

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

**HEAD 53 – GOVERNMENT SECRETARIAT:
HOME AFFAIRS BUREAU
Subhead 000 Operational expenses**

Members are invited to recommend to Finance Committee the creation of the following two supernumerary posts for the period from 1 July 2010 to 31 March 2015 –

1 Principal Government Engineer
(D3) (\$135,025 - \$147,375)

1 Administrative Officer Staff Grade C
(D2) (\$116,100 - \$126,985)

PROBLEM

We need dedicated staffing support at the directorate level in the Home Affairs Bureau (HAB) to monitor the implementation of the West Kowloon Cultural District (WKCD) project and coordinate the related interface issues.

PROPOSAL

2. The Secretary for Home Affairs (SHA) proposes to create the following two supernumerary posts for the period from 1 July 2010 to 31 March 2015 to monitor the implementation of the WKCD project and coordinate the related interface issues –

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- (a) one Principal Government Engineer (PGE) (D3) post; and
- (b) one Administrative Officer Staff Grade C (AOSGC) (D2) post.

JUSTIFICATION

3. The WKCD project is the Government's major strategic investment in the long-term development of the arts and culture for the future of Hong Kong and is one of the ten major infrastructure projects¹. The objective is to develop an integrated arts and cultural district with world-class arts and cultural facilities, distinguished talents, iconic architectures, and quality programmes with a must-visit appeal, which is capable of making Hong Kong an international cultural metropolis. The WKCD also seeks to be a strong driving force to foster the growth and development of cultural and creative industries in Hong Kong. The West Kowloon Cultural District Authority Ordinance was enacted in July 2008 to establish the West Kowloon Cultural District Authority (WKCD) to spearhead the development of the project. The Finance Committee (FC) approved in July 2008, vide PWSC(2008-09)31, the granting of an upfront endowment of \$21.6 billion to the WKCD to cover the capital costs of the project. A list of the facilities to be built in the WKCD is at Enclosure 1.

Encl. 1

4. On 13 June 2008, FC approved, vide EC(2008-09)6, the creation of three supernumerary posts for the WKCD Office in HAB, namely, one Administrative Officer Staff Grade B (D3), one Administrative Officer Staff Grade C (D2) and one Chief Treasury Accountant (D1) for a period of two years from 1 July 2008 to support the operation of the WKCD in its initial years of establishment. As mentioned in the concerned Establishment Subcommittee paper, the WKCD Office is responsible for providing necessary support for the establishment of the WKCD and providing administrative and secretariat support during the early stage after its establishment; taking charge of the financial management for the WKCD project; conducting recruitment exercises for the WKCD; laying the ground work for the preparation of conceptual plans and Development Plan (DP) for the WKCD through conducting the Stage 1 public engagement (PE) exercise; and handling all issues relating to the collaborations between the Government and the WKCD.

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¹ As announced by the Chief Executive in his 2007-08 Policy Address, the ten major infrastructure projects include: (1) South Island Line (East); (2) Sha Tin to Central Link; (3) Tuen Mun Western Bypass and Tuen Mun-Chek Lap Kok Link; (4) Hong Kong Section of the Guangzhou-Shenzhen-Hong Kong Express Rail Link (XRL); (5) Hong Kong-Zhuhai-Macao Bridge; (6) Hong Kong-Shenzhen Airport Co-operation; (7) Hong Kong-Shenzhen Joint Development of the Lok Ma Chau Loop; (8) West Kowloon Cultural District; (9) Kai Tak Development; and (10) New Development Areas.

5. We anticipate that the senior management of WKCDA will be in place before mid-2010 to take charge of the project delivery, financial management, human resources, marketing and communications, legal services, performing arts and museum policy for the WKCD. There should be no further need for HAB to provide administrative and secretariat support to the WKCDA and thus the existing WKCD Office in HAB could be disbanded by end June 2010 as scheduled. On the other hand, starting from July this year, the WKCD project will enter into an intensive planning, design and construction stage during which the detailed planning and design of WKCD, construction of core arts and cultural facilities (CACF), infrastructural works within and in the vicinity of WKCD will take place. The WKCDA will also be in full swing in developing its programmes, formulating policies for operation of CACF, recruiting the staff required and implementing mode of governance for CACF.

6. While the WKCDA will discharge its duties under the West Kowloon Cultural District Authority Ordinance (Cap. 601) to plan, construct and operate the facilities in the WKCD, SHA has the responsibility of overseeing the WKCDA to ensure the timely implementation of all the capital works projects and proper application of the \$21.6 billion upfront endowment. The two proposed supernumerary posts will play a key role in helping SHA to oversee the progress of the WKCD project, monitor its implementation and provide essential inputs at a senior level to ensure effective liaison and coordination among the WKCDA, Government bureaux/departments and other parties to facilitate smooth commissioning of the WKCD project starting from 2015.

Project Manager (HAB)

7. The WKCD project involves the master planning of a 40-hectare waterfront site, with arts and cultural facilities, open space, residential, office, hotel, retail, dining, entertainment and infrastructure facilities, which is comparable to the planning of a small new town. In most cases, the planning of such a large and prominent site would be undertaken by the Government. However, in the case of the WKCD project, the master planning of such a significant and complex project is undertaken by a statutory body, namely the WKCDA, of which the senior management is newly recruited. It is important for the Government to work in close partnership with the WKCDA so as to provide timely advice and initiate actions when necessary for ensuring that the WKCDA will achieve the objective of developing WKCD into a world-class integrated arts and cultural district.

8. In accordance with the West Kowloon Cultural District Authority Ordinance, the WKCD shall consult the public and SHA in preparing the DP for the WKCD. The proposed PGE, designated as Project Manager (HAB), will provide advice and technical support to HAB to monitor the progress of preparation of the DP and the planning, design and construction of CACF to ensure that the WKCD will complete the project with world-class standards, on schedule and within budget.

Preparation of Conceptual Plan Options

9. The WKCD shall conduct the Stage 2 PE exercise in summer 2010 to engage members of the public and stakeholders (including the arts and cultural sector and other relevant sectors) on the three Conceptual Plan Options prepared by the Conceptual Plan Consultants appointed by the WKCD, including which option is most acceptable to the public and can serve as the foundation of the DP, and the preliminary Schedules of Accommodation (SoA) for CACF. Project Manager (HAB), who will be assisted by one senior architect and one senior engineer, will represent HAB in overseeing the public engagement process to ensure that the Stage 2 PE exercise will be conducted in a transparent and open manner. Moreover, Project Manager (HAB) will oversee whether public views have been taken into account by the WKCD in the selection of the preferred Conceptual Plan Option and its subsequent modifications, so as to ensure that features of the other two Conceptual Plan Options preferred by the public and the stakeholders are incorporated.

Preparation of DP

10. After the Stage 2 PE exercise, Project Manager (HAB) will monitor the progress of the WKCD project from a conceptual scheme to actual implementation. Starting from 2011, the WKCD shall develop a detailed DP for the WKCD and detailed SoA for the CACF. The DP is underpinned by various detailed technical and engineering assessments, including studies on sustainable development, traffic and transport, highway infrastructure, environment, air ventilation, marine, drainage and sewerage, water supply and utilities. The Project Consultant of the WKCD shall conduct the abovementioned technical and engineering assessments as well as detailed financial and marketing assessments for the DP. The public and stakeholders' views will be sought on the detailed DP and the detailed SoA in the Stage 3 PE exercise, which is tentatively scheduled for 2011 before the DP is submitted to the Town Planning Board (TPB) for consideration.

11. The relevant Government bureaux/departments will provide technical advice to the TPB on the detailed DP submitted by the WKCD. Project Manager (HAB) will act as a focal point of coordination among concerned

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Government bureaux/departments for effective communication so as to ensure that the technical aspects of the DP are in order and comply with all the statutory requirements for timely submission to the TPB by end 2011.

12. Once the DP is considered by the TPB to be suitable for publication under the Town Planning Ordinance, the WKCDA will organise design competitions for the iconic buildings in WKCD, which will be followed by several years of construction works. Project Manager (HAB) will monitor the progress of the design competitions, the procurement process, and the construction works to ensure that the WKCDA will comply with all the planning, building and design parameters and complete the works in a timely and cost-effective manner.

13. Under the West Kowloon Cultural District Authority Ordinance, WKCDA shall manage its finances (including resources) with due care and diligence and ensure the financial sustainability of the operation and management of arts and cultural facilities, related and ancillary facilities. Project Manager (HAB) will be responsible for overseeing WKCDA's spending according to the scope of FC's approved upfront endowment.

Infrastructure Works and Communal Facilities within WKCD

14. As foreshadowed in the Public Works Subcommittee (PWSC) paper submitted to the PWSC in June 2008 regarding the upfront endowment to the WKCDA for the WKCD project, the Government will provide other communal and government facilities and related engineering works, such as roads, drainage, fire station, public pier, etc. which are designed to support the whole WKCD project (including residential, office and hotel developments). Funding approval for such works will be sought separately. While the actual planning, detailed design and construction of these communal and government facilities and their related engineering works are the responsibilities of existing Government departments, such as the Civil Engineering and Development Department, the Drainage Services Department, etc., Project Manager (HAB) will spearhead the formulation of the overall development strategy and coordinate the work of the concerned Government departments in the planning, design and construction of these facilities to ensure that these infrastructure and communal facilities would be adequate to support the arts and cultural and other facilities, as well as residential, hotel and office facilities in the WKCD. As the majority of communal and government facilities to be provided in the WKCD are inter-related, any delay in their completion would have major implications for the timely completion of WKCD facilities and should be avoided. Project Manager (HAB) will identify works departments and maintenance agents, prepare overall financial estimates and forecasts, vet the concerned technical studies and reports, provide policy support to

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obtain funding, and monitor the expenditure and progress of public works within the WKCD undertaken by Government departments to ensure they dovetail with the commissioning of Phase 1 WKCD facilities starting from 2015. To this end, Project Manager (HAB) will need to liaise closely with various Government departments, utilities companies and the WKCDA for timely execution of the strategies and procedures as formulated.

Interface with Infrastructure Projects in the Vicinity

15. Project Manager (HAB) will play a leading role in coordinating inputs from senior directorate officers in Government bureaux/departments, the WKCDA and other concerned parties on all matters affecting the development of the WKCD project, keeping them apprised of related problems, resolving differences and formulating workable action plans acceptable to all to tackle interface issues between the WKCD project and all infrastructure projects in the vicinity of the WKCD. The interface issues include traffic improvement works in the West Kowloon district to meet the traffic demand arising from the future development in the entire West Kowloon New Development Area including the WKCD; timely handover of XRL temporary works area to the WKCDA to meet the very tight development schedule of the WKCD development; and the possible impact of the topside developments of XRL on WKCD as well as the mitigating measures needed to minimise such impact.

16. The residential, office and hotel sites within the WKCD will be disposed of by the Government for private development. Project Manager (HAB) will also liaise with the Lands Department and the WKCDA to provide inputs in working out a land disposal and implementation arrangement for such sites, so that the timing of private developments dovetails with the overall development schedule of WKCD and the building design of these private developments would be in harmony with the overall design of the WKCD.

17. To effectively discharge the abovementioned important duties, it is essential that a high ranking professional directorate staff pitched at PGE level is in place in HAB to oversee the overall progress of the WKCD project and to liaise with concerned Government bureaux/departments, the WKCDA and relevant parties. Creation of the Project Manager (HAB) post will ensure dedicated support and steer at the appropriate directorate level in HAB to lead and oversee the coordination and implementation of construction projects within WKCD and its vicinity and implementation of government and communal facilities within the intended timeframe. Equipped with the necessary professional knowledge and practical experience accumulated from working on various development projects, Project Manager (HAB) should be able to exercise leadership, and to liaise with parties concerned to deal with all interface issues effectively and directly, so as to ensure smooth implementation of the WKCD project.

/Principal

Principal Assistant Secretary (WKCD)

18. The management of WKCD will be fully responsible and has the autonomy to set its performing arts programmes and exhibition programmes in the WKCD. In the light of the public interest in the WKCD project, there is a role for HAB, as the policy bureau overseeing arts and cultural policy, to monitor the work of the WKCD to ensure that it could meet the community expectations in various aspects. These include, amongst others, its programme development, venue hiring policies, the venues' accessibility to the public, collaboration with the arts and cultural sector and other aspects of community engagement/consultations. A dedicated AOSGC post in HAB, designated as Principal Assistant Secretary (WKCD) (PAS(WKCD)), is required to take up the abovementioned monitoring work. PAS(WKCD) will report to the existing Deputy Secretary for Home Affairs(3)(DSHA(3)) who oversees arts and cultural policy.

19. Under the West Kowloon Cultural District Authority Ordinance, the WKCD is required to perform its functions with a view to achieving a number of objectives. These include, amongst others, facilitating the long-term development of Hong Kong as an international arts and cultural metropolis; enhancing and promoting excellence, innovation, creativity and diversity in arts and culture; cultivating and nurturing local talents in the arts; promoting and providing arts education to the local community; facilitating and enhancing cultural exchange and cooperation among Mainland of China, Hong Kong and any other place; and encouraging community, commercial and corporate support and sponsorship of arts and culture. PAS(WKCD) will monitor WKCD's performance so as to ensure that it performs its roles in a transparent and accountable manner to achieve the objectives as stated in the West Kowloon Cultural District Authority Ordinance.

20. The AOSGC, supported by an Administrative Officer and a Senior Executive Officer, will also oversee the interface issues between the facilities in the WKCD and the 13 performing arts venues and 14 museums, the Hong Kong Film Archive and the Hong Kong Visual Arts Centre currently managed by the Leisure and Cultural Services Department (LCSA). These include possible collaboration with LCSA in areas such as programme partnership, venue partnership/resident company scheme, exchange of museum exhibits programmes, interflow and sharing of performing arts and museums expertise/personnel, strategies to optimise usage of facilities and avoid unhealthy competition.

21. The WKCD, as a newly established statutory body, will also develop its mode of governance for its CACF. PAS(WKCD) will maintain close liaison with the management of WKCD to oversee the institutional set-up and

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ensure that its mode of governance, while providing management flexibility, freedom in artistic direction and maintaining curatorial independence, are also transparent and accountable in its operations. On the other hand, performing arts and exhibition programmes for the venues in the WKCD require a long lead time (three to four years) of advance planning. PAS(WKCD) will monitor WKCD's work in planning performing arts programmes and exhibitions, acquisition of collection, recruitment and training of manpower and governance issues to ensure that they are done in a proper and responsible manner for the smooth commissioning of Phase 1 WKCD facilities starting from 2015.

22. As announced by the Financial Secretary in his Budget 2010-11, the Government will allocate additional funding over the next five financial years, starting from 2010-11, for measures such as arts programme development, audience building and enhancement of arts education and manpower training. WKCD will also organise different performing arts and museum related activities to tie in with commissioning of WKCD facilities starting from 2015 to promote the WKCD and arts education and build up audience. There is a need for PAS(WKCD), reporting to DSHA(3), to coordinate efforts of the WKCD and the Government for an overall coordinated approach in these areas of work.

Encls.
2 & 3

23. The job descriptions of the PGE and AOSGC posts are at Enclosures 2 and 3 respectively.

ADDITIONAL NON-DIRECTORATE POSTS

24. A total of seven non-directorate posts will be created in HAB from 1 July 2010 to 31 March 2015 in accordance with the established mechanism to provide support to the two proposed supernumerary posts. Project Manager (HAB) will be supported by one Senior Architect, one Senior Engineer and one Personal Secretary I, while PAS(WKCD) will be supported by one Administrative Officer, one Senior Executive Officer, one Personal Secretary I and one Assistant Clerical Officer. The organisation chart after the proposed creation of two supernumerary posts in HAB is at Enclosure 4.

Encl. 4

ALTERNATIVES CONSIDERED

25. We have critically examined the possible redeployment of existing directorate officer within the works departments to take up the tasks of the proposed Project Manager (HAB). PGEs or equivalent rank officers with relevant project coordinating and monitoring experience are already fully occupied with their own

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schedule of duties, including the Kai Tak Development, Liantang/Heung Yuen Wai Boundary Control Point, Central Reclamation Phase III, Wanchai Development Phase II, Development of Greening Master Plan, Tseung Kwan O – Lam Tin Tunnel and the Cross Bay Link, which will be at various implementation stages in the coming years. This is also evidenced by the increasing forecast capital expenditure in the coming financial years as depicted in the Budget 2010-11. It is operationally not possible for the existing directorate officers in the works departments to take up the abovementioned extra duties of the proposed Project Manager (HAB) without adversely affecting the discharge of their scheduled duties and compromising the delivery and quality of other infrastructure projects.

26. As mentioned in paragraph 18, PAS(WKCD) will report to DSHA(3) who oversees the arts and cultural policy in HAB. At the Deputy Secretary level, the work arising from the cultural interface and housekeeping matters of the WKCD project will be absorbed by DSHA(3). DSHA(3) is currently supported by two AOSGCs who are responsible for a wide range of work portfolios, including policies on museums and visual arts; library policies; planning of LCSD's cultural and performance facilities; the funding and development of performing arts groups; overseeing the Hong Kong Arts Development Council and the Hong Kong Academy for Performing Arts; the development of Cantonese Opera; the protection of intangible cultural heritage; promotion of cultural exchange and arts in the community; managing the Arts Development Fund and housekeeping LCSD. The Culture Branch of HAB is also taking forward a number of initiatives on different fronts to strengthen the cultural software as announced in the Budget 2010-11. The Culture Branch is fully occupied with existing workload and it is operationally not viable for any of the two AOSGCs in the Culture Branch to take up the duties of the proposed PAS(WKCD) without compromising the effective delivery of their current duties.

27. Other PASs in HAB are working on a wide range of policy issues, including civic education outside schools, national education, gambling policy, policy matters on legal aid, legislation on divorce, maintenance and wills, religious matters, promotion of social enterprises, Trust Fund in Support of Reconstruction in the Sichuan Earthquake Stricken Areas, recreation and sport policies and strategies, etc. It is operationally not feasible for them to take up the tasks of the proposed PAS(WKCD) without adversely affecting the discharge of their scheduled duties.

28. In view of the above, a dedicated AOSGC under DSHA(3) is needed to provide focused policy steer and strong collaboration between different parties to prepare for the smooth commissioning of WKCD facilities starting from 2015. The job description of DSHA(3) after creation of the proposed PAS(WKCD) is at Encl. 5 Enclosure 5.

Encl. 5

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FINANCIAL IMPLICATIONS

29. The proposed creation of two supernumerary posts will bring about an additional notional annual salary cost at mid-point of \$3,196,320 as follows-

	Notional annual salary cost at mid-point \$	No. of posts
Supernumerary posts		
PGE (D3)	1,716,840	1
AOSGC (D2)	1,479,480	1
Total	<u>3,196,320</u>	<u>2</u>

The additional full annual average staff cost, including salaries and staff on-cost is \$4,528,000.

30. The additional notional annual salary cost at mid-point for the seven non-directorate posts is \$4,135,440 and the full annual average staff cost, including salaries and staff on-cost, is \$5,623,000.

31. We have included sufficient provision in the 2010-11 draft Estimates to meet the cost of the proposed creation of two supernumerary posts and the seven non-directorate posts.

PUBLIC CONSULTATION

32. On 17 March 2010, we consulted the Legislative Council Panel on Home Affairs on the above staffing proposal. Members supported the creation of two supernumerary posts of Project Manager (HAB) and PAS(WKCD) in HAB, for the period from 1 July 2010 to 31 March 2015, to oversee the progress of the WKCD project, and to ensure effective liaison and coordination among the WKCD, Government bureaux/departments and other parties.

33. Regarding the post of Project Manager (HAB), a Member suggested that reference could be made to external practices by filling the post with a member of other professional fields, for example, an architect. We explained that as Project Manager (HAB) would be responsible for monitoring progress of works of the WKCD as well as coordinating infrastructure projects in the WKCD and its vicinity, it is more appropriate to fill the post with an engineer possessing rich experience in project coordination.

34. Regarding the post of PAS(WKCD), a Member asked whether it should be taken up by an officer with professional knowledge in the arts. We pointed out that the WKCD would be fully responsible for the arts and cultural positioning and planning of the WKCD. PAS(WKCD) would not interfere with the relevant work but would take charge of the interface, coordination and communication issues between the WKCD and LCSD. We considered that filling this post with an administrative grade officer with public administration experience is appropriate.

BACKGROUND

35. The West Kowloon Cultural District Authority Ordinance was enacted in July 2008 to establish the WKCD to take forward the WKCD project. The FC approved in July 2008 the granting of an upfront endowment of \$21.6 billion to the WKCD to cover the capital costs of the WKCD project. The WKCD would be an integrated arts and cultural district with world-class arts and cultural facilities, distinguished talents, iconic architectures, and quality programmes. The WKCD conducted Stage 1 PE exercise between October last year and January this year to seek the public's views on the overall expectations and aspirations for the planning of the WKCD as well as views of the stakeholders of the arts and cultural sector on the facilities of arts and cultural venues. The WKCD would consult the public this summer on the three Conceptual Plan Options.

ESTABLISHMENT CHANGES

36. The establishment changes in HAB for the past two years are as follows –

Establishment (Note)	Number of Posts		
	Existing (As at 1 April 2010)	As at 1 April 2009	As at 1 April 2008
A	11+(3) [#]	11+(3) [#]	11
B	54	55	50
C	135	134	132
Total	200 +(3)	200 +(3)	193

Note:

A - ranks in the directorate pay scale or equivalent

B - non-directorate ranks, the maximum pay point of which is above MPS point 33 or equivalent

C - non-directorate ranks, the maximum pay point of which is at or below MPS point 33 or equivalent

() Number of supernumerary directorate posts

As at 1 April 2010, there was no unfilled directorate post in HAB.

CIVIL SERVICE BUREAU COMMENTS

37. The Civil Service Bureau supports the proposed creation of the two supernumerary posts, namely the PGE and the AOSGC, for the period from 1 July 2010 to 31 March 2015 to assist SHA in overseeing the progress of the WKCD project, monitoring its implementation and providing high-level inputs. The grading and ranking of the proposed posts are considered appropriate having regard to the level and scope of responsibilities concerned.

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

38. As the posts are proposed on a supernumerary basis, their creation, if approved, will be reported to the Standing Committee on Directorate Salaries and Conditions of Service in accordance with the agreed procedure.

Home Affairs Bureau
April 2010

**West Kowloon Cultural District
List of Proposed Arts and Cultural Facilities**

1. Museum and Exhibition Centre

- 1.1 M+
- 1.2 Exhibition Centre

2. Performing Arts Facilities

- 2.1 Mega Performance Venue
- 2.2 Two Great Theatres
- 2.3 Concert Hall
- 2.4 Chamber Music Hall
- 2.5 Xiqu Centre (performance venue and small theatre)
- 2.6 Four Medium-sized Theatres
- 2.7 Four Black Box Theatres
- 2.8 Piazzas

3. Other Arts and Cultural Uses

- 3.1 Accommodation space for conferences/events etc., offices and ancillary facilities for arts and cultural organisations/groups, arts and cultural information centre, as well as West Kowloon Cultural District (WKCD) Authority office

4. Transport Facilities

- 4.1 Automated People Mover
- 4.2 Car parks

5. Communal Facilities

- 5.1 Public Open Space

6. Retail/Dining/Entertainment Facilities

Note:

- The Government will undertake other communal and government facilities and related engineering works such as roads, drainage, fire station, public pier, etc. which are designed to support the whole WKCD (including residential, office and hotel developments). Funding approval for such works will be sought separately.
- In addition to the above facilities, there will be residential, office and hotel developments in the WKCD.

**Job Description
Project Manager (Home Affairs Bureau)**

Rank: Principal Government Engineer (D3)

Responsible to: Permanent Secretary for Home Affairs

Main Duties and Responsibilities –

- (i) To assist the Secretary for Home Affairs (SHA) in overseeing the progress of the West Kowloon Cultural District (WKCD) project; initiate actions and provide guidance when necessary to ensure the project would meet the target completion date and be completed within budget.
- (ii) To oversee West Kowloon Cultural District Authority (WKCDA)'s preparation of the Development Plan (DP), including taking into account public views.
- (iii) To spearhead the coordination among Government bureaux/departments to provide feedbacks and scrutinise associated impact assessments to facilitate WKCDA's submission of the DP to the Town Planning Board.
- (iv) To monitor the progress of the design competitions, the procurement process, and the construction works conducted by the WKCDA so that they are in compliance with the planning, building and design parameters and that WKCDA's spending is within the scope of the upfront endowment as approved by the Finance Committee.
- (v) To formulate overall development strategy for the infrastructure public works to be undertaken by the Government within the WKCD site; monitor the expenditure of these works and oversee their timely completion.
- (vi) To maintain close liaison with Government departments, WKCDA, public utilities companies and other external parties concerned on all interface matters affecting the development of WKCD such as Guangzhou-Shenzhen-Hong Kong Express Rail Link and traffic improvement works and provide inputs to resolving these issues.
- (vii) To liaise with the Lands Department and the WKCDA in working out a land disposal mechanism for the development of the residential, office and hotel sites in harmony with arts and cultural facilities.
- (viii) To provide technical support to the Home Affairs Bureau and to assist SHA in considering the DP submitted by WKCDA.

Job Description
Principal Assistant Secretary(West Kowloon Cultural District)

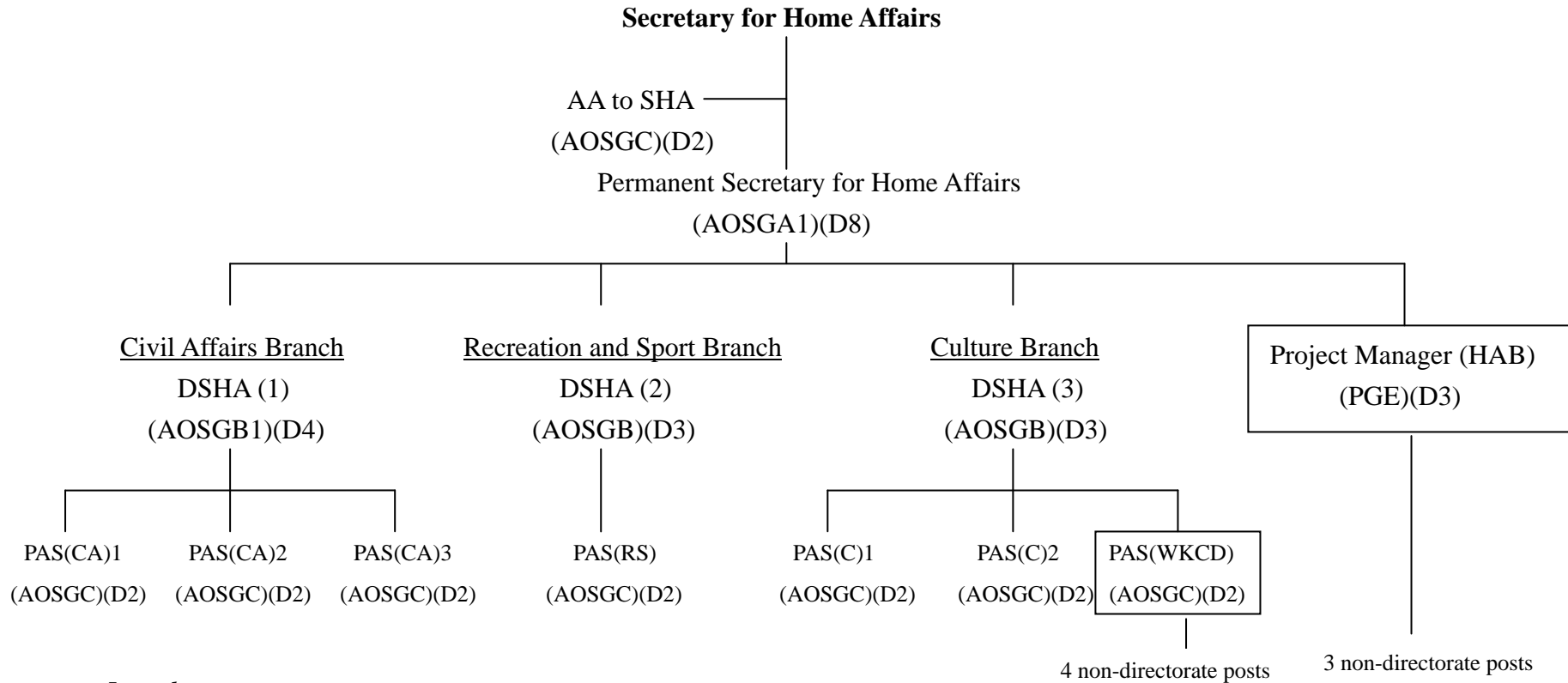
Rank: Administrative Officer Staff Grade C (D2)

Responsible to: Deputy Secretary for Home Affairs (3)

Main Duties and Responsibilities –

- (i) To monitor the performance of West Kowloon Cultural District Authority (WKCDA) in fulfillment of its objectives and roles as stated in the West Kowloon Cultural District Authority Ordinance.
- (ii) To oversee interface issues between the arts and cultural facilities operated by the WKCDA and those operated by the Government.
- (iii) To liaise closely with senior management of WKCDA to oversee the institutional set-up and the establishment of an appropriate governance mechanism for museum and performing arts venues.
- (iv) To monitor the progress in planning of programmes and services by WKCDA for opening of Phase 1 facilities in the West Kowloon Cultural District starting from 2015.
- (v) To oversee WKCDA's policy and work in nurturing local arts talents, engaging stakeholders and building up audience.
- (vi) To housekeep WKCDA and oversee its submission of reports to the Government in accordance with the West Kowloon Cultural District Authority Ordinance.

Organisation Chart of Home Affairs Bureau
(after the proposed creation of two supernumerary posts)



Legend

- | | | | |
|------|--------------------------------------|------|----------------------------------|
| AA | - Administrative Assistant | PAS | - Principal Assistant Secretary |
| AOSG | - Administrative Officer Staff Grade | PGE | - Principal Government Engineer |
| C | - Culture | RS | - Recreation and Sport |
| CA | - Civic Affairs | SHA | - Secretary for Home Affairs |
| DSHA | - Deputy Secretary for Home Affairs | WKCD | - West Kowloon Cultural District |
| HAB | - Home Affairs Bureau | | |

Proposed creation of supernumerary posts for the period from 1 July 2010 to 31 March 2015

Job Description
Deputy Secretary for Home Affairs (3)

Rank: Administrative Officer Staff Grade B (D3)

Responsible to: Permanent Secretary for Home Affairs

Main Duties and Responsibilities –

- (i) Policies on arts and culture, including performing arts, visual arts, museums, libraries, and intangible cultural heritage in Hong Kong.
- (ii) Policies on and subvention for the Hong Kong Arts Development Council and Hong Kong Academy for Performing Arts.
- (iii) Policy on funding and development of the performing arts.
- (iv) To promote international cultural exchange and cultural cooperation with the Mainland and in the Greater Pearl River Delta.
- (v) Policy on promotion of culture.
- (vi) To coordinate and oversee the implementation of the West Kowloon Cultural District (WKCD) project and the interface between venues in WKCD and arts and cultural venues managed by the Leisure and Cultural Services Department.
