

## **Legislative Council Panel on Housing**

### **Proposed Creation of Two Supernumerary Directorate Posts to Take Forward the Regulation of Sale of First-hand Residential Properties by Legislation**

#### **PURPOSE**

This paper seeks Members' views on a proposal to create the following two supernumerary directorate posts in the Housing Department (HD) with immediate effect upon approval by the Finance Committee (FC) up to 30 June 2013 for the purpose of taking forward the regulation of the sale of first-hand residential properties by legislation -

- (a) one Administrative Officer Staff Grade B (AOSGB) (D3) post, to be designated as Deputy Secretary (Special Duties) (DS(SD)), to head the new and time-specific Special Duties Unit (SDU) to take forward the regulation of the sale of first-hand residential properties by legislation; and
- (b) one Administrative Officer Staff Grade C (AOSGC) (D2) post, to be designated as Principal Assistant Secretary (Special Duties) to provide full-fledged support to DS(SD) to take forward the regulation of the sale of first-hand residential properties by legislation.

#### **JUSTIFICATION**

##### **Follow-up actions on the recommendations of the Steering Committee on the Regulation of the Sale of First-hand Residential Properties by Legislation (the Steering Committee)**

2. To enhance the transparency and fairness of the sales arrangements and transactions of first-hand residential properties, the Chief Executive announced in the 2010-11 Policy Address that the Transport and Housing Bureau (THB) would set up a steering committee to discuss specific issues on regulating the sale of first-hand residential properties by legislation. The Steering Committee was set up in October 2010.

3. The Steering Committee submitted its report to the Secretary for Transport and Housing in October 2011. It recommended that legislation be introduced to regulate the sale of all types of first-hand residential properties, including projects developed under old lease

conditions, Consent Scheme<sup>1</sup> projects, and projects outside the Consent Scheme. It also came up with detailed recommendations on the requirements on sales brochures, price lists, show flats, floor area information, transaction information, advertisements, sales arrangements, prohibition on misrepresentation, the nature and levels of penalties, the proposed set-up of an enforcement agency and the Property Market Information Platform (PMIP)<sup>2</sup>, and exemption arrangements.

4. In response to public demand for the early enactment of the legislation, THB will carry out a public consultation exercise in the form of a White Bill in November 2011 to expedite the legislative process. THB plans to submit the Blue Bill to the Legislative Council (LegCo) in March 2012 and make every effort to have the legislation enacted within 2012. Also, THB plans to set up the enforcement agency within one year after the enactment of the legislation and put in place the PMIP in tandem.

#### **The need for a new SDU to carry out the legislative exercise and prepare for the set-up of an enforcement agency**

5. Regulation of the sale of first-hand residential properties by legislation is one of the top priorities of the Government and a significant step in enhancing the transparency and fairness of the sale of first-hand residential properties and protecting home buyers' interest. The community in general is keen to see early enactment of the legislation. In order to seek to have the legislation enacted in 2012, we need to go through the following steps with no room for slippage:

- (a) we are working under a very tight timetable to finalise the draft White Bill and the public consultation document; and
- (b) the public consultation will last for about two months. While we will closely monitor the feedback and consider views once received, our experience is that the majority of the representations and views will reach us only towards the end of the public consultation period. The bulk of the work,

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<sup>1</sup> Since 1961, new Government leases normally include a provision which restricts any assignment or letting of uncompleted units prior to the issue of the Certificate of Compliance unless the prior written consent of the Director of Lands is obtained. The consent of the Director of Lands, if given, is granted at his discretion acting in the capacity of the landlord, and is subject to the rules of an administrative scheme referred to as the "Consent Scheme".

<sup>2</sup> The Steering Committee proposes the establishment of an online centralized property information platform providing property market information regarding first-hand private residential properties in Hong Kong.

including analysing the views received, compiling the public consultation report, completing the drafting work of the Blue Bill having regard to the views received as appropriate during the public consultation, will have to be completed within a very short period of time.

6. A summary of the major actions required between now and the scrutiny of the Bill by the LegCo is at **Annex A**.

7. Also, it is a very challenging timetable to have the proposed enforcement agency in place within one year after the enactment of the legislation. Practice manuals and detailed operational guidelines on best practices will have to be worked out after the enactment of the legislation and before the enforcement agency comes into operation, so as to ensure that the sales of first-hand residential properties can continue to be conducted in an orderly manner under the legislative regime. A website will have to be designed and set up for the enforcement agency to explain the functions and powers of the enforcement agency and provide frequently asked questions and answers. Briefings and discussions will have to be organized for the professional bodies and trade associations representing the key stakeholders, such as the Real Estate Developers Association of Hong Kong (REDA), the various estate agency trade associations, the Law Society of Hong Kong, the Hong Kong Institute of Architects, and the Hong Kong Institute of Surveyors, to help them familiarize with the requirements under the legislation before the legislation comes into effect. Also, we have to go through all the established procedures to have the civil service posts created<sup>3</sup> and the office set up. Likewise, we aim to have the PMIP operating around the same time when the enforcement agency is in place.

8. The Bill is a complicated piece of legislation. We will have to set out in very specific terms the statutory requirements with regard to the sales brochures, price lists, show flats, floor area information, transaction information, advertisements, sales arrangements, conveyancing practices, prohibition on misrepresentation and dissemination of false and misleading information, penalty levels, enforcement agency, and exemption arrangements.

9. The subject of regulating the sale of first-hand residential properties involves many stakeholders of different interests, including

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<sup>3</sup> The Steering Committee recommends establishing the new enforcement agency under the Housing Branch of THB to expedite the implementation of the new legislation. The Steering Committee also recommends that the Administration should keep open the option of transforming the enforcement agency into a statutory body at an appropriate time.

developers, estate agents, and professionals such as lawyers, architects, surveyors, and those working in the advertising industry. In addition, the general public, particularly the prospective flat buyers will also be very interested. We therefore expect that there will be diverse views from stakeholders on the various aspects and details of the Bill.

10. Given the tight timeframe and the complexity of the tasks involved, THB will set up a time-specific unit known as SDU to fully focus on taking forward the legislative exercise and to set up the proposed enforcement agency and the PMIP.

### **Need for directorate support**

11. It is crucial to have an AOSGB to head the SDU on a full-time basis, given that prompt and clear steer will have to be given to the SDU team in response to developments throughout the legislative exercise. The AOSGB will lead the Administration's team in attending the Bills Committee meetings, chairing inter-bureaux/departmental meetings to resolve issues as necessary, and working closely with the Bills Committee Members to ensure the legislation be enacted within the tight timeframe. Also, the AOSGB will have to maintain an effective communication with the stakeholders at senior level to build support for the Bill, with a view to ensuring a smooth transition to the legislative regime. The AOSGB will also oversee the setting up of the enforcement agency and implementation of the PMIP.

12. The AOSGC will be the overall quality controller of the work to ensure that they are delivered within schedule and are in line with the policy objectives. He will have to keep watch of the bottlenecks, potential problems and identify solutions to overcome possible delays. Also, he will focus on monitoring the public consultation exercise, formulating recommendations on the way forward for views received during the public consultation, ensuring that the Blue Bill is in order, providing support to the AOSGB at Bills Committee meetings and taking follow-up actions, and ensuring the timely establishment of the enforcement agency and implementation of the PMIP.

13. The job descriptions for the proposed AOSGB and AOSGC posts are at **Annexes B and C** respectively.

### **Need for Non-directorate support**

14. The proposed SDU will be supported by four additional non-directorate posts, viz. one Senior Administrative Officer (SAO), one Senior Executive Officer (SEO) and two Personal Secretary I posts. All

these posts will be on a time-limited basis to be created up to June 2013 which dovetail the proposed term for the supernumerary AOSGB and AOSGC posts. Further to these posts, one SAO and one Personal Secretary II will work under the SDU through internal redeployment.

15. In view of the tight timeframe, the two SAOs will be required to be responsible for different parts of the Bill. One of the SAO's portfolio will cover matters relating to the scope of first-hand residential properties, sales brochures, price lists, disclosure of transaction information, advertisements, show flats, sales arrangements and exemption arrangements. The other SAO's portfolio will cover matters relating to conveyancing practices, misrepresentation and dissemination of false or misleading information, penalties and prosecutions, enforcement agency and the PMIP. They will be the day-to-day working contact with the Department of Justice and the Law Draftsman on the White Bill for public consultation and the Blue Bill. Also, they will provide support for the Bills Committee meetings, the Committee Stage Amendments, and handle comments and proposals from stakeholders.

16. The SEO post will provide executive support to the public consultation exercise and the logistics for setting up the enforcement agency, including the creation of civil service posts and office accommodation. The SEO will also be responsible for general administration and resource management of the SDU.

17. The proposed organisation chart of the SDU is at **Annex D**.

## **Alternatives Considered**

### *Proposed supernumerary post of AOSGB*

18. There are two Administrative Officer grade posts at the Deputy Director level in the Housing Department, viz. Deputy Secretary for Transport and Housing (Housing)/Deputy Director (Strategy) (DS(H)/DD(S)) which is an AOSGB1 (D4) post and Deputy Director (Corporate Services) (DD(CS)) which is an AOSGB (D3) post. For the past 12 months or so, DS(H)/DD(S)) has been taking the lead on the work of the Steering Committee and supervising on a part-time basis the work of the Principal Assistant Secretary (Private Housing) (Special Duties) (PAS(PH)(SD)) and two SAOs in providing secretariat support to the Steering Committee. We have critically examined whether the incumbent has any spare capacity to further absorb the additional work arising from the proposal to regulate the sale of first-hand residential properties through legislative means. However, as the incumbent is fully occupied by her ongoing and new commitments including the

annual review of the Waiting List income and asset limit for public rental housing (PRH) applicants which will take place in the first quarter of each year, the biennial rent review of PRH which will take place in 2012, the implementation of the new Home Ownership Scheme (new HOS) and the My Home Purchase Plan (MHPP), it is operationally not possible for her to take up the whole range of duties to be entrusted to the proposed supernumerary AOSGB post in the coming 18 months or so without affecting the discharge of her existing and other new duties. Likewise, we consider it not feasible for DD(CS) to take up the work of the proposed AOSGB post given his huge portfolio, including the Housing Authority's (HA) consultancy study to review the pay package of its contract staff, HA's IT strategy consultancy to produce a roadmap that addresses the future business needs of HA, an overall major strategic asset allocation review for HA in 2012, and the management services study on the Housing Grade manpower situation which will be completed in 2012. Details of the work schedule of DS(H)/DD(S) and DD(CS) are at **Annex E**.

*Proposed supernumerary AOSGC post*

19. The incumbent of the post of PAS(PH)(SD), who is currently providing support on a full-time basis to DS(H)/DD(S) on the Steering Committee, is on loan from the Rating and Valuation Department (RVD) up to mid-November 2011. We have explored with RVD the possibility of extending his stay in HD, with a view to taking up the additional workload of the proposed supernumerary AOSGC post. However, RVD considers this not possible as the department needs the return of the incumbent to meet its operational requirements.

20. We have critically examined the possibility of re-deploying the existing three AOSGCs in HD, namely Principal Assistant Secretary (Housing) (Private Housing)/Assistant Director (Private Housing), Principal Assistant Secretary (Housing) (Policy Support)/Assistant Director (Policy Support) and Assistant Director (Strategic Planning), to take up the duties of the proposed supernumerary AOSGC post. As these officers are already fully stretched with their own duties including working out the implementation details of the new HOS and the enhanced MHPP, conducting the biennial rent review and the annual review on the Waiting List income and asset limits of PRH applicants, monitoring the property market and the sale of uncompleted residential properties, and handling LegCo matters in relation to housing, they are not able to absorb the additional workload. Details of the work schedules of the three posts are at **Annex F**.

21. Apart from the three AOSGC posts, there are 11 Assistant Director (AD) posts at D2 level making up of other grades. We have also critically reviewed the possible redeployment of these AD posts to take up the tasks of the proposed supernumerary AOSGC post. However, they are already fully occupied with their own schedules which spans extensively across a wide range of areas and it is not viable for them to absorb the additional workload. The Senior Principal Executive Officer is responsible for the overall administration of HD. The Assistant Director of Accounting Services is responsible for finance and accounting matters of HD/HA. The Assistant Director of Housing/Legal Advice is responsible for the provision of legal advice to HD and HA. The remaining eight Assistant Directors of Housing are departmental grade officers responsible for professional areas of work such as estate management, project management and procurement of HA's projects.

22. The proposed organization chart of HD having taken into account the proposed SDU is at **Annex G**.

### **Bridging arrangements**

23. The Steering Committee submitted its report to THB on 10 October 2011. In order not to cause delay in kick-starting the consultation and legislative process, THB created a supernumerary AOSGC post for the SDU under delegated authority on 14 October 2011 while waiting for the formal creation of the post. The post is urgently required to work in parallel with PAS(PH)(SD) to kick-start the consultation and legislative process right after the submission of the report by the Steering Committee, in particular to get prepared for the public consultation exercise in the form of a White Bill as mentioned in paragraph 5 (a) and (b) above. The AOSGC post created under delegated authority will lapse on 13 April 2012 or upon the approval by the FC of the LegCo for the creation of the aforesaid supernumerary AOSGC post, whichever is the earlier.

### **FINANCIAL IMPLICATIONS**

24. The proposed creation of the supernumerary AOSGB and AOSGC posts will bring about an additional notional annual salary cost at mid-point of \$3,481,800, as follows –

<b>Rank</b>	<b>Notional Annual Salary Cost at Mid-point</b>	<b>No. of post</b>
AOSGB (D3)	1,870,200	1
AOSGC (D2)	1,611,600	1
<b>Total</b>	<b>3,481,800</b>	<b>2</b>

25. The additional full annual average staff cost (including salaries and staff on-cost) for these two posts is \$4,896,000. As for the four additional non-directorate posts mentioned in paragraph 14 above, the notional annual salary cost at mid-point and the full annual average staff cost (including salaries and staff on-cost) are \$2,501,220 and \$3,764,000 respectively.

26. We have included sufficient provision in the 2011-12 Estimates to meet the cost of these proposals and will reflect the resources requirement in the Estimates of subsequent years.

### **ADVICE SOUGHT**

27. Members are invited to comment on the proposal. Subject to Members' views, we will submit the proposal to the LegCo Establishment Subcommittee in November 2011 and the LegCo FC for approval in December 2011.

Transport and Housing Bureau  
November 2011



**Regulation of the Sale of First-Hand Residential Properties  
by Legislation**

**Major actions required**

- Launch the public consultation exercise which will last for about two months in November 2011.
- Listen to Housing Panel Members' views at the Housing Panel meeting in December 2011.
- Housing Panel meeting to discuss the Bill in the first quarter of 2012.
- Publish the public consultation report and have the Blue Bill gazetted in the first quarter of 2012.
- Submit the Blue Bill to the Legislative Council for scrutiny in the first quarter of 2012.

**Proposed Job Description  
Deputy Secretary (Special Duties)**

Rank : Administrative Officer Staff Grade B (D3)

Responsible to : Permanent Secretary for Transport & Housing  
(Housing)/Director of Housing

**Main Duties and Responsibilities:**

1. To provide steer and oversee the preparation of the White Bill on the Regulation of the Sale of First-hand Residential Properties and the public consultation exercise.
2. To provide steer and oversee the preparation of the draft Bill for submission to the LegCo.
3. To take the lead in handling the Bills Committee.
4. To provide steer and oversee the establishment of the enforcement agency.
5. To provide steer and oversee the implementation of the one-stop Property Market Information Platform for public access.
6. To carry out any other duties.

**Proposed Job Description**  
**Principal Assistant Secretary (Special Duties)**

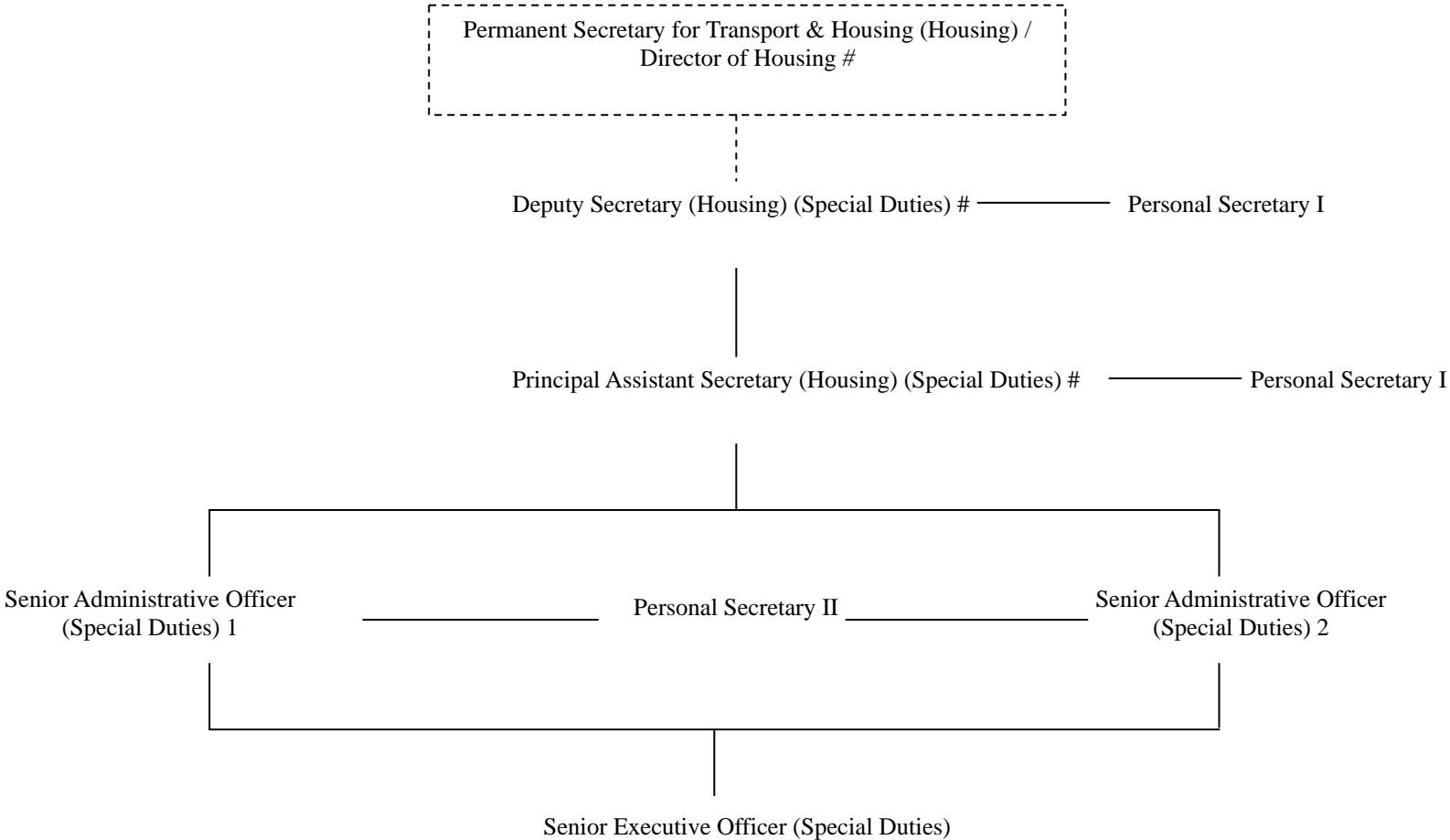
Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Secretary (Special Duties)

**Main Duties and Responsibilities :**

1. To assist in overseeing the preparation of the White Bill on the Regulation of the Sale of First-hand Residential Properties and the public consultation exercise.
2. To assist in overseeing the preparation of the draft Bill for submission to the LegCo.
3. To provide support to Deputy Secretary (Special Duties) at the Bills Committee.
4. To assist in the establishment of the enforcement agency.
5. To assist in the implementation of the one-stop Property Market Information Platform for public access.
6. To carry out any other duties.

**Organisation Chart of  
the Special Duties Unit**



# These posts are given bureau designations to better reflect the policy related duties.

**Duties and Responsibilities of  
Deputy Secretary (Housing)/ Deputy Director (Strategy) and  
Deputy Director (Corporate Services)**

**Deputy Secretary(Housing)/Deputy Director (Strategy)  
(DS(H)/DD(S))**

DS(H)/DD(S) leads and heads the Strategy Division which comprises four Subdivisions, namely Strategic Planning Sub-division, Policy Support Sub-division, Private Housing Sub-division and Housing Subsidies Sub-division. The Division is responsible for formulating and overseeing of private and public housing policies and strategies, including preparation of Housing Authority's (HA) corporate plan and carrying out certain operational functions of the Housing Department (HD).

2. DS(H)/DD(S) is involved in both policy making at bureau level and in operational policies and responsibilities at departmental level. The duties span from formulating housing policies and new measures in relation to the private housing market, overseeing the work of the Estate Agents Authority, providing policy input on housing related initiatives for the Policy Address and the Budget, monitoring the subsidized housing schemes entrusted to the Hong Kong Housing Society (HKHS), to conducting and reviewing strategic planning issues on public rental housing (PRH), and overseeing allocation and waiting list matters for PRH.

3. To quote some specific examples on the public housing front, the Waiting List income and asset limits for PRH applicants is subject to an annual review which takes place in the first quarter of each year. There is also the biennial rent review of PRH under HA. The second review will take place in 2012. The review determines the rate of adjustment of rent of about 700 000 PRH households in Hong Kong. In addition, DS(H)/DD(S) has to monitor and provide policy steer on issues relating to the PRH application procedures, flat allocation mechanism, and the rehousing policy. She also manages and gives steer to related surveys

and statistical analysis to maintain the average waiting time for PRH general applicants at about three years. In the coming months, one of her main duties is to work out proposals on the implementation details for the new Home Ownership Scheme for discussion by HA.

4. On the private housing front, DS(H)/DD(S) is responsible for overseeing the monitoring work of the property market. She has to also maintain liaison with the HKHS on the My Home Purchase Plan, including the enhancement measures. Also, she is heavily involved in the formulation of new initiatives on measures, including anti-speculative measures, to ensure the healthy and stable development of the property market.

#### **Deputy Director (Corporate Services)**

5. DD(CS) leads and oversees the Corporate Services Division (CSD) which comprises seven subdivisions/units, namely, administration Sub-division, Finance Sub-division, Legal Sub-division, Information Technology Sub-division, Information and Communication Sub-division, Management Services Sub-division and Committees' Section.

6. On staff relation and management functions, DD(CS) oversees and steers the implementation of the Long Term Manpower Strategy of HA which for historical reasons, comprises both civil servants and HA contract staff. The issues require careful crafting of the policies and practices concerned, as well as effective engagement with the staff side representatives and the HA members to ensure acceptance of the initiatives.

7. Since HA is financially independent, DD(CS) is responsible for overseeing the financial control and resources allocation within the department as well as the management and investment of HA's fund. DD(CS) maintains a close oversight all through the budget preparation process of HA from the setting of assumptions, vetting new resource bids, to explaining and ensuring the smooth passage of the annual budget to the Finance Committee (FC) of the HA and the HA. He is closely involved

in the regular review of HA's investment strategy and rebalancing among different approved asset classes. He works closely with members of the FC and the Funds Management Sub-committee to set HA's investment strategy within HA's acceptable risk tolerance level, taking into account the economic situation.

8. As for the general public relation front, while the day to day work is normally administered by the Information and Communication Sub-division, DD(CS) helps drive strategic PR initiatives.

9. DD(CS) chairs the departmental Information Technology Development Committee which reviews and approves the various major IT initiatives of HA. Also, he chairs the Project Steering Committee on the Enterprise Resources Planning project, which seeks to integrate the finance, procurement and estate maintenance computer applications into a fully integrated system. Phase 1 of the project was rolled out in September 2011, and Phase 2 in September 2012.

10. There will be several major CSD initiatives coming up in the next few months which will require close supervision of DD(CS). They include: HA's consultancy study to review the pay package of its contract staff; HA's IT strategy consultancy to produce a roadmap that addresses the future business needs of HA; an overall major strategic asset allocation review for HA in 2012; the management services study on the Housing Grade manpower situation which will be completed in 2012; and the planning of the celebration for 60<sup>th</sup> Anniversary of public housing development.

**Duties and Responsibilities of  
Principal Assistant Secretary (Housing) (Policy Support)/  
Assistant Director (Policy Support),  
Principal Assistant Secretary (Housing) (Private Housing)/  
Assistant Director (Private Housing) and  
Assistant Director (Strategic planning)**

**Principal Assistant Secretary (Housing) (Policy Support)/  
Assistant Director (Policy Support) (PAS(PS)/AD(PS))**

PAS(PS)/AD(PS) is responsible for handling Legislative Council (LegCo) matters in relation to housing, providing support for the attendance of the Secretary for Transport and Housing at the LegCo and other forums, and coordinating policy inputs on major housing issues within and outside Housing Department (HD) including for the Policy Address and the Annual Budget.

2. As housing is one of the major concerns in the community, the volume of LegCo-related work, including LegCo questions, motion debates, case conferences, Panel meetings, and replies to representations to LegCo Secretariat, has been increasing tremendously. As such, PAS(PS)/AD(PS) is fully stretched in his existing schedule.

**Principal Assistant Secretary (Housing) (Private Housing)/Assistant  
Director (Private Housing) (PAS(PH)/AD(PH))**

3. PAS(PH)/AD(PH) is responsible for monitoring the private residential property and rental market, formulating proposals to ensure the stable and healthy development of the property market, liaising with the Real Estate Developers' Association of Hong Kong (REDA) and the Consumer Council on measures to strengthen and promote transparency and fair practices in the sale of uncompleted residential properties, providing policy input to the Lands Department's Consent Scheme in respect of consumer protection, working closely with the Estate Agents Authority on policy matters relating to the regulation of estate agents, liaising with the Hong Kong Housing Society (HKHS) on the implementation of the My Home Purchase Plan (MHPP), and overseeing elderly housing projects of the HKHS.



4. More specifically, PAS(PH)/AD(PH) oversees the analysis and compilation of reports on the projected supply of first-hand residential properties, which are published on a quarterly basis for public consumption. He works closely with Lands Department and REDA on enhancing the Consent Scheme and REDA's guidelines as necessary. He also has to keep watch on the sales of uncompleted residential properties under the Consent Scheme and follow up those cases of non-compliance with REDA and Lands Department. PAS(PH)/AD(PH) is also heavily involved in the formulation of proposals and implementation details of anti-speculative measures and new initiatives in relation to housing. He is responsible for monitoring the effectiveness and impact of the Special Stamp Duty. In the coming year, he will work closely with the HKHS to work out the implementation details of MHPP, including the enhancement measures, with a view to ensuring that the first MHPP project will be ready for pre-letting in 2012.

**Assistant Director (Strategic Planning) (AD(SP))**

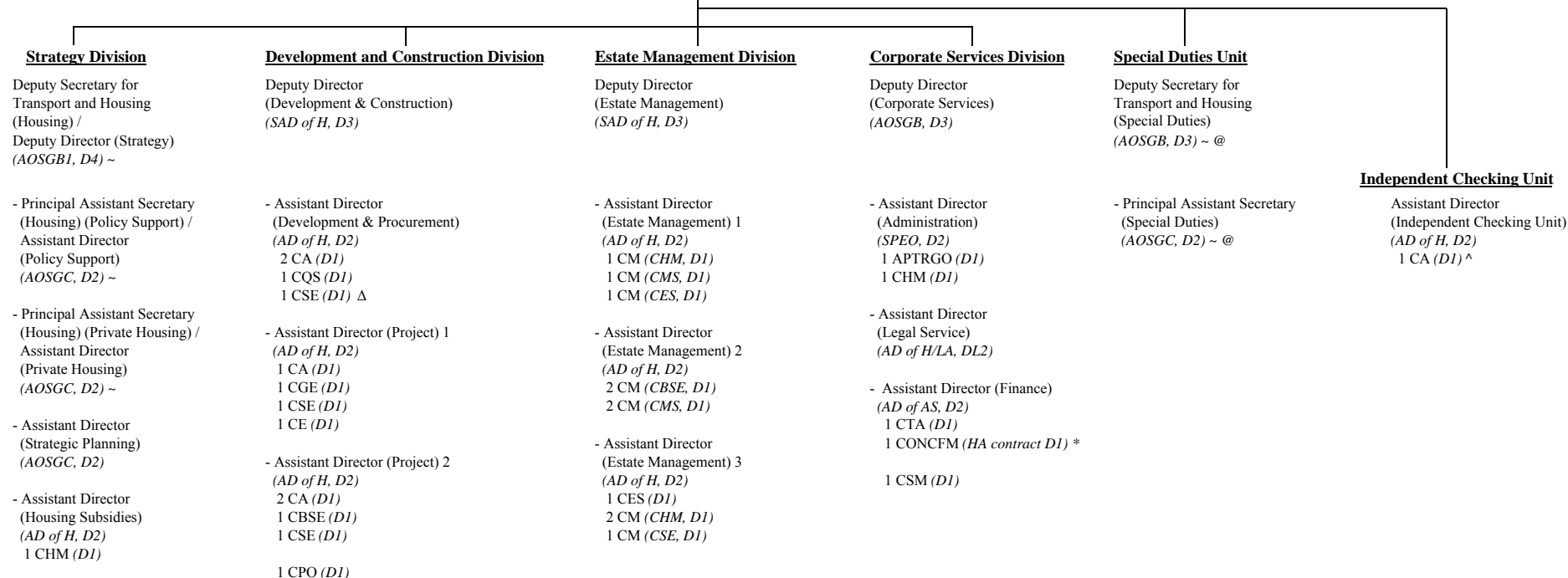
5. AD(SP) is responsible for formulating the policies on the new Home Ownership Scheme (new HOS) and the revitalization of the HOS secondary market, reviewing the income and asset limits for public rental housing (PRH), conducting the rent review of the public housing, monitoring the overall performance of the public housing production programme, conducting and supervising statistical researches, and overseeing and managing the corporate planning process of the Housing Authority (HA).

6. In addition, AD(SP) has to monitor the public housing construction programme, and the average waiting time of the Waiting List for PRH, and respond to LegCo, HA and the public's enquiries. In the light of the increasing public concern on the demand for public housing and average waiting time, AD(SP) is expected to be heavily involved in the analysis of data and formulation of projections. Looking ahead, he will provide assistance to formulation of policies on the implementation of the new HOS, including the premium payment arrangement, pricing of the flats and the eligibility criteria. He will have to draw up the implementation details of the new HOS, taking into account the past experience of HOS and other subsidized sales schemes, assess the implications to the existing HOS flat owners and the community's reactions, etc, and formulate proposals for HA's consideration.

7. AD(SP) will also be heavily involved in the biennial rent review and the annual review on the Waiting List income and asset limits by analyzing the data, drawing up the discussion papers, and presenting the outcome of the reviews to HA and LegCo. Apart from the above, AD(SP) is tasked to manage the corporate planning process of HA through coordination of inputs from various Divisions of HD and via discussions at the various Committees of HA.

## Proposed Directorate Structure of Housing Department

Permanent Secretary for Transport and Housing (Housing)/Director of Housing  
(AOSGA1, D8) ~



### Legends:

AD of AS - Assistant Director of Accounting Services  
AD of H - Assistant Director of Housing  
AOSGA1 - Administrative Officer Staff Grade A1  
AOSGB1 - Administrative Officer Staff Grade B1  
AOSGB - Administrative Officer Staff Grade B  
AOSGC - Administrative Officer Staff Grade C  
APTRGO - Assistant Principal Training Officer  
CA - Chief Architect  
CBSE - Chief Building Services Engineer  
CE - Chief Engineer  
CES - Chief Estate Surveyor  
CGE - Chief Geotechnical Engineer  
CHM - Chief Housing Manager

CM - Chief Manager  
CMS - Chief Maintenance Surveyor  
CONCFM - Contract Chief Finance Manager  
CPO - Chief Planning Officer  
CQS - Chief Quantity Surveyor  
CSE - Chief Structural Engineer  
CSM - Chief Systems Manager  
CTA - Chief Treasury Accountant  
HA - Housing Authority  
LA - Legal Advice  
SAD of H - Senior Assistant Director of Housing  
SPEO - Senior Principal Executive Officer

~ - These posts are given bureau designations to better reflect the policy-related duties.  
Δ - Post deployed to Independent Checking Unit on a part-time basis  
^ - Post temporarily deployed to Independent Checking Unit  
\* - HA contract post  
@ - Supernumerary posts proposed for creation