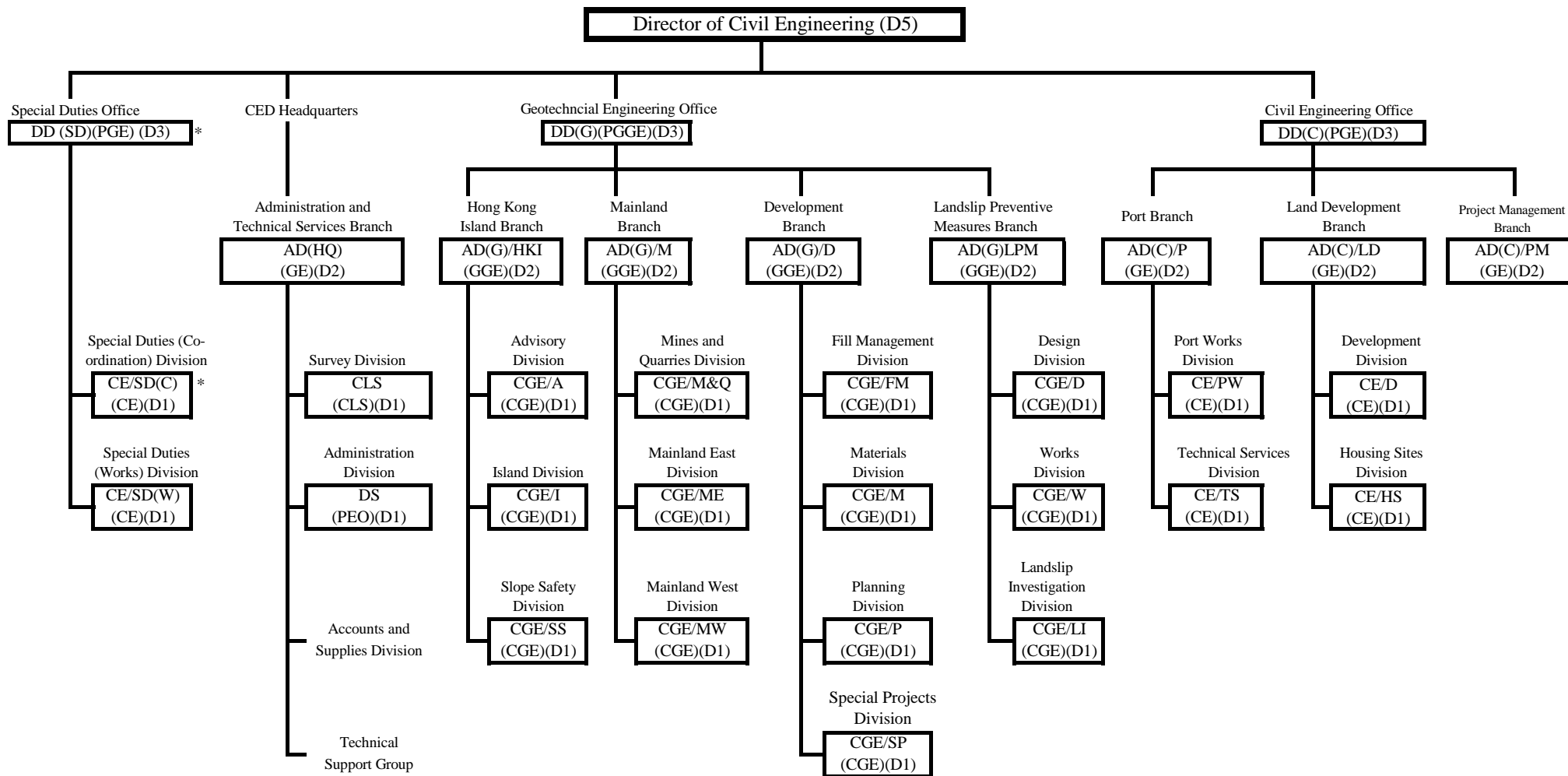
TDD is responsible for the development of new towns and rural townships, and new major urban development areas. These large-scale new developments are usually implemented by stages over many years. TDD co-ordinates among the various Government departments and utility companies to ensure that all the 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 2003-04 : \$223.2M

Establishment : 362*

* position as at 1.1.2004

Existing Organization Chart of Civil Engineering Department

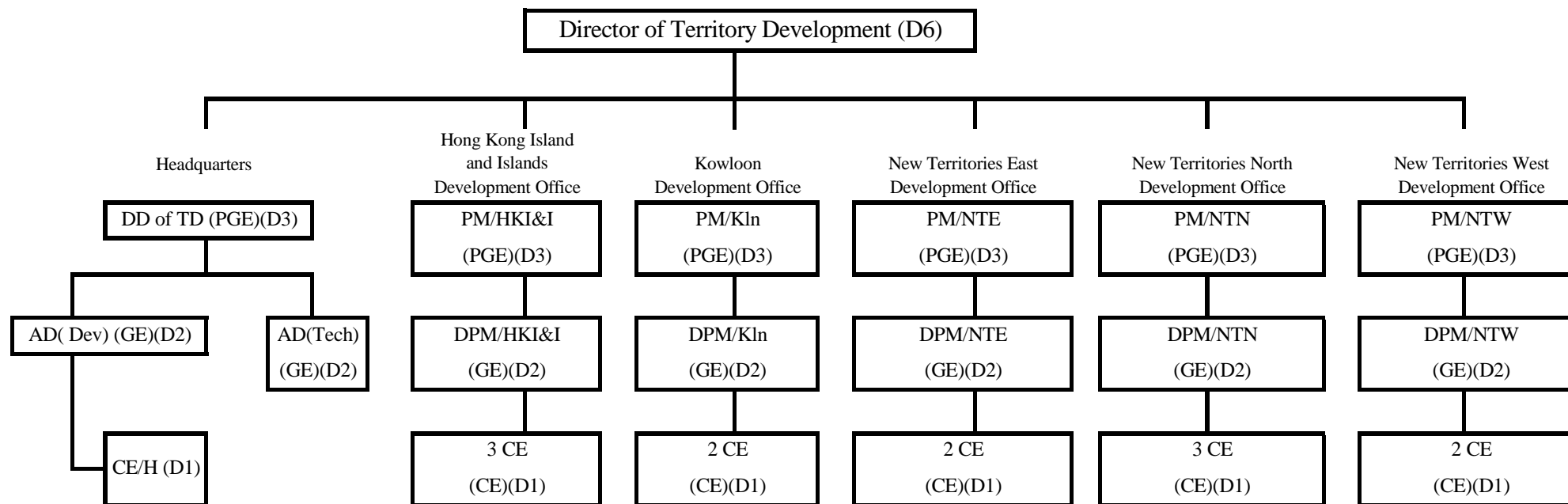


Legend

AD	Assistant Director	A	Advisory	M&Q	Mines and Quarries
CE	Chief Engineer	C	Civil or Co-ordination	ME	Mainland East
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

* Supernumerary Directorate Posts created up to 31.3.2005
Excluding the C of M & DC of M statutory posts

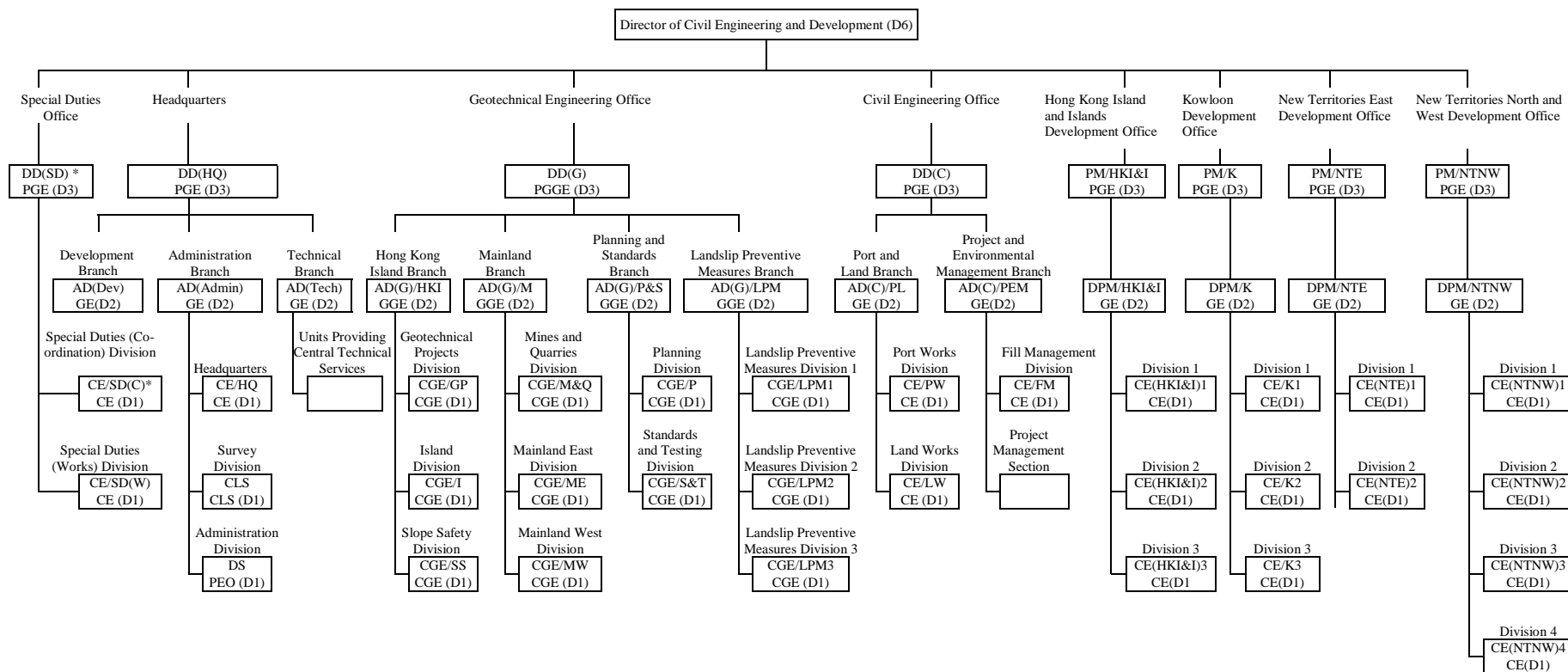
Current Organization Chart of Territory Development Department



Legend

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

Proposed Organization Chart of Civil Engineering and Development Department as at 1.7.2004



Legend

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

* Supernumerary Directorate Posts created up to 31.3.2005

**Detailed Breakdown and Deployment of Directorate posts in
the Civil Engineering and Development Department (CEDD)
(as at 1.7.2004)**

Office	<u>CED</u> Post	<u>CEDD</u> Post	<u>Remarks</u>
Headquarters (HQ)	Director of Civil Engineering (D5)	Director of Civil Engineering and Development (D6)	New rank and post (See Encl 7)
	Assistant Director (Headquarters) (D2)	Deputy Director/Headquarters (D3)	DCE post deleted
	Chief Land Surveyor (D1)	Assistant Director (Administration) (D2)	Post re-titled (current title is Deputy Director of Territory Development) and transferred from TDD HQ
	Departmental Secretary (D1)	Assistant Director (Development) (D2)	Post re-titled
Civil Engineering Office (CEO)	Assistant Director (Headquarters) (D2)	Assistant Director (Technical) (D2)	Transferred from TDD HQ
	Chief Engineer/Headquarters (D1)	Chief Engineer/Headquarters (D1)	Transferred from TDD HQ
	Deputy Director (Civil) (D3)	Chief Engineer/Headquarters (D1)	Post re-titled (current title is Chief Engineer/Housing) and transferred from TDD
	Assistant Director (Civil)/Land Development (D2)	Chief Land Surveyor (D1)	
	Assistant Director/Port (D2)	Departmental Secretary (D1)	
	Assistant Director (Civil)/Project Management (D2)	Deputy Director (Civil) (D3)	
	Chief Engineer/Development (D1)	Assistant Director (Civil) (D3)	Post deleted
	Chief Engineer/Port Works (D1)	Assistant Director (Civil)/Port and Land (D2)	Post re-titled (See Encl 9)
	Chief Engineer/Technical Services (D1)	Assistant Director (Civil)/Project and Environmental Management (D2)	Post re-titled (See Encl 8)
	Chief Engineer/Housing Sites (D1)	Chief Engineer/Land Works (D1)	Post re-titled (See Encl 12)
Geotechnical Engineer Office (GEO)	Chief Engineer/Port Works (D1)	Chief Engineer/Fill Management (D1)	Post re-titled (See Encl 10)
	Chief Engineer/Technical Services (D1)	Chief Engineer/Port Works (D1)	Post re-titled (See Encl 11)
	Chief Engineer/Housing Sites (D1)	Chief Engineer/Port Works (D1)	Post deleted
	Deputy Director (Geotechnical) (D3)	Deputy Director (Geotechnical) (D3)	
	Assistant Director (Geotechnical)/Development (D2)	Assistant Director (Geotechnical)/Planning and Standards (D2)	Post re-titled
	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 re-titled (See Encl 13)
	Chief Geotechnical Engineer/Materials (D1)	Chief Geotechnical Engineer/Geotechnical Projects (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 and Quarries (D1)	Chief Geotechnical Engineer/Mines and Quarries (D1)	
	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 re-titled (See Encl 15)
Chief Geotechnical Engineer/Landslip Investigation (D1)	Chief Geotechnical Engineer/Landslip Preventive Measures 1 (D1)	Post re-titled	
Chief Geotechnical Engineer/Design (D1)	Chief Geotechnical Engineer/Landslip Preventive Measures 2 (D1)	Post re-titled	
Chief Geotechnical Engineer/Works (D1)	Chief Geotechnical Engineer/Landslip Preventive Measures 3 (D1)	Post re-titled	
Chief Geotechnical Engineer/Fill Management (D1)	Chief Geotechnical Engineer/Landslip Preventive Measures 3 (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)	

	<u>TDD</u> Post	<u>CEDD</u> Post	<u>Remarks</u>
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 re-titled Post re-titled Post re-titled
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 re-titled (current title is Chief Engineer (New Territories West 2) and transferred from NTWDO (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 re-titled Post re-titled
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 re-titled (current title is Project Manager/New Territories North) and transferred from NTNDO (See Encl 16) Post re-titled (current title is Deputy Project Manager/New Territories North) and transferred from NTNDO (See Encl 17) Post re-titled (current title is Chief Engineer (Tai Po and North) and transferred from NTNDO (See Encl 18) Post re-titled (current title is Chief Engineer (Tin Shui Wai and Pak Shek Kok) and transferred from NTNDO (See Encl 19) Post re-titled (current title is Chief Engineer (Yuen Long) and transferred from NTNDO (See Encl 20) Post re-titled (current title is Chief Engineer (New Territories West 1) and transferred from NTWDO (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 the New Territories and Urban Area.
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 the New Territories and Urban Area.
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.
9. To be the Chairman of Public Filling Committee and Marine Fill Committee.

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.
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 and Maritime Board.
6. To assist the Deputy Director (Civil) in formulation of strategies in the sustained development of technical standard and expertise in port and marine related engineering.

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.
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 organizations 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 and 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.
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.

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.
6. To liaise with clients, within Government and with external parties, including public utility companies, in connection with construction contracts.

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, land and marine ground investigation service and slope maintenance audit.
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 carry out audit of Government slope maintenance works to enhance safety.
6. To prepare and manage investigation contracts to provide land and marine ground investigation service to works departments.
7. 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.

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 oversee marine geotechnology vetting of private and public developments in the sea or close to the shore.
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.

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.
7. To organize and oversee the setting of construction material testing standards and to manage lists of specialist contractors.

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.
5. To appoint and manage consultants, and to monitor and control the progress of works contractors.

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.
5. To supervise the selection, appointment and management of consultants, including attendance at Engineering and Associated Consultants Selection Board meetings.

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.
6. To act as the Quality Representative and Environmental Representative of the development office.

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.
6. To act as the Quality Representative and Environmental Representative of the development office.

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 (a) Tin Shui Wai and its peripheral areas including Lau Fau Shan, Ha Tsuen, and Ping Shan areas; and (b) 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.
6. To act as the Quality Representative and Environmental Representative of the development office.

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.
6. To act as the Quality Representative and Environmental Representative of the development office.

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 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 coordinated and executed.
6. To act as the Quality Representative and Environmental Representative of the development office.

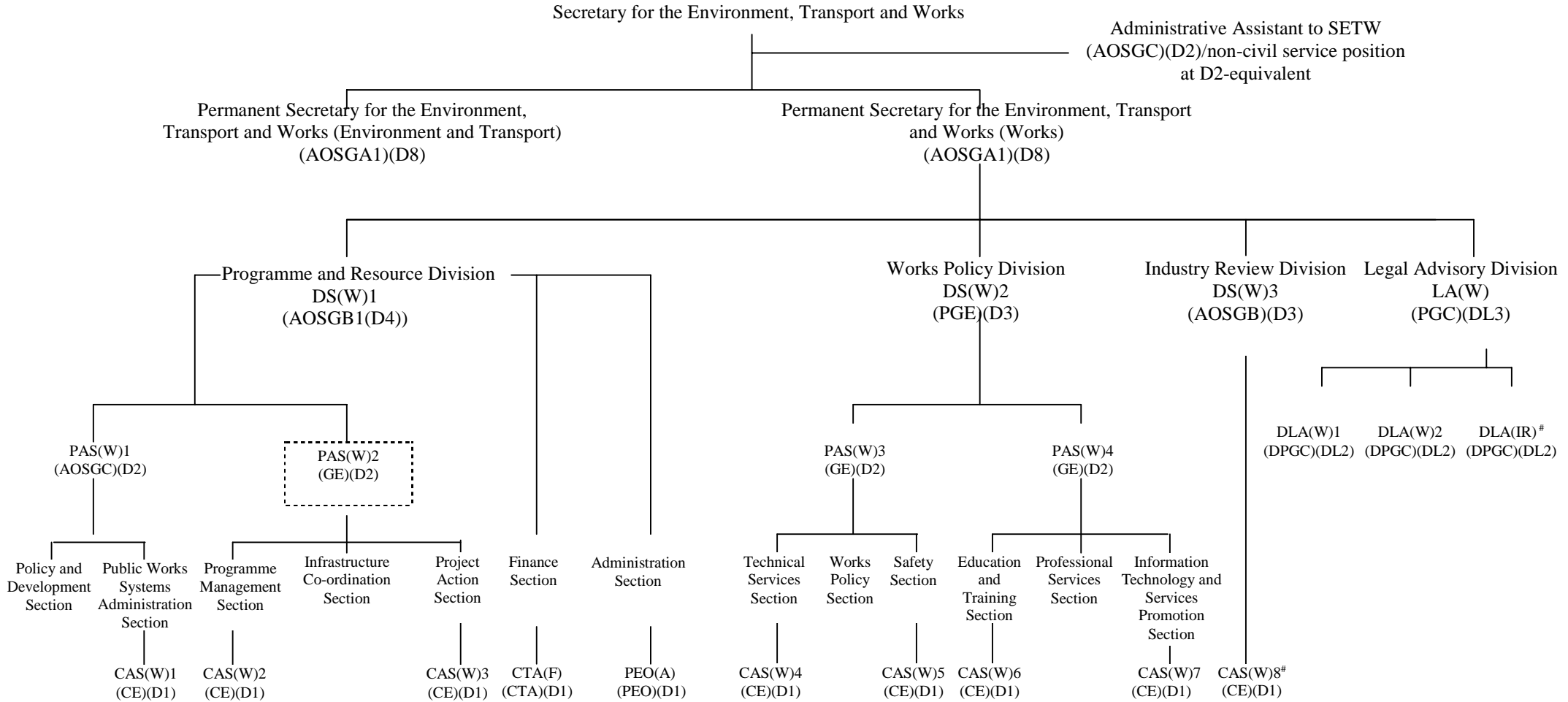
**Summary of Changes in Posts
- Proposed Merger of CED and TDD**

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

Note

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

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



Legend

SETW Secretary for the Environment, Transport and Works
 DS Deputy Secretary
 LA Legal Adviser
 PAS Principal Assistant Secretary
 DLA Deputy Legal Advisor
 IR Industry Review
 CAS Chief Assistant Secretary

AOSGA1 Administrative Officer Staff Grade A1
 AOSGB1 Administrative Officer Staff Grade B1
 AOSGB Administrative Officer Staff Grade B
 AOSGC Administrative Officer Staff Grade C
 PGE Principal Government Engineer
 GE Government Engineer
 CE Chief Engineer

PGC Principal Government Counsel
 DPGC Deputy Principal Government Counsel
 PEO Principal Executive Officer
 CTA Chief Treasury Accountant
 A Administration
 F Finance
 W Works

 Supernumerary post proposed to be made permanent
 # Supernumerary directorate post created up to 5.7.2004 inclusive

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.
5. To managing the delivery of projects under the Public Works Programme.