

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 82 – BUILDINGS DEPARTMENT Subhead 000 Operational expenses

Members are invited to recommend to Finance Committee the following proposals –

- (a) the creation of the following supernumerary post from 1 July 2011 until 31 March 2014 –

1 Government Building Surveyor/
Government Structural Engineer
(D2) (\$117,950 - \$129,000)

- (b) the creation of the following permanent post with effect from 1 July 2011 –

1 Government Building Surveyor/
Government Structural Engineer
(D2) (\$117,950 - \$129,000)

to be offset by the deletion of the following permanent post –

1 Government Building Surveyor
(D2) (\$117,950 - \$129,000)

- (c) the creation of the following permanent post with effect from 6 December 2011 –

1 Chief Building Surveyor/
Chief Structural Engineer
(D1) (\$99,400 - \$108,650)

to be offset by the deletion of the following
permanent post –

1 Chief Structural Engineer
(D1) (\$99,400 - \$108,650); and

- (d) the revision and realignment of duties and responsibilities among some other directorate posts in the Buildings Department with effect from 1 July 2011.

PROBLEM

2. We need to re-organise the Buildings Department (BD) to implement the Administration's new package of measures to enhance building safety; to strengthen and rationalise its existing directorate establishment; and to streamline the overall departmental structure for optimal utilisation of available resources.

PROPOSAL

3. We propose to –

- (a) create one supernumerary bi-disciplinary post in the rank of Government Building Surveyor (GBS)/Government Structural Engineer (GSE) (D2), to head the new Mandatory Building Inspection (MBI) Division from 1 July 2011 until 31 March 2014;
- (b) create one permanent bi-disciplinary post in the rank of GBS/GSE (D2) to head the new Corporate Services (CS) Division, to be offset by the deletion of a permanent GBS post (D2) in the existing Support Division with effect from 1 July 2011;

/(c)

- (c) create one permanent bi-disciplinary post in the rank of Chief Building Surveyor (CBS)/Chief Structural Engineer (CSE) (D1) to head the new Minor Works and Signboard Control (MWSC) Section, to be offset by the deletion of a permanent CSE post (D1) previously designated as CSE/Port and Airport Development Strategy and Rail with effect from 6 December 2011; and
- (d) revise and realign the duties and responsibilities among some other directorate posts in BD with effect from 1 July 2011.

JUSTIFICATION

New Package of Measures to Enhance Building Safety

4. As the executive arm of the Government on building safety issues, BD is responsible for the administration and enforcement of the Buildings Ordinance (Cap. 123) (BO). As far as existing private buildings are concerned, BD's main statutory duties include maintenance of safety, and control and demolition of unauthorised building works (UBWs) in these buildings. Following the Government's completion of a comprehensive review of measures to improve building safety, the Chief Executive announced in his 2010-11 Policy Address that the Government would adopt a new multi-pronged approach to enhance building safety through legislation, enforcement, public education and support for building owners. The new package of measures puts a heavy emphasis on inspection, repair and preventive maintenance of the existing building stock as well as demolition of UBWs in existing buildings in Hong Kong. The major new building safety initiatives include the following –

- (a) **Minor Works Control System (MWCS):** The MWCS, which has fully come into operation on 31 December 2010, provides a simple and convenient means for building owners to carry out small-scale building works and hence enhance the safety standard of such works. BD has to widely promote the system to both building owners and the industry; process applications for registration of minor works contractors; process minor works submissions; conduct inspections and audit checks to ensure compliance with the statutory requirements; as well as take prosecution and disciplinary actions against irregularities.
- (b) **Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme (MWIS):** We have introduced the Buildings (Amendment) Bill 2010 into the Legislative Council (LegCo) for the implementation of the MBIS and MWIS, which will

cover 2 000 and 5 800 target buildings respectively each year and require building owners to carry out regular preventive inspections and repairs to the common parts, external walls, projections, signboards and windows of their buildings. The Development Bureau (DEVB) and BD are working closely with the Bills Committee with a view to ensuring early enactment of the Bill and implementing the two Schemes within 2011-12. Preparation work, including preparation of the related subsidiary legislation and drafting of code of practice, is underway. Upon the implementation of the two new Schemes, BD will widely promote them to the public; select target buildings in all districts for enforcement in consultation with stakeholders; issue statutory notices to owners; conduct inspections and audit checks to ensure compliance with the statutory requirements; instigate prosecution and disciplinary actions against irregularities; as well as arrange inspections and repair works upon owners' default.

- (c) Extended scope for the removal of UBWs: The ten-year UBWs removal programme ended on 31 March 2011. Most UBWs constituting obvious or imminent danger to life and property in the territory have been removed. To continue to tackle some 400 000 remaining UBWs, BD has adopted a new modus operandi for enforcement action, starting from 1 April 2011, by extending the coverage of actionable UBWs to include those on rooftops, flat roofs, yards and lanes of buildings irrespective of their level of risk to public safety and whether they are new or existing ones. BD will actively respond to complaints and issue statutory removal orders against all actionable UBWs, and will more readily instigate prosecution actions and where necessary, arrange removal of the UBWs in default of the owners. To support this new strategy, BD will engage consultants to conduct a stocktaking exercise of UBWs in Hong Kong to build up a comprehensive database to facilitate enforcement action. BD will pay particular attention to address the rehousing needs of the affected occupants of the UBWs structures.
- (d) Large scale operations (LSOs): While BD will continue to conduct LSOs against UBWs as well as dilapidated buildings, LSOs will also be conducted against irregularities of building works associated with subdivision of flat units. Coupled with the plan to introduce legislative amendments to cover more building works commonly involved in subdivision of flats (e.g. thickening of floor slabs and construction of solid partition walls) under the MWCS, BD will step up its inspections and enforcement actions against irregularities of building works associated with the subdivision of flats. It will also conduct regular inspections, and issue investigation and repair orders to require owners of old and dilapidated buildings to properly maintain their properties.

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- (e) Signboard Control System (SCS): We plan to introduce a statutory SCS to enhance control on some 190 000 existing signboards, most of which are unauthorised. The SCS will allow the continued use of certain existing unauthorised signboards upon five-yearly regular safety checks by registered building professionals or contractors. BD will process application submissions; conduct inspections and audit checks to ensure compliance with the statutory requirements; instigate prosecution and disciplinary actions against irregularities; establish a comprehensive database of all signboards; and take enforcement actions against unauthorised signboards not joining the SCS. We aim to launch the SCS within 2012. Before the SCS is in place, BD will continue its enforcement programme against dangerous/abandoned signboards and unauthorised signboards.
- (f) Publicity and public education programme: BD will mount a large-scale publicity and public education programme to foster a building safety culture in Hong Kong. Tailor-made promotional tactics will be developed to disseminate building safety messages to all stakeholders, including building owners, occupants, building professionals, contractors, workers, property management personnel, students and the general public. BD will also launch a “community monitoring” programme to mobilise members of the community to report building safety problems, and will respond to complaints swiftly and issue statutory orders if irregularities are identified.

Review of Existing Organisation Structure

5. Currently, BD has five divisions, each headed by an Assistant Director (AD) –

- (a) the New Buildings (NB) Division 1 is headed by a GBS (designated as AD/NB1) and comprises six sections each headed by a CBS. The Division is mainly responsible for, through scrutinising building proposals, ensuring that new private building developments as well as alteration and addition (A&A) works to existing buildings are carried out in accordance with the BO and the regulations thereunder and that the general building planning, design and construction comply with the required standards;
- (b) the NB Division 2 is headed by a GSE (designated as AD/NB2) and comprises four sections, three of which are each headed by a CSE and one by a CBS/CSE. The Division is responsible for processing all structural engineering aspects of new building proposals and A&A works to existing buildings as well as monitoring site safety;

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- (c) the Existing Buildings (EB) Division 1 is headed by a GBS/GSE (designated as AD/EB1). He is underpinned by three CBSs and two CSEs supervising five sections, including three district sections responsible for duties related to the control of UBWs and safety of existing buildings, a special task section responsible for special operations against cantilevered slab balconies (CSBs), enforcement against unauthorised works-in-progress (WIPs) and clearing backlog orders (orders issued but not complied with by owners) as well as a Slope Safety Section. AD/EB1 also oversees the Building Safety Loan Scheme Unit which administers the Comprehensive Building Safety Improvement Loan Scheme;
- (d) the EB Division 2 is headed by a GBS/GSE (designated as AD/EB2). He is supported by four CBSs and one CSE in managing three district sections, a special task section responsible for special operations against illegal rooftop structures (IRSs), enforcement against unauthorised WIPs and clearing backlog orders as well as a Fire Safety Section responsible for joint enforcement actions with the Fire Services Department under the Fire Safety (Commercial Premises) Ordinance (Cap. 502) and Fire Safety (Buildings) Ordinance (Cap. 572). AD/EB2 also oversees the Joint Office with the Food and Environmental Hygiene Department which handles water seepage complaints; and
- (e) the Support Division is headed by a GBS (designated as AD/Support) and comprises two sections. The Legal Section, supported by a CBS, is responsible for prosecutions, litigations and legislative matters relating to building development and building control. The Technical Support Section, supported by a CBS/CSE, is responsible for providing technical support to BD, including office automation and information technology, registration of building professionals and contractors, training and development, emergency service, corporate service as well as consultancy and contract management.

Encl. 1 The existing organisation chart of BD is at Enclosure 1.

6. Since the Ma Tau Wai Road building collapse incident in January 2010, the two EB Divisions have been stretched to conduct inspections and take appropriate enforcement actions arising from increasing public expectation and rising number of reports/complaints relating to building safety and dilapidation problems. For example, in addition to their ongoing duties, the EB Divisions completed inspections of some 4 000 buildings aged 50 or above within one month after the incident and have been undertaking swift follow-up actions against defects and irregularities identified since then. Starting from 2011-12, BD will deliver the

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new multi-pronged package of measures to enhance building safety in Hong Kong as mentioned in paragraph 4 above. These new initiatives are large-scale programmes covering many old and dilapidated buildings and will affect numerous building owners and occupiers. In particular, the MWCS, MBIS, MWIS and SCS are new concepts in the building control regime in Hong Kong and cover some 6 000 buildings involving about 250 000 building submissions each year. With the implementation of the new package of measures, the workload of the two EB Divisions is expected to increase considerably.

7. We conducted a comprehensive review of the existing organisation structure and staff deployment of BD in the light of new policy initiatives and operational needs. As the new initiatives mainly focus on existing buildings, we consider that the set-up and functions of various divisions and sections in BD should be re-engineered and re-organised as detailed in the ensuing paragraphs, except for the two NB Divisions where the two ADs and their supporting staff will continue to be fully occupied with their existing new building-related portfolio.

Re-organisation of Existing Buildings and Support Divisions

Adopting the Building Co-ordinators Approach

8. Currently, enforcement actions against different types of building safety problems in an existing private building are handled by different sections in the two EB Divisions. For example, general UBWs and building defects are handled by the six district sections whereas enforcement actions against specific UBWs (such as WIPs, CSBs and IRSs) and backlog orders are undertaken by two separate special task sections. While this approach has enabled specific building safety problems of buildings to be dealt with by specialist teams, it has often caused confusion to building owners as they may receive orders/letters, at the same or different times, from different sections of BD requiring remedial actions. The arrangement is also not conducive to the handling of different problems of a single building in an integrated manner by the owners concerned. To streamline and rationalise the enforcement work against existing buildings, BD will adopt a building co-ordinators approach whereby a single section will be designated to handle all general building safety problems, including handling complaints and taking general enforcement (including LSOs and MWIS) against building dilapidation and different types of UBWs, for the same building. In case there are issues that require more specialised scrutiny and distinctive statutory processes, such as slope safety problems or upgrading of existing fire safety measures, the building co-ordinators of the relevant teams will liaise with and consult the relevant specialist sections, such as the Slope Safety Section and Fire Safety Section, which will provide expert advice to the building co-ordinators and take follow-up actions as necessary.

9. Under the revised approach, the six district sections under the two existing EB Divisions will become the building co-ordinators for all non-MBIS target buildings within their respective districts whereas two MBI Sections will be established to serve as the building co-ordinators for the MBIS target buildings (see paragraph 12 below). This approach will not only improve efficiency in BD's day-to-day operation as the same team could gather all information and would have a better grasp of the overall conditions of a building under its purview, but will also provide greater convenience to building owners as they only have to liaise with one single contact point in BD on building safety issues/complaints concerning their buildings. BD will widely promote the new building co-ordinators approach to building owners, occupants and the general public.

Strengthening of Directorate Support

10. To handle the significant increase in workload arising from the new multi-pronged package of measures to enhance building safety, increased directorate input is required to steer the policies and set the vision; to closely monitor the implementation of the new initiatives and fine-tune the modus operandi where necessary to ensure that policy objectives and targets are achieved; to co-ordinate the work both within and outside BD; to explain the policy and implementation of the new initiatives to the media and general public; as well as to manage and supervise the work of frontline staff. Having reviewed the respective task portfolio of the directorate posts in the EB Divisions and Support Division in the light of the new package of measures as well as the building co-ordinators approach, we consider it necessary to strengthen the directorate support and rationalise the distribution of responsibilities among the three ADs.

Establishment of New MBI Division

11. We propose to establish a dedicated MBI Division, headed by a new supernumerary bi-disciplinary GBS/GSE post (D2) (designated as AD/MBI). The Division will be underpinned by two new MBI Sections (converted from the two special task sections respectively headed by a CSE and CBS under the two EB Divisions) and the Fire Safety Section (currently under EB Division 2) to implement the MBIS and handle fire safety improvement works of old buildings.

12. To ensure the effective and smooth implementation of the new MBIS, adequate dedicated directorate support will be required to steer and manage the Scheme. This includes developing and refining the modus operandi in the light of operational experience at the initial stage, as well as supervising its day-to-day operation including the provision of additional assistance and guidance to owners of the target buildings, building professionals and contractors. In addition to

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making the necessary arrangements and taking enforcement action for the mandatory inspection of the some 2 000 target buildings every year, AD/MBI will oversee the handling of all general building safety problems and control of UBWs in these buildings under the building co-ordinators approach with the support of the two MBI Sections.

13. The Fire Safety Section, which oversees fire safety upgrading works of old buildings in the territory, will also be placed under the supervision of AD/MBI on the consideration that the MBIS covers buildings aged 30 years or above and its scope largely overlaps with those falling within the application of the Fire Safety (Commercial Premises) Ordinance and Fire Safety (Buildings) Ordinance regarding the fire safety upgrading works. The realignment will enhance synergy amongst the sections.

14. As the MBIS is a new programme, we will review its modus operandi as well as the continued need for the AD/MBI post in the light of operational experience in about three years' time. Accordingly, we propose that the AD/MBI post be created on a supernumerary basis until 31 March 2014.

Re-organisation of Support Division to establish CS Division

15. The existing Support Division, currently led by AD/Support, will be re-organised and retitled as CS Division. We propose to create a GBS/GSE post (designated as AD/CS), to be offset by the deletion of the AD/Support post, to head this Division. Other than the Legal Section and Technical Support Section¹, the CS Division will also comprise a new MWSC Section to be headed by a CBS/CSE post (designated as Chief Professional Officer/MWSC (CPO/MWSC)) to be offset by the deletion of a CSE post².

16. As the MWCS will revolutionise the building control system in carrying out small-scale building works, enhanced directorate support will be required. With the full implementation of the MWCS on 31 December 2010, BD has to process submissions from registered building professionals and contractors and conduct audit checks. Some 36 000 minor works submissions and some 1 000 validation submissions under the Household Minor Works Validation

/Scheme

¹ The existing Legal Section and Technical Support Section will be retitled as Legal Services Section and Technical Services Section respectively upon the re-organisation of BD.

² The CSE post (D1) was created for the Port and Airport Development Strategy and Rail Section (which has already been disbanded) under the NB Division 2. The post is temporarily on loan to the Planning Department until 5 December 2011.

Scheme of the MWCS will also be processed each year. In addition to the MWCS, significant involvement at the directorate level will be required in refining the overall policy and strategy on the control of signboards in Hong Kong, including the development and implementation of new legal framework and modus operandi of the SCS and formulating enforcement programme against unauthorised signboards. Under the SCS, we expect to receive some 10 000 validation submissions for unauthorised signboards and some 5 000 additional minor works submissions for the associated alteration and strengthening works annually. These numbers are expected to further increase after the first two years, where there will be stepped up enforcement actions against those unauthorised and unvalidated signboards. Before the implementation of the SCS, there is a need to prepare general and technical guidelines on the new system and provide technical advisory services to the signboard owners and the signboard trade practitioners. A large-scale publicity campaign will also be mounted to promote the SCS. Pending the commencement of the SCS, BD will continue to conduct inspections and enforcement actions against dangerous and abandoned signboards in Hong Kong. In view of the scale of the work involved, it is operationally necessary for the MWCS and SCS to be centrally managed and closely supervised at the directorate level to ensure their smooth implementation. Accordingly, we propose to establish a new section, led by the new CPO/MWSC, to assist AD/CS in handling relevant work. To dovetail with BD's operational requirements, in particular the enforcement programmes against dangerous and abandoned signboards, the CPO/MWSC post will be created in December 2011.

17. Apart from the new control schemes, the AD/CS will oversee the public education and publicity work, one of the four core areas of the multi-pronged approach to enhance building safety in Hong Kong. To strengthen BD's work on this front, AD/CS will be supported by a new Public Education and Publicity Unit, headed by a senior professional officer, to develop comprehensive promotional strategies.

18. There will also be a re-alignment of the modus operandi in handling legal processes. Under the existing arrangements, the handling of all legal processes of BD is centralised in the Legal Section and co-ordinated by AD/Support in consultation with the other Divisions. As past experience indicates, many of the new legislative proposals require in-depth knowledge and experience of the respective ADs in their subject areas. For example, proposals related to UBWs enforcement would require the inputs of the ADs of the EB Divisions on the latest enforcement policies and situations, while proposals to amend the regulations related to the loading requirements of buildings would benefit from AD/NB2's knowledge on the latest technological developments in the construction industry as

/well

well as the latest trends in building designs. To capitalise on the expertise of individual ADs, we see a need to refine the existing mode of operation to the effect that the new Legal Services Section will continue to centrally handle all legal processes providing the necessary support to and under the instructions of all ADs, who will respectively be responsible for overseeing the legislative proposals for policies under their purview as well as the instructions for prosecution and litigation cases. AD/CS, who will take care of the legal procedures and requirements, will assume overall co-ordination in overseeing the pursuance of legislative, prosecution and litigation processes. The new approach will enhance the operational efficiency as instructions can be taken directly from the relevant ADs while AD/CS, whose focus is on the legislative and litigation procedures, can monitor the processes and ensure compliance more effectively.

Portfolio of EB Divisions

19. The organisation structure of the two EB Divisions would be largely maintained. Apart from the district sections, the existing Slope Safety Section and the Building Safety Loan Scheme Unit will continue to be housed under EB Division 1; while the Joint Office (jointly operated with the Food and Environmental Hygiene Department) handling water seepage complaints will continue to be supervised by AD/EB2.

20. The retention of district sections would maintain frontline staff members' local knowledge of buildings within their existing geographical areas. This will also facilitate and sustain the implementation of BD's LSOs and enforcement programmes against UBWs and building dilapidation. On adoption of the building co-ordinators approach, the district sections will handle all existing building issues and LSOs relating to non-MBIS target buildings in their respective geographical areas. A significant portion of the current workload of the special tasks sections will therefore be taken up by the district sections, which will also operate in accordance with the new policy for tackling UBWs, speeding up the handling of complaints and taking proactive enforcement actions. Under the MWIS, the EB Divisions will also handle mandatory windows inspection for some 3 800 non-MBIS (i.e. subject to MWIS only but not MBIS) target buildings per year. In addition, the district sections will carry out LSOs on inspection of subdivided flats and rectification of irregularities of associated building works in about 150 target buildings as well as LSOs for investigation and repair of dilapidated buildings in about 500 non-MBIS target buildings each year. The two EB Divisions and their supervising ADs will remain fully occupied with the above duties after the re-organisation.

/Grading

Grading of Directorate Posts

21. The re-organised EB, MBI and CS Divisions will mainly handle duties concerning repair and maintenance of existing buildings. We have examined the professional knowledge and competencies required at the directorate level for supervising and leading these divisions, including professional competence, staff management, direction setting, media skills as well as experience and knowledge of the work. They fit with the repertoire of officers from both the BS and SE grades, as in the case of the existing bi-disciplinary AD/EB1 and AD/EB2 posts. As such, the supernumerary AD/MBI post, the AD/CS post (to be offset by the deletion of a GBS post) and the CPO/MWSC post (to be offset by the deletion of a CSE post) are proposed to be created as bi-disciplinary posts that can be filled by members of both grades.

Encl. 2
Encl. 3
Encls.
4(a)-4(i)

22. The organisation chart of BD under the proposals is at Enclosure 2. A table summarising the changes in the portfolio of the directorate posts concerned is at Enclosure 3. The detailed job descriptions of the directorate posts whose duties would be revised after the proposed re-organisation of BD are at Enclosures 4(a) to 4(i).

ADDITIONAL NON-DIRECTORATE SUPPORT

23. To support the implementation of measures to enhance building safety, the non-directorate establishment of BD will be strengthened by 176 civil service posts, including Building Surveyors, Structural Engineers, Survey Officers, Technical Officers, and some other support staff in 2011-12.

ALTERNATIVES CONSIDERED

Encl. 5

24. We have critically examined the possibility of redeployment within the existing directorate set-up to absorb the additional duties to be handled by the proposed posts. However, as the other existing ADs in the two NB Divisions are already hard pressed and are fully committed to their existing duties, it is operationally not feasible for them to take up additional responsibilities without affecting the quality of their work and services delivered. For details of the work schedule of the two ADs, please refer to Enclosure 5.

/FINANCIAL

FINANCIAL IMPLICATIONS

25. The proposed creation of one supernumerary GBS/GSE post will incur an additional notional annual salary cost at mid-point of \$1,503,000. The full annual average staff cost, including salaries and staff on-cost, will be \$2,177,000. The proposed creation of one permanent GBS/GSE post and one permanent CBS/CSE post, to be offset by the deletion of one permanent GBS post and one permanent CSE post respectively, will be cost neutral to the Government and will not have additional financial implications.

26. The additional notional annual salary cost at mid-point for the proposed 176 non-directorate civil service posts mentioned in paragraph 23 above is \$68,667,360, and the full annual average staff cost, including salaries and staff on-cost, is \$124,480,000.

27. There is sufficient provision in the 2011-12 Estimates to meet the cost of the proposals in the current financial year. We will reflect the resources required for subsequent years in the Estimates of the relevant years.

STAFF CONSULTATION

28. Following the announcement of the new package of proposals to enhance building safety, the Secretary for Development met with some 150 BD staff from various grades to assure them of the appreciation that BD needed to be properly resourced to carry out the new measures³. BD conducted a consultation with all its staff on the re-organisation proposal from early December 2010 to early January 2011. Views were also sought through the BD Departmental Consultative Committee (DCC), comprising staff representatives from all BD staff associations, at a special DCC meeting held on 8 December 2010. Taking into account staff comments and concerns, a revised proposal (i.e. the current proposal) was made and distributed for further consultation in March 2011. Staff members in general have no objection to the current proposal. BD will continue the dialogue with its staff in fine-tuning the modus operandi of the department, taking into account operational experience gained in implementing the new package of measures to enhance building safety.

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³ As at the beginning of the 2011-12 financial year, BD has an establishment of 996 posts, of which 966 are non-directorate posts. In the 2011-12 Estimates, BD's non-directorate civil service establishment will rise from 966 to 1 142. Additional resources have also been provided for contract staff and procurement of consultancy services.

PUBLIC CONSULTATION

29. On 11 May 2011, we consulted the Subcommittee on Building Safety and Related Issues of the LegCo Panel on Development on the above proposals. Members were generally supportive of the proposals. Members sought clarifications mainly on the duties of the building co-ordinators and details of the new non-directorate posts. We provided further elaborations at the meeting on the arrangements under the building co-ordinators approach as set out in paragraphs 8 and 9 above. We issued a written reply on 30 May 2011 to Panel Members to provide additional information on the new non-directorate posts and other related matters. In addition, Members also asked about the staffing arrangements for some of the new initiatives. We explained that BD had thoroughly consulted all its staff, in particular members of the professional (surveyors and engineers) as well as technical grades, on the re-organisation proposal and has endeavoured to balance different views expressed by the professional grades in formulating the current proposal. We have incorporated suggestions from members of the grades into the proposal where appropriate. In determining the deployment of staff for various posts and tasks, BD has taken into account the nature of the operation as well as professional expertise and experience of each grade. As explained in paragraph 28 above, BD will fine-tune its modus operandi as necessary and continue dialogue with its staff.

ESTABLISHMENT CHANGES

30. The establishment changes in BD for the last two years are as follows –

| Establishment (Note) | Existing (as at 1 May 2011) | As at 1 April 2011 | As at 1 April 2010 | As at 1 April 2009 |
|---------------------------------|--|-------------------------------|-------------------------------|-------------------------------|
| A | 30# | 30# | 30 | 30 |
| B | 389 | 389 | 386 | 380 |
| C | 577 | 577 | 576 | 557 |
| Total | 996 | 996 | 992 | 967 |

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
- # - including one unfilled post which has been frozen upon disbandment of the Port and Airport Development Strategy and Rail Section and is temporarily on loan to the Planning Department until 5 December 2011.

CIVIL SERVICE BUREAU COMMENTS

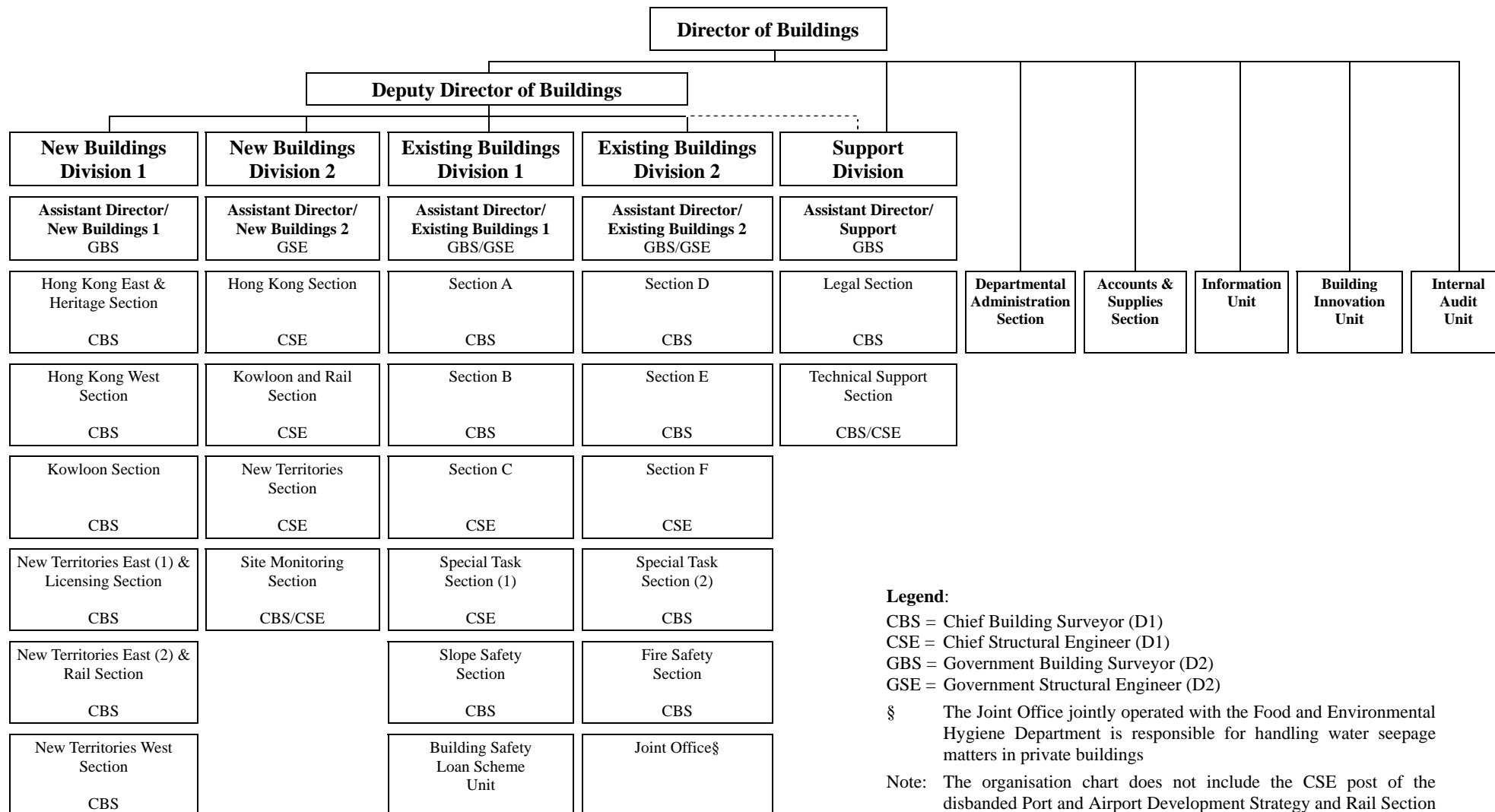
31. The Civil Service Bureau supports the proposed creation of a supernumerary GBS/GSE post and the rationalisation of the directorate establishment in BD. The grading and ranking of the proposed AD/MBI, AD/CS and CPO/MWSC posts are considered appropriate having regard to the level and scope of the responsibilities and the professional input required.

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

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

Development Bureau
May 2011

Existing Organisation Chart of Buildings Department



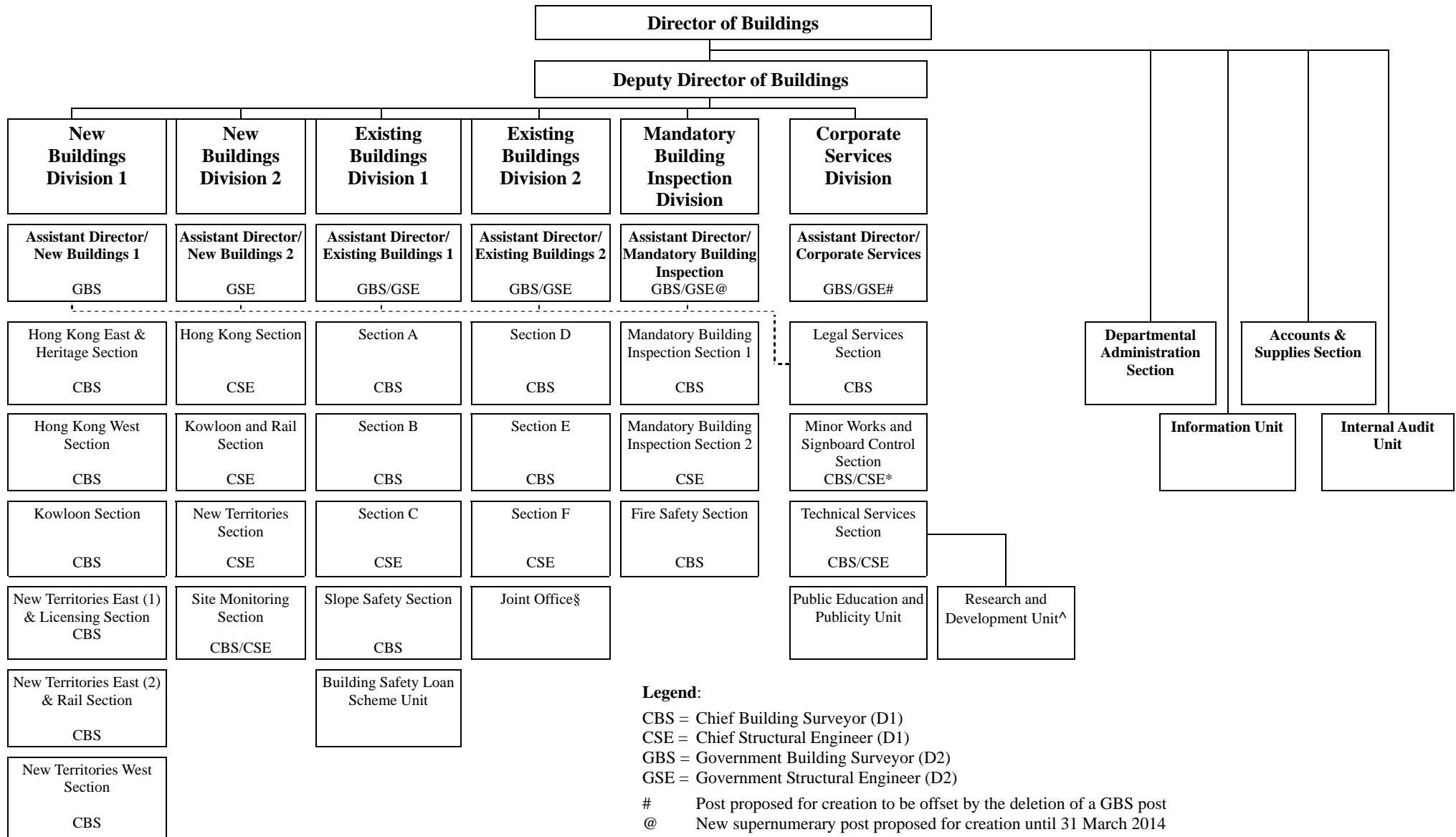
Legend:

- CBS = Chief Building Surveyor (D1)
- CSE = Chief Structural Engineer (D1)
- GBS = Government Building Surveyor (D2)
- GSE = Government Structural Engineer (D2)

§ The Joint Office jointly operated with the Food and Environmental Hygiene Department is responsible for handling water seepage matters in private buildings

Note: The organisation chart does not include the CSE post of the disbanded Port and Airport Development Strategy and Rail Section which is temporarily on loan to the Planning Department

Proposed Organisation Chart of Buildings Department



Legend:

- CBS = Chief Building Surveyor (D1)
- CSE = Chief Structural Engineer (D1)
- GBS = Government Building Surveyor (D2)
- GSE = Government Structural Engineer (D2)

- # Post proposed for creation to be offset by the deletion of a GBS post
- @ New supernumerary post proposed for creation until 31 March 2014
- * Post proposed for creation to be offset by the deletion of a CSE post
- ^ A Unit proposed to be converted from the existing Building Innovation Unit
- § The Joint Office jointly operated with the Food and Environmental Hygiene Department is responsible for handling water seepage matters in private buildings

Enclosure 3 to EC(2011-12)5

Summary of Proposed Changes to the Portfolio of Directorate Posts in Existing Buildings and Support Divisions of Buildings Department

| <p align="center">Existing Duties <i>(*denoting duties to be re-allocated upon re-organisation)</i></p> | <p align="center">Major Proposed Changes of Duties/Additional Duties <i>(# denoting new duties)</i></p> |
|---|---|
| <p>Assistant Director/Existing Buildings 1 (AD/EB1), Assistant Director/Existing Buildings 2 (AD/EB2) and Assistant Director/Support (AD/Support)</p> | <p>AD/EB1, AD/EB2, Assistant Director/Mandatory Building Inspection (AD/MBI) and Assistant Director/Corporate Services (AD/CS)</p> |
| <p>AD/EB1 is responsible for –</p> <p>(1) overseeing the operation of three district sections (Sections A, B and C), Special Task Section 1, Slope Safety Section and Building Safety Loan Scheme Unit;</p> <p>(2) developing and formulating operational strategies and procedures for –</p> <ul style="list-style-type: none"> ● inspection and repair of dangerous/dilapidated buildings; ● removal of unauthorised building works (UBWs) and <i>unauthorised, dangerous or abandoned signboards*</i>; ● enforcement of slope safety; ● Operation Building Bright; ● UBWs in New Territories Exempted Houses and major UBWs on agricultural lots in the New Territories; ● Comprehensive Building Safety Improvement Loan Scheme; and | <p>AD/EB1 will –</p> <p>(1) continue to oversee the operation of the sections/units except for the Special Task Section 1;</p> <p>(2) continue to take up existing duties with the district teams handling the original duties as well as those of the Special Task Section 1 for non-Mandatory Building Inspection Scheme (MBIS) target buildings as building co-ordinators; and</p> <p>(3) <i>in particular, develop and formulate operational strategies and procedures for Large Scale Operations (LSOs) on inspection/repair of non-MBIS target buildings#.</i></p> |

| <p style="text-align: center;">Existing Duties (*denoting duties to be re-allocated upon re-organisation)</p> | <p style="text-align: center;">Major Proposed Changes of Duties/Additional Duties (# denoting new duties)</p> |
|---|---|
| <p>(3) formulating enforcement policies and legislative proposals relating to structural safety and the associated repair required of existing buildings as well as slope safety.</p> | <p>AD/MBI, a new supernumerary post at the rank of GBS/GSE, will –</p> <p>(1) <i>supervise the operation of three sections, namely MBI Sections 1 and 2 (converted and retitled from Special Task Sections 1 and 2)#</i> and the Fire Safety Section;</p> <p>(2) develop and formulate operational strategies and procedures for –</p> <ul style="list-style-type: none"> ● <i>MBIS and Mandatory Window Inspection Scheme (MWIS)#;</i> ● <i>LSOs on removal of UBWs in MBIS target buildings#;</i> ● enforcement programme to upgrade fire safety measures in existing old buildings; and <p>(3) formulate <i>enforcement policies and legislative proposals relating to MBIS, MWIS#</i> and upgrading of fire safety measures in old buildings.</p> |
| <p>AD/EB2 is responsible for –</p> <p>(1) overseeing the operation of three district sections (Sections D, E and F), Special Task Section 2, <i>Fire Safety Section*</i> and the Joint Office of the Food and Environmental Hygiene Department and Buildings Department;</p> <p>(2) developing and formulating operational strategies and procedures for –</p> <ul style="list-style-type: none"> ● control of UBWs and illegal change in use of buildings; ● LSOs on removal or rectification of UBWs affecting barrier free access for persons with disabilities; ● <i>enforcement programme to upgrade fire safety measures in old buildings*</i>; ● repair and maintenance of drainage system; ● abatement of water seepage nuisance; and <p>(3) formulating enforcement policies and legislative proposals relating to control of UBWs, <i>upgrading of fire safety measures</i></p> | <p>AD/EB2 will –</p> <p>(1) continue to oversee the operation of sections/units except Special Task Section 2 and Fire Safety Section;</p> <p>(2) continue to take up existing duties with the district teams handling the original duties as well as those of the Special Task Section 2 for non-MBIS target buildings as building co-ordinators;</p> <p>(3) in particular, develop and formulate operational strategies and procedures for –</p> <ul style="list-style-type: none"> ● <i>LSOs on rectification of irregularities of building works associated with sub-divided flats#;</i> and |

| <p style="text-align: center;">Existing Duties <i>(*denoting duties to be re-allocated upon re-organisation)</i></p> | <p style="text-align: center;">Major Proposed Changes of Duties/Additional Duties <i>(# denoting new duties)</i></p> |
|--|--|
| <p><i>in old buildings*</i>, change in use and repair and maintenance of drainage system in existing private buildings.</p> | <ul style="list-style-type: none"> ● <i>removal of UBWs on rooftop, podiums and in yards & lanes of non-LSO and non-MBIS target buildings, which are the new types of UBWs included in the extended scope of enforcement actions#.</i> |
| <p>AD/Support (at the rank of GBS) is responsible for –</p> <ol style="list-style-type: none"> (1) overseeing the operation of the Legal Section, Technical Support Section including the Minor Works Unit; (2) reviewing and co-ordinating matters relating to legislation and technical standards; (3) developing and formulating operational strategies and procedures for prosecution and disciplinary actions, appeals and litigations relating to the administration and enforcement of the Buildings Ordinance (Cap. 123) (BO) and other legislation on building control; and (4) providing corporate services to other divisions, such as formulating departmental staff training policies and strategies, etc. | <p>AD/CS, a new post converted from AD/Support and created at the rank of GBS/GSE, will –</p> <ol style="list-style-type: none"> (1) supervise the operation of the Legal Services Section, Technical Services Section, <i>the new Minor Works and Signboard Control Section and the Public Education and Publicity Unit#</i>; (2) handle legal and prosecution matters with an involvement more focused on co-ordinating the pursuance of legal processes; (3) provide corporate services to other divisions; and (4) <i>formulate legislative proposals, enforcement policies and operational procedures relating to the Signboard Control System (SCS) as well as enhancement of the Minor Works Control System (MWCS)#.</i> |

| <p style="text-align: center;">Existing Duties (*denoting duties to be re-allocated upon re-organisation)</p> | <p style="text-align: center;">Major Proposed Changes of Duties/Additional Duties (# denoting new duties)</p> |
|---|---|
| District Sections (Sections A to F) | |
| <p>Chief Building Surveyor/A, Chief Building Surveyor/B (CBS/B), Chief Structural Engineer/C (CSE/C), Chief Building Surveyor/D, Chief Building Surveyor/E, and Chief Structural Engineer/F (CSE/F) are responsible for handling existing building issues and LSOs relating to the buildings in designated geographical areas of their respective districts including –</p> <ol style="list-style-type: none"> (1) supervising the operations of inspection to emergency and non-emergency reports on dangerous buildings and UBWs; (2) LSOs to clear external UBWs and enforcement of removal of UBWs as well as <i>unauthorised, dangerous or abandoned signboards*</i>; (3) inspection of pre-war buildings; (4) supervising the operation of the Joint Office to deal with water seepage complaints; and (5) following up on issues relating to UBWs in New Territories Exempted Houses and illegal structures on agricultural land in New Territories areas. | <p>They will –</p> <ol style="list-style-type: none"> (1) continue to carry out existing duties under the new building co-ordinators approach; (2) in particular, oversee – <ul style="list-style-type: none"> ● <i>LSOs for non-MBIS target buildings, such as those for removing UBWs and inspection/repair of dangerous or dilapidated buildings#;</i> ● <i>enforcement of inspection and repair of windows in MWIS target buildings#;</i> ● systematic removal of UBWs of non-LSO buildings in response to complaints; and ● patrol in dedicated and hotel concession areas for irregularities and follow up with necessary enforcement actions. |
| Slope Safety Section | |
| <p>Chief Building Surveyor/Slope Safety is responsible for overseeing Slope Safety Section in enforcement of slope safety on private land.</p> | <p>No major changes in responsibilities.</p> |

| <p style="text-align: center;">Existing Duties <i>(*denoting duties to be re-allocated upon re-organisation)</i></p> | <p style="text-align: center;">Major Proposed Changes of Duties/Additional Duties <i>(# denoting new duties)</i></p> |
|--|---|
| Mandatory Building Inspection Sections | |
| <p>Chief Structural Engineer/Special Task 1 (CSE/ST1) and Chief Building Surveyor/Special Task 2 (CBS/ST2) are responsible for –</p> <ul style="list-style-type: none"> (1) <i>supervising the operations of enforcement of backlog UBWs removal orders referred from district sections*;</i> (2) <i>following up referrals on UBWs from the Fire Services Department; handling works-in-progress (WIPs) UBWs cases in association with outsourced WIPs/Patrolling Consultants*;</i> (3) <i>patrol in dedicated and hotel concession areas for irregularities and follow up with necessary enforcement actions*;</i> (4) <i>structural investigation of approved slab canopies and removal of UBWs on such canopies*;</i> (5) <i>providing structural advice to district sections and co-ordinating with them the removal of UBWs on cantilevered slab balconies*;</i> and (6) <i>supervising the Operation Check Walk for rectification of illegal alteration and misuse of the facilities for persons with a disability in commercial buildings and following up backlog cases of defective/misconnected underground drainage system.</i> | <p>Chief Building Surveyor/Mandatory Building Inspection 1 (CBS/MBI 1) and Chief Structural Engineer/Mandatory Building Inspection 2 (CSE/MBI 2) will –</p> <ul style="list-style-type: none"> (1) <i>supervise the implementation of the MBIS and MWIS in MBIS target buildings#;</i> (2) <i>handle matters in respect of the MBIS target buildings as building co-ordinators#;</i> (3) <i>implement the LSOs in MBIS target buildings#;</i> and (4) <i>continue to supervise the Operation Check Walk and follow up backlog cases of defective/misconnected underground drainage system.</i> |

| <p style="text-align: center;">Existing Duties (*denoting duties to be re-allocated upon re-organisation)</p> | <p style="text-align: center;">Major Proposed Changes of Duties/Additional Duties (# denoting new duties)</p> |
|--|---|
| <p>Fire Safety Section</p> | |
| <p>Chief Building Surveyor/Fire Safety is responsible for overseeing enforcement programme on upgrading of fire safety measures in old buildings.</p> | <p>No major changes in responsibilities.</p> |
| <p>Technical Support Section</p> | |
| <p>Chief Officer/Technical Support (at the rank of CBS/CSE) is responsible for overseeing –</p> <ul style="list-style-type: none"> (1) general and technical support services to the operation divisions; implementation of computerisation strategies; and building information systems; (2) registration of building professionals and contractors; and (3) administration of works contracts and consultancy agreements and emergency services. | <p>Retitled as Technical Services Section</p> <p>Retitled as Chief Officer/Technical Services (at the rank of CBS/CSE)</p> <p>No major changes in responsibilities.</p> |
| <p>Legal Section</p> | |
| <p>Chief Building Surveyor/Legal is responsible for –</p> <ul style="list-style-type: none"> (1) supervising prosecutions under the BO, Fire Safety (Commercial Premises) Ordinance (Cap. 502) and Fire Safety (Buildings) Ordinance (Cap. 572); (2) supervising disciplinary actions, appeals, judicial reviews and legislative reviews; and (3) making recommendations on legislative amendments relating to building control under the BO and other related enactments. | <p>Retitled as Legal Services Section</p> <p>Retitled as Chief Building Surveyor/ Legal Services</p> <p>No major changes in responsibilities.</p> |

| <p style="text-align: center;">Existing Duties <i>(*denoting duties to be re-allocated upon re-organisation)</i></p> | <p style="text-align: center;">Major Proposed Changes of Duties/Additional Duties <i>(# denoting new duties)</i></p> |
|---|--|
| Minor Works and Signboard Control Section | |
| <p>The Minor Works and Signboard Control Section is a new section.</p> | <p>The new Chief Professional Officer/Minor Works and Signboard Control (at the rank of CBS/CSE)^{Note} will oversee –</p> <ul style="list-style-type: none"> (1) <i>the operations of the MWCS and SCS#;</i> (2) <i>LSOs on removal of dangerous/abandoned signboards or unauthorised signboards#;</i> (3) <i>the processing and co-ordination of audit checking of minor works submissions; and</i> (4) <i>the processing of validation submissions under Household Minor Works Validation Scheme and SCS#.</i> |

^{Note} The creation of the new CBS/CSE post will be offset by the deletion of a permanent CSE post (D1) previously designated as CSE/Port and Airport Development Strategy and Rail.

Proposed Job Description
Assistant Director/Existing Buildings 1

Rank : Government Building Surveyor/
Government Structural Engineer (D2)

Responsible to : Deputy Director of Buildings

Major Duties and Responsibilities –

1. to manage the Existing Buildings Division 1 which administers the Buildings Ordinance (Cap. 123) (BO) to ensure the safety of existing private buildings and slope safety on private land in the territory;
2. to develop and formulate operational strategies and procedures for, and oversee the enforcement of removal of unauthorised building works (UBWs) as well as inspection and repair of dangerous or dilapidated buildings; large scale operations (LSOs) on inspection/repair of non-Mandatory Building Inspection Scheme (MBIS) target buildings; Operation Building Bright; and the Comprehensive Building Safety Improvement Loan Scheme;
3. to develop and formulate enforcement policies and legislative proposals relating to the structural safety and associated repair required of existing private buildings as well as slope safety on private land;
4. to chair the Joint Enforcement Team on formulating operational strategies and procedures against UBWs in New Territories Exempted Houses and major UBWs on agricultural lots in the New Territories;
5. to advise the Development Bureau and other government agencies on matters relating to the structural safety of existing private buildings and slope safety on private land;
6. to explain the Department's policies and operations relating to the structural safety of existing private buildings and slope safety on private land to the Legislative Council (LegCo), Ombudsman, District Councils, professional institutions, media and general public; and
7. to assist the Director of Buildings and Deputy Director of Buildings in setting the policies and strategies on control of existing buildings in the aspects of structural safety and slope safety and management of the Department and providing grade and staff management of non-civil service contract staff of Building Safety Officer and Building Safety Assistant posts.

**Proposed Job Description
Assistant Director/Existing Buildings 2**

Rank : Government Building Surveyor/
Government Structural Engineer (D2)

Responsible to : Deputy Director of Buildings

Major Duties and Responsibilities –

1. to manage the Existing Buildings Division 2 which administers the BO to ensure the safety of, and the abatement of water seepage nuisance (through the Joint Office of the Food and Environmental Hygiene Department (FEHD) and the Buildings Department) in, existing private buildings in the territory;
2. to develop and formulate operational strategies and procedures for, and oversee the enforcement of, removal of UBWs as well as inspection and repair of dangerous or dilapidated buildings; LSOs on removal or rectification of UBWs affecting barrier free access for persons with a disability; LSOs on rectification of irregularities of building works associated with sub-divided flats; and the Joint Office with the FEHD on water seepage complaints;
3. to develop and formulate enforcement policies and legislative proposals relating to control of UBWs, change in use and repair and maintenance of drainage systems in existing private buildings;
4. to advise the Development Bureau and other government agencies on matters relating to the control of UBWs, change in use, maintenance of drainage systems and abatement of water seepage nuisance in existing private buildings;
5. to explain the Department's policies and operations relating to the control of UBWs, change in use, maintenance of drainage systems and abatement of water seepage nuisance in existing private buildings to the LegCo, Ombudsman, District Councils, professional institutions, media and general public; and
6. to assist the Director of Buildings and Deputy Director of Buildings in setting the policies and strategies on control of existing buildings in the aspects of UBWs, change in use and drainage systems and abatement of water seepage nuisance and management of the Department and providing grade and staff management of Survey Officer (Building) Grade staff.

Proposed Job Description
Assistant Director/Mandatory Building Inspection

Rank : Government Building Surveyor/
Government Structural Engineer (D2)

Responsible to : Deputy Director of Buildings

Major Duties and Responsibilities –

1. to manage the Mandatory Building Inspection Division which implements the MBIS and Mandatory Window Inspection Scheme (MWIS), and administers the BO to ensure the safety of MBIS target buildings and the Fire Safety (Commercial Premises) Ordinance (Cap. 502) and the Fire Safety (Buildings) Ordinance (Cap. 572) for the upgrading of fire safety measures in target buildings in the territory;
2. to develop and formulate operational strategies and procedures for, and oversee the enforcement of, removal of UBWs in MBIS target buildings, including the LSOs on the removal of UBWs in MBIS target buildings; and joint enforcement programme with the Fire Services Department to upgrade fire safety measures in the existing old buildings;
3. to develop and formulate enforcement policies and legislative proposals relating to the MBIS/MWIS;
4. to advise the Development Bureau and other government agencies on matters relating to the MBIS/MWIS, and control of UBWs in MBIS target buildings as well as the upgrading of fire safety measures in existing old buildings;
5. to explain the Department's policies and operations relating to the MBIS/MWIS, control of UBWs in MBIS target buildings as well as the upgrading of fire safety measures in existing old buildings to the LegCo, Ombudsman, District Councils, professional institutions, media and general public; and
6. to assist the Director of Buildings and Deputy Director of Buildings in setting the policies and strategies on MBIS/MWIS and upgrading of fire safety measures in old buildings and management of the Department.

Proposed Job Description
Assistant Director/Corporate Services

Rank : Government Building Surveyor/
Government Structural Engineer (D2)

Responsible to : Deputy Director of Buildings

Major Duties and Responsibilities –

1. to manage the Corporate Services Division which provides technical and legal services to the operation Divisions and manages the Minor Works Control System (MWCS) and the Signboard Control System (SCS);
2. to develop and formulate enforcement policies and legislative proposals relating to the SCS as well as enhancement and improvement of the MWCS;
3. to oversee the operation of the MWCS, including enforcement of the Household Minor Works Validation Scheme and audit checks of minor works submissions, as well as operation of the SCS, including audit checks of signboard validation submissions and LSOs on removal of dangerous/abandoned signboards or unauthorised signboards not joining the validation scheme;
4. to oversee prosecution and disciplinary actions, appeals and other litigation matters relating to the administration and enforcement of the BO arising from the operation and enforcement actions of operation divisions; public education and publicity programmes on building safety issues; technical and technological research and development to support the formulation of policies and strategies of operation divisions; and the legislative process of new legislation or legislative amendments proposed by operation divisions;
5. to oversee the registration of professionals and contractors under the BO; operation of the emergency duty and emergency shift system; management of works contracts and consultancy agreements; implementation of office automation and development of information technology; as well as to formulate departmental staff training policies and strategies;
6. to advise the Development Bureau and other government agencies on matters relating to the SCS and MWCS and other matters administered by the Division;
7. to explain the Department's policies and operations of matters relating to the SCS, MWCS and other matters administered by the Division to the LegCo, Ombudsman, District Councils, professional institutions, media and general public; and
8. to assist the Director of Buildings and Deputy Director of Buildings in setting policies and strategies on prosecution, disciplinary actions, litigations and related issues and management of the Department.

Proposed Job Descriptions
Chief Building Surveyor/A, B, D and E
Chief Structural Engineer/C and F

Rank : Chief Building Surveyor/
Chief Structural Engineer (D1)

Responsible to : Assistant Director/Existing Buildings 1; or
Assistant Director/Existing Buildings 2

Major Duties and Responsibilities –

1. to manage the respective section and formulate operation plans for implementation of the building co-ordinators approach in the enforcement of removal of UBWs, including works-in-progress cases and the inspection and repair of dangerous or dilapidated buildings; inspection in response to emergency and non-emergency reports on dangerous or dilapidated buildings and UBWs; patrol in dedicated and hotel concession areas for irregularities and the necessary follow up enforcement actions; LSOs on inspection/repair of dangerous or dilapidated non-MBIS target buildings; LSOs on rectification of irregularities of building works associated with sub-divided flats; and the enforcement of inspection and repair of windows in non-MBIS target buildings under the MWIS;
2. to appraise and endorse senior professional officers' recommendations on matters relating to closure/demolition/investigation of dangerous or dilapidated buildings, change in use, complicated UBWs cases and MWIS;
3. to supervise the issue of statutory notices/orders relating to UBWs, dangerous and dilapidated buildings, change in use and MWIS as well as the approval of inspection/investigation reports and remedial proposals submitted by qualified persons/authorised persons/registered structural engineers for compliance with statutory notices/orders;
4. to supervise and monitor enforcement actions for default notice/order cases, including referrals for prosecution, government contractor actions, paylisting of accounts and cost recovery;
5. to supervise the operation of the Joint Office established jointly with the FEHD to deal with water seepage nuisance in existing private buildings (*for Chief Building Surveyor/E and Chief Structural Engineer/F under AD/EB2*);
6. to attend meetings and follow up on issues relating to UBWs in New Territories Exempted Houses and illegal structures on agricultural land in the New Territories areas (*for Chief Structural Engineer/C*);

7. to attend District Management Committee and District Council meetings, and give advice to the public on the Department's policy, objectives and actions relating to enforcement of building safety and maintenance; and
8. to investigate and respond to complaints relating to work of the Section from the public, media, Ombudsman, LegCo and other agencies and conduct reviews as necessary on the issues revealed from these complaints and formulate appropriate improvement measures.

Proposed Job Description
Chief Professional Officer/Minor Works and Signboard Control

Rank : Chief Building Surveyor/
Chief Structural Engineer (D1)

Responsible to : Assistant Director/Corporate Services

Major Duties and Responsibilities –

1. to manage the Minor Works and Signboard Control Section and supervise the operations of the MWCS, SCS as well as LSOs on removal of dangerous/abandoned signboards or unauthorised signboards not joining the validation scheme;
2. to appraise and advise on senior professional officers' recommendations on matters relating to MWCS and SCS;
3. to supervise the processing and co-ordination of audit checks of minor works submissions;
4. to supervise the processing of validation submissions for existing unauthorised household minor works and existing unauthorised signboards submitted by prescribed building professionals or registered contractors;
5. to supervise and monitor enforcement actions for default notice/order cases including referrals for prosecution, government contractor actions, paylisting of accounts and cost recovery;
6. to attend District Management Committee and District Council meetings, and give advice to the public on the Department's policy, objectives and actions relating to the MWCS and SCS; and
7. to investigate and respond to complaints relating to work of the Section from the public, media, Ombudsman, LegCo and other agencies and conduct reviews as necessary on the issues revealed from these complaints and formulate appropriate improvement measures.

Proposed Job Descriptions
Chief Building Surveyor/Mandatory Building Inspection 1
Chief Structural Engineer/Mandatory Building Inspection 2

Rank : Chief Building Surveyor/
Chief Structural Engineer (D1)

Responsible to : Assistant Director/Mandatory Building Inspection

Major Duties and Responsibilities –

1. to manage the respective Mandatory Building Inspection sections and formulate legislative proposals, code of practice, operation strategies and procedures for the MBIS/MWIS; supervise the operations of the MBIS/MWIS; conduct the inspections in response to emergency and non-emergency reports on dangerous or dilapidated buildings; and take enforcement actions for and carry out LSOs on removal of UBWs in MBIS target buildings;
2. to appraise and endorse senior professional officers' recommendations on matters relating to MBIS/MWIS and complicated UBWs cases;
3. to supervise the issue of statutory notices/orders to MBIS/MWIS target buildings; and the processing of inspection reports and remedial proposals submitted by registered inspectors/qualified persons for compliance with statutory notices/orders;
4. to supervise and monitor enforcement actions for default notice/order cases, including referrals for prosecution, government contractor actions, paylisting of accounts and cost recovery;
5. to manage and supervise Operation Check Walk for rectification of illegal alteration and misuse of the facilities for the disabled in commercial buildings and follow up on backlog cases of defective/misconnected underground drainage systems (*for Chief Building Surveyor/MBI1*);
6. to attend District Management Committee and District Council meetings, and give advice to the public on the Department's policy, objectives and actions relating to MBIS/MWIS; and
7. to investigate and respond to complaints relating to work of the Section from the public, media, Ombudsman, LegCo and other agencies; and conduct reviews as necessary on the issues revealed from these complaints and formulate appropriate improvement measures.

**Proposed Job Description
Chief Officer/Technical Services**

Rank : Chief Building Surveyor/Chief Structural Engineer (D1)

Responsible to : Assistant Director/Corporate Services

Major Duties and Responsibilities –

1. to oversee the provision of general and technical services including the compilation and analysis of management statistics; formulation of departmental staff training and development plans and overseeing of the implementation thereof; monitoring and review of service standards; monitoring of 1823 Call Centre and Ombudsman's cases; monitoring of responses to general enquiries and complaints from the public; updating of practice notes and handbooks; ensuring the conformity of technical standards under the BO; arrangements for exchanges with mainland/foreign counterparts; and other related public relation matters;
2. to draw up and oversee the implementation of computerisation strategies and to co-ordinate the development and use of information technology;
3. to formulate an overall plan on the services concerning various public and in-house building information systems and oversee their implementation (e.g. Building Condition Information System, Building Development Information System, Geographic Information System, Building Records Access and Viewing On-line System, Central Data Bank, etc.);
4. to supervise the Research and Development Unit to carry out technical and technological research and development to support the operation divisions;
5. to oversee the administration of registration of Authorized Persons, Structural Engineers, Geotechnical Engineers, Inspectors and Contractors;
6. to oversee the overall administration of pre- and post-contract activities of works contracts and consultancy agreements and emergency services provided by the Department; and
7. to research, co-ordinate and make recommendations on specific or management issues as required by Director of Buildings, Deputy Director of Buildings or Assistant Director/Corporate Services.

**Proposed Job Description
Chief Building Surveyor/Legal Services**

Rank : Chief Building Surveyor (D1)

Responsible to : Assistant Director/Corporate Services

Major Duties and Responsibilities –

1. to supervise the Legal Services Section to provide legal services to all operation Divisions, including the processing and administration of requests for legal advice on interpretation of the BO and its subsidiary legislation and consultation with the Department of Justice;
2. to supervise prosecutions under the BO, Fire Safety (Commercial Premises) Ordinance and Fire Safety (Buildings) Ordinance;
3. to supervise disciplinary actions, appeals, judicial reviews and litigations relating to building control under the BO and other related enactments;
4. to supervise legislative reviews and legislative process of new legislation or legislative amendments proposed by the operation Divisions and to comment on legislative proposals by other bureaux and departments for conformity with the building control policies and legislations administered by the Buildings Department;
5. to act as a member of Fire Service Installation Contractor Disciplinary Board;
and
6. to carry out research on legal issues relating to building control as directed by Director of Buildings, Deputy Director of Buildings, Assistant Director/Corporate Services or Assistant Directors of the Operation Divisions.

**Duty Schedules of
Assistant Director/New Buildings 1 (AD/NB1) and
Assistant Director/New Buildings 2 (AD/NB2)**

Duties of AD/NB1

AD/NB1 manages the New Buildings Division 1 which administers the Buildings Ordinance (Cap. 123) (BO) to regulate the planning, design and construction of private developments as well as alteration and addition (A&A) works to existing buildings in Hong Kong, including chairing the Building Committee and Advisory Committee on Barrier Free Access in considering issues pertaining to the processing of building proposals; and the Fire Safety Committee to consider fire engineering proposals for the planning, design and construction of new building developments and A&A works. The incumbent reviews regulations, policies, procedures and technical standards to ensure effective and efficient control of the planning, design and construction of private developments and A&A works. AD/NB1 also assists the Director of Buildings and Deputy Director of Buildings in setting the policies and strategies on building control of new buildings and building works and management of the Department.

2. On top of these on-going commitments, AD/NB1 has to take on additional workload as follows –

- (a) the new package of measures to foster a quality and sustainable built environment took effect on 1 April 2011. To facilitate the vetting of alternative design proposals and applications for exemption/modification regarding the sustainable building design guidelines, we will expand the set-up of the Building Committee to include non-Government experts when processing such proposals and applications. AD/NB1 will have to chair these meetings of the expanded Building Committee;
- (b) AD/NB1 is also tasked with managing the Consultancy Study on Design and Construction Requirements for Residential Buildings for Energy Efficiency in Hong Kong, with a view to developing a set of design and construction guidelines for improving energy efficiency in residential buildings. The study is expected to be completed in 2011-12. Based on the findings and the conclusion of the study, AD/NB1 will then formulate administrative policies, technical standards as well as any proposed legislation (if required). In view of the technical nature of the above issues as well as the need to widely consult the industry, the above tasks are expected to occupy AD/NB1 in the next few years; and
- (c) another major future commitment of AD/NB1 is to take forward the comprehensive review of the Building (Planning) Regulations (Cap. 123 sub. leg. F) (B(P)R) in the next few years. The aim is to keep the B(P)R in pace with advancement of technology and transform the B(P)R, where appropriate, from a set of prescriptive standards to one of performance-based requirements.

/Duties

Duties of AD/NB2

3. AD/NB2 manages the New Buildings Division 2 which administers the BO to regulate the structural design and construction, site safety and quality supervision of private developments as well as A&A works to existing buildings, including chairing the Structural Engineering Committee in considering issues pertaining to the processing of structural proposals. The incumbent reviews regulations, policies, procedures, technical standards and practices to ensure effective and efficient control of the structural design and construction, site safety and quality supervision of private developments as well as A&A works to existing buildings, including chairing or administering the Technical Committees for Code of Practice related to structural design and construction (e.g. the structural use of concrete, the structural use of steel, foundations, wind effects, and demolition of buildings). AD/NB2 also assists the Director of Buildings and Deputy Director of Buildings in setting the policies and strategies on structural design and construction, site safety and quality supervision aspects of building control of private developments and management of the Department, and providing grade and staff management of Structural Engineer Grade and Technical Officer (Structural) Grade staff.

4. In the coming few years, AD/NB2 needs to revamp the existing Building (Construction) Regulations (Cap. 123 sub. Leg B) (B(C)R) and take forward a comprehensive legislative amendment to the B(C)R, and to set the associated technical requirements for promulgation in Practice Notes for Authorised Persons, Registered Structural Engineers and Registered Geotechnical Engineers, Engineering Manual, etc. The incumbent will review and make amendments to the technical requirements specified under all the existing Codes of Practice related to structural design and construction; and to review the existing requirements for the structural use of glass, and develop the associated technical guidelines.

Expected Increase in Workload

5. Other than the additional responsibilities to be undertaken by AD/NB1 and AD/NB2 respectively, various railway projects, which are subject to the control of the BO, will be implemented in full swing in the years ahead. In the light of the increase in land supply to induce increase in housing supply, it is anticipated that there will be an increase in the number of new development projects. A&A works to existing buildings are also expected to increase with the implementation of the incentive scheme for wholesale conversion of existing industrial buildings. The workload in building control of new developments and A&A works to existing buildings will thus increase correspondingly, impacting on the overall workload related to new buildings under the two ADs' portfolio.

6. In the light of their existing and future commitments mentioned above, neither AD/NB1 nor AD/NB2 will have spare capacity to take up the duties to be entrusted to the existing and proposed Assistant Director posts handling works related to existing buildings without adversely affecting their own schedules of work.