

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 62 – HOUSING DEPARTMENT

Subhead 003 Recoverable salaries and allowances (General)

Subhead 000 Operational expenses

Members are invited to recommend to Finance Committee the creation of the following permanent posts in the Housing Department with effect from the date of approval by Finance Committee –

1 Chief Architect
(D1) (\$115,050 - \$125,800)

1 Chief Structural Engineer
(D1) (\$115,050 - \$125,800)

1 Chief Engineer
(D1) (\$115,050 - \$125,800)

PROBLEM

There is a need for additional directorate support in the Development and Construction Division (DCD) of Housing Department (HD¹) to cope with the substantial increase in workload arising from the new public housing production targets and the administration and implementation of housing-related infrastructural projects under the Capital Works Reserve Fund (CWRP) Head 711² in order to ensure the timely delivery of the public housing production targets as

/pledged

¹ HD is the executive arm of the Hong Kong Housing Authority (HA). HD staff (all being civil servants) are seconded to HA, which also employs its own staff under HA contract terms.

² Provisions under this Head are expenditures on housing-related infrastructural projects.

pledged by the Government and provision of the necessary infrastructure for public housing projects.

PROPOSAL

2. We propose to create three permanent directorate posts in DCD with effect from the date of approval by Finance Committee (FC), including –

- (a) one Chief Architect (CA) (D1) and one Chief Structural Engineer (CSE) (D1) posts to cope with the increase in workload arising from the new public housing production targets; and
- (b) one Chief Engineer (CE) (D1) post for the administration and implementation of housing-related infrastructural projects under CWRP Head 711.

JUSTIFICATION

The New Public Housing Production Targets and Corresponding Housing-related Infrastructural Projects under CWRP Head 711

3. The Chief Executive announced in the 2013 Policy Address that the production of public rental housing (PRH) flats would increase by 5 000 per year on average from 2018-19 onwards, i.e. from the current yearly average of 15 000 units to 20 000 units, with a compressed lead time of five years. At the same time, upon the Government's resumption of the Home Ownership Scheme (HOS) in late 2011, a total of 17 000 HOS flats would be provided over the four years from 2016-17 to 2019-20, with a target production of 5 000 HOS flats a year on average thereafter. The first batch of new HOS flats is scheduled for pre-sale in end 2014.

4. In response to the above policy manifestations, the overall public housing production target has increased substantially to a yearly average of 25 000 units (20 000 PRH units and 5 000 HOS units). This has considerable workload implications for all divisions in HD, in particular DCD which is tasked to produce PRH and HOS flats. As announced by the Chief Executive in the latest 2014 Policy Address, the public housing production target for the next ten years will be further increased to an yearly average of 28 000 units, of which 8 000 are HOS units. Therefore, there will be further increase in workload in all concerned divisions. HD will continuously review the change in workload and its implications for manpower in the Department. With the approval of FC, a total of eight directorate posts have been created in DCD to cope with the additional workload since July 2012, including –

/(a)

- (a) six directorate posts, namely one Assistant Director of Housing (AD of H) (D2), one CA (D1), one Chief Building Services Engineer (CBSE) (D1), one Chief Planning Officer (CPO) (D1), one Chief Quantity Surveyor (CQS) (D1) and one CSE (D1), approved by FC on 13 July 2012 and created on the same date (vide EC(2012-13)6) to kick-start the planning and design work relating to the new HOS; and
- (b) two chief professional posts, namely one CE (D1) and one Chief Geotechnical Engineer (CGE) (D1) approved by FC on 15 March 2013 and created on 1 April 2013 (vide EC(2012-13)21) as the construction and development programme of HOS has moved into the detailed design and construction stages and it has become apparent that most of the sites identified for the new HOS have very complicated engineering constraints or are located in Designated/Scheduled Area³ or are exposed to natural terrain hazards, which call for greater engineering input.

In addition to the above, the directorate support of DCD has also been strengthened by the return of temporarily redeployed chief professional posts from the Independent Checking Unit (ICU), including one CA post and one part-time CSE post⁴, after the creation of two new directorate posts in ICU as approved by the FC on 15 March 2013 (vide EC(2012-13)21).

5. In view of the on-going increase in workload for implementation of the public housing production targets, and the corresponding increase in housing-related infrastructural projects under CWRP Head 711, we need to further strengthen the directorate support in DCD by creating the three directorate posts, i.e. one CA, one CSE and one CE at this stage. The ensuing paragraphs explain the needs for these three proposed posts.

Need for Additional Chief Professional Posts in DCD

Functions and Directorate set-up of DCD

6. DCD is responsible for the production of PRH and HOS flats. The work includes all facets of project management and production from the initial site search and feasibility studies, community engagement, planning, design,

/contract

³ As defined by the Buildings Ordinance (Cap. 123), these are areas with complex geological conditions e.g. cavities or in proximity to railway lines and sewage tunnels, which have significant impacts on the proposed foundation design, geological works and construction programme.

⁴ One CSE post in DCD was temporarily redeployed on a part-time basis to ICU to discharge the building control functions since April 2006. The redeployment arrangement was ceased upon the creation of a CSE post in ICU in April 2013.

contract management, commissioning for occupation, up to the expiry of the initial maintenance period and the settlement of final accounts. DCD is also responsible for establishing operational policies on procurement, design, construction, quality performance assessment, dispute resolution, research and development, safety and environmental management for public housing development in Hong Kong.

7. DCD is headed by a Senior Assistant Director of Housing (D3) designated as the Deputy Director (Development and Construction) (DD(DC)). With the creation of eight directorate posts and the return of one CA post and one part-time CSE post from ICU as mentioned in paragraph 4 above, DD(DC) is now underpinned by four Assistant Directors of Housing (D2) (ADs of H) and 21 chief professionals⁵ (at D1 level). DCD works as a fully integrated multi-disciplinary matrix organisation to deliver the Public Housing Construction Programme (PHCP) as each and every housing development requires input from all professional disciplines. At present, DD(DC) directly supervises CPO/2 for the initial work stages of projects which include site potential studies, feasibility and planning stages. The two CPOs (i.e. CPO/1 and CPO/2) and Chief Civil Engineer/1 (CCE/1) also assist DD(DC) in performing daily bureau functions, including matters relating to land supply for public housing development, Committee on Housing Development, administration of projects under CWRP Head 711, etc. The existing organisation chart of DCD is at Enclosure 1.

Encl. 1

8. DCD is working against a severely compressed timetable on both PRH and new HOS developments. The increase in housing production by 5 000 PRH units annually from 2018-19 is a major challenge and will stretch the existing manpower beyond the limit. There is thus an urgent need for additional chief professional posts in DCD in order to ensure timely delivery of the housing production targets. Given that each of the professional disciplines has their distinct roles to play, and the need to cope with the increase in workload to kick off the new projects at planning and design stage, we propose to create two chief professional posts, i.e. one CA post and one CSE post. For the implementation of an increasing number of infrastructural projects under CWRP Head 711, we also propose to create one CE post.

Need for a Permanent CA Post

9. There are currently seven CA posts in DCD, namely CA/1, CA/2, CA/3, CA/4, CA/5, CA/Development and Standards (CA/D&S) and CA/Procurement (CA/P). CA/1, CA/2, CA/3, CA/4 and CA/5 are responsible for handling new public housing developments and monitoring of the works.

/CA/D&S

⁵ The 21 chief professionals include seven CA; two CBSE; two CE; two CGE; two CPO; two CQS and four CSE.

CA/D&S is responsible for handling central functions including development and standards matters, while CA/P is responsible for handling corporate functions including management of the list of contractors, procurement/tendering and other support functions for HA. Both CA/D&S and CA/P are fully stretched due to the substantial increase in workload in recent years as a result of the increase in production quantum, housing stock, product type with HOS and the associated procurement activities, new line of client requirements for sale of flats, plus other enhancements to design standards (such as the Carbon Labeling Scheme, Barrier Free Access provision, Sustainable Design, etc.), specifications (for example, for implementation of environmental initiatives such as Building Environmental Assessment Method Plus (BEAM Plus)⁶) and procurement systems (for example, an enhanced system to interview and quarantine contractors involved in site safety accidents or incidents that may cause potentially serious consequences or serious accidents, increasing briefings and experience sharing for contractors, etc.), and increased tendering due to the increase in public housing production projects.

10. Despite the creation of one additional CA post (i.e. CA/4) and the return of one CA (i.e. CA/5) to handle the HOS developments and oversee the conduct of site potential and feasibility studies, the five CA Teams are fully engaged as a result of the increased complexity of projects, rising public expectation, the need to comply with the latest statutory requirements and various initiatives (such as Gross Floor Area (GFA) Concessions⁷, implementation of BEAM Plus Requirements and management of BEAM Plus Site Measurement Consultancies, Air Ventilation Assessments, Visual Impact Assessment Studies, Surprise Safety Inspection Scheme, etc.) that have been implemented over the years. To meet the new housing production targets mentioned in paragraph 3 above, with an annual PRH production of 20 000 flats from 2018-19 onwards, and working under a lead time of at least five years from planning to completion, preliminary work commenced in 2013 but additional manpower resources are required urgently.

11. Furthermore, there is a significant increase in site formation, housing-related infrastructures and supporting community facilities like community halls, open spaces, public transport interchanges, etc. as part of the public housing programme. These must be completed as early as 2017-18, and executed as an integral part of the public housing projects. These have substantially increased the workload of the project teams under the leadership of CAs who act as Project Managers of HA and are responsible for co-ordinating the public

/consultation

⁶ BEAM Plus is a locally devised mechanism developed by the Hong Kong Green Building Council for comprehensive green building assessment, certification and performance labeling.

⁷ GFA Concession refers to GFA of those features or areas that can be exempted or disregarded in the overall GFA calculation. Studies on new measures have to be conducted in accordance with the Practice Notes for Authorised Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) No. APP-151 and APP-152.

consultation and community engagement exercises from the planning stage. The CAs are also responsible for acting as the equivalent to Authorised Persons under the Buildings Ordinance (Cap. 123), functioning as the co-ordinator and Contract Manager for supervision and delivery of the completed buildings. We therefore propose to create an additional CA post to cope with the substantial workload.

12. The proposed CA post (to be designated as CA/6) will be responsible for handling the increase in workload for part of the new PRH flat development and monitoring of the works. As the project manager for public housing projects including all associated housing-related infrastructures and supporting community facilities, CA/6 will provide steer and leadership for the project from inception to post-construction stages of the development, lead community engagement and associated improvement works in the development (such as footbridges, lift towers, community halls, welfare and community facilities, etc.), and oversee the provision of architectural services for the potential site studies, planning, design and construction of the additional PRH development. There will not be any major changes to the responsibilities of the other seven existing CAs. The job description of the proposed CA post, which is the same as that of the existing CA/1 to 3, is at Enclosure 2. The division of work of CA/1 to 3 and 6 will be by project basis, taking into consideration the different stages of works, and possibly districts of the projects.

Encl. 2

Need for a Permanent CSE Post

13. At present, there are four CSE posts in DCD. CSE/1 and CSE/2 are responsible for providing structural engineering input to PRH developments including the conduct of feasibility studies for new potential housing sites. CSE/3 is responsible for the same duties as CSE/1 and CSE/2, but mainly for provision of structural engineering services for HOS production. The fourth CSE, namely CSE/Development and Construction (CSE/DC), is responsible for performing central support functions for structural design, standards and specifications, construction materials testing, operation of contractors' performance assessment systems and implementation of product certification of building components and precast concrete structural components.

14. Given the increasing workload over the years and proliferation of projects with very complicated engineering constraints demanding heavier engineering input in detailed design, coupled with the compressed lead time to meet the production target, the four CSEs in DCD are fully stretched and have no capacity to take up the extra structural engineering work generated from the new commitment in housing production. We therefore propose to create one additional

/CSE

Encl. 3

CSE post (to be designated as CSE/4) to oversee the provision of structural engineering services for the potential site studies, planning, design and construction of the additional PRH development; and provide structural engineering support, from inception to post-construction stages of the development, to community engagement and associated improvement works in the development (such as footbridges, lift towers, community halls, welfare and community facilities, etc.). There will not be any major changes to the responsibilities of the four existing CSEs. The job description of the proposed CSE post is at Enclosure 3.

Need for a Permanent CE Post

15. There are two existing CE posts in DCD, namely CCE/1 and CCE/2. CCE/1 is responsible for leading the delivery of civil engineering services and conducting drainage/sewerage/traffic/environmental engineering impact assessments for PRH projects. CCE/1 is also responsible for providing land surveying services and formulating civil engineering standards for PRH and HOS projects; and administering on a part-time basis housing-related infrastructural projects under CWRP Head 711. CCE/2 is responsible for leading the delivery of civil engineering services, conducting drainage/sewerage/traffic/environmental engineering impact assessments for the new HOS projects. CCE/2 is also responsible for administering integrated planning and engineering studies for potential housing sites and housing-related infrastructural projects in respect of redevelopment or upgrading of aged estates.

16. In order to achieve the new housing production targets as set out in paragraph 3 above, the Planning Department and HD have jointly identified a considerable number of potential public housing sites, including large scale sites. More potential sites are being identified to meet the long term housing demand. However, most of the sites recently identified have not been properly zoned and formed with the necessary infrastructures. They lack adequate housing-related infrastructures and supporting community facilities such as road network, traffic/transportation facilities, water supply, sewerage system, district open space, community hall, etc. As a result, a lot of CWRP Head 711 infrastructural projects have to be implemented in order to make the potential sites suitable for public housing development. There will also be more supporting community facility projects (e.g. public transport interchange, district open space, community hall) to be implemented under CWRP Head 711. Comprehensive engineering studies to be funded under CWRP Head 711 are also required to be carried out for the above sites to facilitate the implementation of enabling infrastructural works.

17. Due to the increase in housing production, more civil engineering services have to be provided and the workload of the existing CEs has increased tremendously. In addition, to ensure adequate land supply, more engineering

/impact

impact assessment studies are required for identifying suitable housing sites. There is also an increase in the complexity of the projects due to various engineering and environmental constraints (e.g. public transport interchanges to be relocated, severe noise impact to be resolved, etc.). The existing CEs are fully engaged and have no spare capacity to take up the substantial workload arising from the increase in CWRP Head 711 housing-related infrastructural and community facility projects. Thus, there is a need to have a dedicated CE (to be designated as CCE/Public Works Programme (CCE/PWP)) in HD to ensure prompt initiation and successful implementation of these infrastructural projects.

18. With the creation of the proposed CCE/PWP post, the existing CCE/1 and CCE/2 will focus on leading the delivery of civil engineering services for PRH and HOS projects while CCE/PWP will focus on formulation of strategies, policy support to and administration of housing-related infrastructural and supporting community facility projects under CWRP Head 711. Specifically, CCE/PWP will be responsible for policy formulation and strategic planning functions including: (i) establishing the project scope and overall implementation programme; (ii) seeking the support of the public and funding approval from Legislative Council for the projects; (iii) managing and resolving all critical issues related to project implementation; (iv) vetting and processing applications from the works departments for studies, designs and construction works to be implemented under CWRP Head 711; and (v) monitoring the timely implementation of the infrastructural projects at all stages of the PWP cycle. The CCE/PWP post has to be created at the earliest opportunity in 2014-15 so that formed land, housing-related infrastructures and supporting community facilities will be delivered on time for the proposed housing developments. The job descriptions of the three CE posts are

Encls. 4 - 6

19. With the proposed creation of the CA, CSE and CE posts, each of the four ADs of H will oversee and supervise five to six sections, and DD(DC) will directly supervise one section, with a total of 24 sections in the matrix organisation delivering the PHCP. The proposed organisation chart of DCD after including the proposed new posts is at Enclosure 7.

Encl. 7

ALTERNATIVES CONSIDERED

20. We have critically examined whether the additional workload can be absorbed through internal re-distribution of work, redeployment of resources or re-engineering of work processes. Having regard to the reasons set out in paragraphs 9 to 18 above, we consider it not feasible for the existing CAs, CSEs and CEs in DCD to take up the additional duties. Apart from the aforementioned posts in DCD, there are one CSE post (designated as Chief Manager/Management (Support Services 5) (CM/M(SS5)) in the Estate Management Division (EMD) and

/one

one CSE post (designated as CSE/ICU) in ICU. The post holders have been fully occupied by the Comprehensive Structural Investigation Programme and other new duties such as lift modernisation programme, addition of lift towers and associated footbridges and Estate Improvement Programme (for CM/M(SS5)), and the increasing building control functions and the implementation of the new initiatives, such as the Minor Works Control System, Mandatory Building Inspection Scheme, Mandatory Window Inspection Scheme, etc. (for CSE/ICU), and have no spare capacity to take up the duties of the proposed CSE post.

21. There are also other D1 posts in HD, including two CBSE, two CGE, two CPO and two CQS posts in DCD; one Chief Housing Manager (CHM) post in the Strategy Division; two CBSE, two Chief Estate Surveyor, three CHM and three Chief Maintenance Surveyor (CMS) posts in EMD; one CMS post in ICU; one Assistant Principal Training Officer, one CHM, one Chief Systems Manager, one Chief Treasury Accountant and one HA Contract Chief Finance Manager posts in the Corporate Services Division; and one Principal Executive Officer in the Sales of First-hand Residential Properties Authority. Apart from the fact that they are from different professional disciplines, all of them have their respective full schedules and are unable to take up the duties of the three proposed D1 posts.

Encl. 8 22. The proposed organisation chart of HD after including the proposed new posts is at Enclosure 8.

FINANCIAL IMPLICATIONS

23. The proposed creation of the three permanent directorate posts⁸ will bring about an additional notional annual salary cost at mid-point of \$4,395,600, as follows –

	Notional annual salary cost at mid-point \$	No. of posts
Directorate posts		
CA (D1)	1,465,200	1
CSE (D1)	1,465,200	1
CE (D1)	1,465,200	1
Total	4,395,600	3

The additional full annual average staff cost, including salaries and staff on-cost, is \$6,308,000.

/24.

⁸ The duties of the CA and CSE posts are related to public housing production, which is an HA function, and hence the two posts will be funded by HA. The duties of the CE post are related to housing-related infrastructural projects under CWRP Head 711, which is a bureau function under Head 62 Housing Department, and therefore the post will be funded by the Government.

24. Apart from the proposed directorate posts, about 140 non-directorate civil service posts will be created in HD, of which about 130 posts will be for meeting the new public housing production targets. The additional notional annual salary cost at mid-point and the full annual average staff cost, including salaries and staff on-cost, are about \$62,000,000 and \$102,000,000 respectively. The full cost for these posts will be recovered from HA under the established arrangement for HD staff seconded to HA. Another ten posts will be for the implementation of the housing-related infrastructural projects under CWRF Head 711. The additional notional annual salary cost at mid-point and the full annual average staff cost, including salaries and staff on-cost, are about \$5,600,000 and \$9,300,000 respectively.

25. We will include the necessary provision in the draft Estimates of the relevant financial years to meet the cost of the proposals.

PUBLIC CONSULTATION

26. On 6 January 2014, we consulted the Legislative Council Panel on Housing on the above staffing proposals. Members generally supported the creation of the proposed directorate posts.

BACKGROUND

27. Arising from the amalgamation of the former Housing Bureau (HB) and HD, FC approved vide EC(2002-03)7 a net deletion of five directorate posts in the former HB and HD, i.e. the total number of directorate posts reduced from 78 to 73, with effect from 1 January 2003. On 25 June 2004, FC further approved vide EC(2004-05)9 the re-organisation of HD. With the net deletion of 24 directorate posts from 1 January 2003 to 31 March 2007, the number of directorate posts was further reduced from 73 to 49. Since then, there has been a net increase of 13 directorate posts in HD and the current directorate establishment is 62.

28. As far as DCD is concerned, as a result of re-organisation of HD and the reduction in public housing production covering both PRH and HOS flats between 2002-03 and 2006-07, the number of directorate posts in DCD reduced by eight from 25 to 17. As mentioned in paragraph 4 above, with the resumption of HOS, a total of eight directorate posts have been created in DCD since July 2012. Together with the CA post returned from ICU⁹, the current number of directorate posts in DCD is 26.

/ESTABLISHMENT

⁹ The cessation of the temporary redeployment arrangement of the part-time CSE post as mentioned in paragraph 4 above has no effect on the establishment of DCD as the CSE post has all along been counted towards DCD's establishment.

ESTABLISHMENT CHANGES

29. The establishment changes in HD for the past two years are as follows –

Establishment (Note)	Number of Posts			
	Existing (as at 1 February 2014)	As at 1 April 2013	As at 1 April 2012	As at 1 April 2011
A	62#	62+(1)	50+(2)	50
B	1 351	1 329	1 183	1 175
C	7 795	7 802	7 608	7 603
Total	9 208	9 193+(1)	8 841+(2)	8 828

Note:

- A - ranks in the directorate pay scale or equivalent (including equivalent HA contract posts)
- B - non-directorate ranks, the maximum pay point of which is above MPS point 33 or equivalent (including equivalent HA contract posts)
- C - non-directorate ranks, the maximum pay point of which is at or below MPS point 33 or equivalent (including equivalent HA contract posts)
- () - number of supernumerary directorate posts created with the approval of the Establishment Subcommittee/FC
- # - As at 1 February 2014, there was no unfilled directorate post in HA and HD

CIVIL SERVICE BUREAU COMMENTS

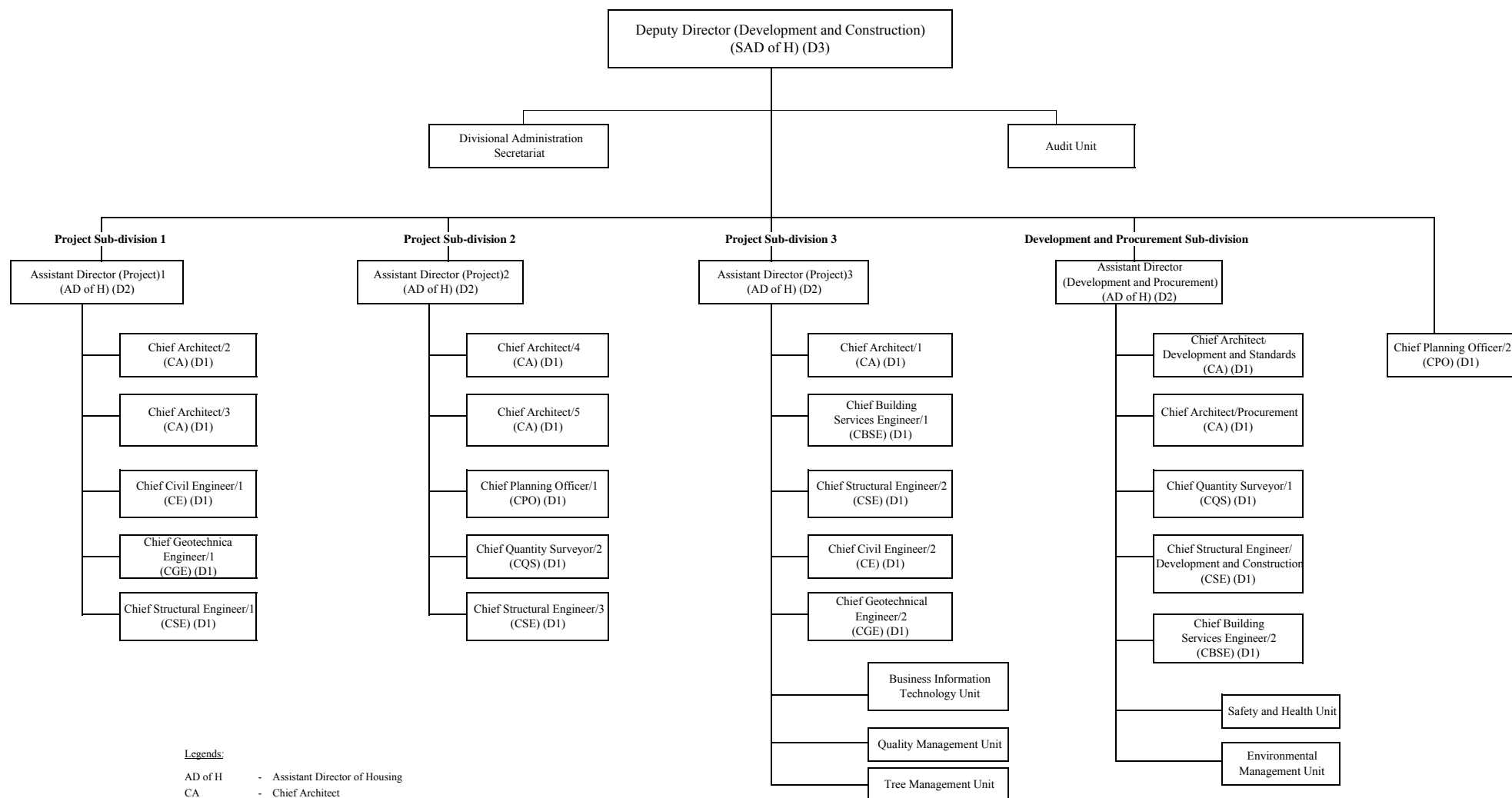
30. The Civil Service Bureau supports the proposed creation of the three permanent directorate posts, namely one CA, one CSE and one CE in HD to cope with the increase in workload arising from the new public housing production targets and the administration and implementation of housing-related infrastructural projects under CWRP Head 711. The grading and ranking of the posts are considered appropriate having regard to the level and scope of responsibilities required.

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

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

Transport and Housing Bureau
February 2014

Existing Organisation Chart of Development and Construction Division, Housing Department



**Proposed Job Description
Chief Architect/6**

Rank : Chief Architect (D1)

Responsible to : Assistant Director (Project) 3

Major Duties and Responsibilities –

1. To prepare, update and monitor the programme and budget of public housing projects assigned at all stages of the development process.
2. To take up specific responsibilities of public housing developments such as Authorised Person and Contract Manager.
3. To facilitate the preparation of development parameters and to carry out feasibility studies and to prepare master layout plan and detailed design on sites included in the Public Housing Construction Programme and Public Housing Development Forecast.
4. To oversee and manage the performance of professional services providers/contractors employed in public housing developments to ensure that the standard of service and production meets the agreed requirements.
5. To assist in the formulation of departmental policies, and to initiate and contribute to special studies/researches relating to the design and construction of public housing and ancillary facilities.
6. To liaise with the concerned departments on the implementation of public housing development and to monitor the progress of works.

**Proposed Job Description
Chief Structural Engineer/4**

Rank : Chief Structural Engineer (D1)

Responsible to : Assistant Director (Project) 2

Major Duties and Responsibilities –

1. To oversee the provision of structural engineering (SE) services for the planning, design and construction of public housing developments.
2. To undertake the role of Registered Structural Engineer in certifying that all demolition and structural works are designed and executed in compliance with the provision of the Buildings Ordinance and Regulations.
3. To act as the Contract Manager for demolition and foundation contracts.
4. To assist in formulating policies relating to the development of public housing projects.
5. To co-ordinate the planning, design and execution of SE works in development of public housing projects with other disciplines and departments.
6. To liaise and attend meetings with other departments and public organisations on structural engineering matters.

**Proposed Job Description
Chief Civil Engineer/Public Works Programme**

Rank : Chief Engineer (D1)

Responsible to : Assistant Director (Project) 1

Major Duties and Responsibilities –

1. To provide policy steer for the implementation of Capital Works Reserve Fund Head 711 projects.
2. To formulate strategies to increase and expedite the supply of land for public housing developments.
3. To control the use of resources under Head 711.
4. To establish the project scope and overall implementation programme of Head 711 projects.
5. To ensure timely delivery of formed land, essential infrastructures and supporting community facilities to support the public housing development programme.
6. To arrange with the works departments and to co-ordinate with the relevant bureaux for prompt initiation and successful implementation of the housing-related infrastructural projects.
7. To seek funding approval for major (Category A status) and minor (Category D status) projects from Legislative Council (LegCo) Public Works Subcommittee and LegCo Finance Committee including seeking support from the LegCo Members and the public for the projects.
8. To manage and resolve all critical issues related to funding approvals and project implementation of Head 711 projects at policy level.
9. To administer and monitor the timely implementation of the infrastructural projects at all stages of the Public Works Programme cycle.
10. To vet and process applications from the works departments for funding studies, designs and minor construction works from Head 711 Block Vote and liaise with the relevant bureaux on funding approvals required.

**Job Description
Chief Civil Engineer/1**

Rank : Chief Engineer (D1)

Responsible to : Assistant Director (Project) 1

Major Duties and Responsibilities –

1. To provide civil engineering proposals and resolve key issues relating to civil engineering works including administration of housing-related infrastructural projects and provision of design and contract management of the construction works for public rental housing (PRH) developments.
2. To procure and administer consultancies for conducting traffic and environmental engineering impact assessments for PRH developments.
3. To conduct site potential studies for potential public housing sites and to administer comprehensive engineering feasibility studies for timely provision of public housing sites including procurement and administration of consultants.
4. To formulate and resolve strategic engineering issues and prepare engineering schemes for supporting infrastructures and to co-ordinate the implementation of required infrastructural projects for timely provision of formed public housing sites and housing-related infrastructures.
5. To establish public consultation strategy and arrange public engagement for implementation of the required site formation and infrastructures.
6. To administer the required statutory procedures (e.g. Roads (Works, Use and Compensation) Ordinance and Environmental Impact Assessment Ordinance) and arrange the required public consultations for implementation of the infrastructural projects.
7. To develop new civil engineering designs including liaison with Environmental Protection Department to develop innovative noise mitigation measures to improve the housing development schemes.
8. To procure term utilities detection contract for mapping of utilities information for design and works execution.
9. To provide standard contract documents, specifications and drawings for civil engineering works undertaken by Housing Department (HD).
10. To provide land surveying services to HD on construction projects and land administration matters.

**Job Description
Chief Civil Engineer/2**

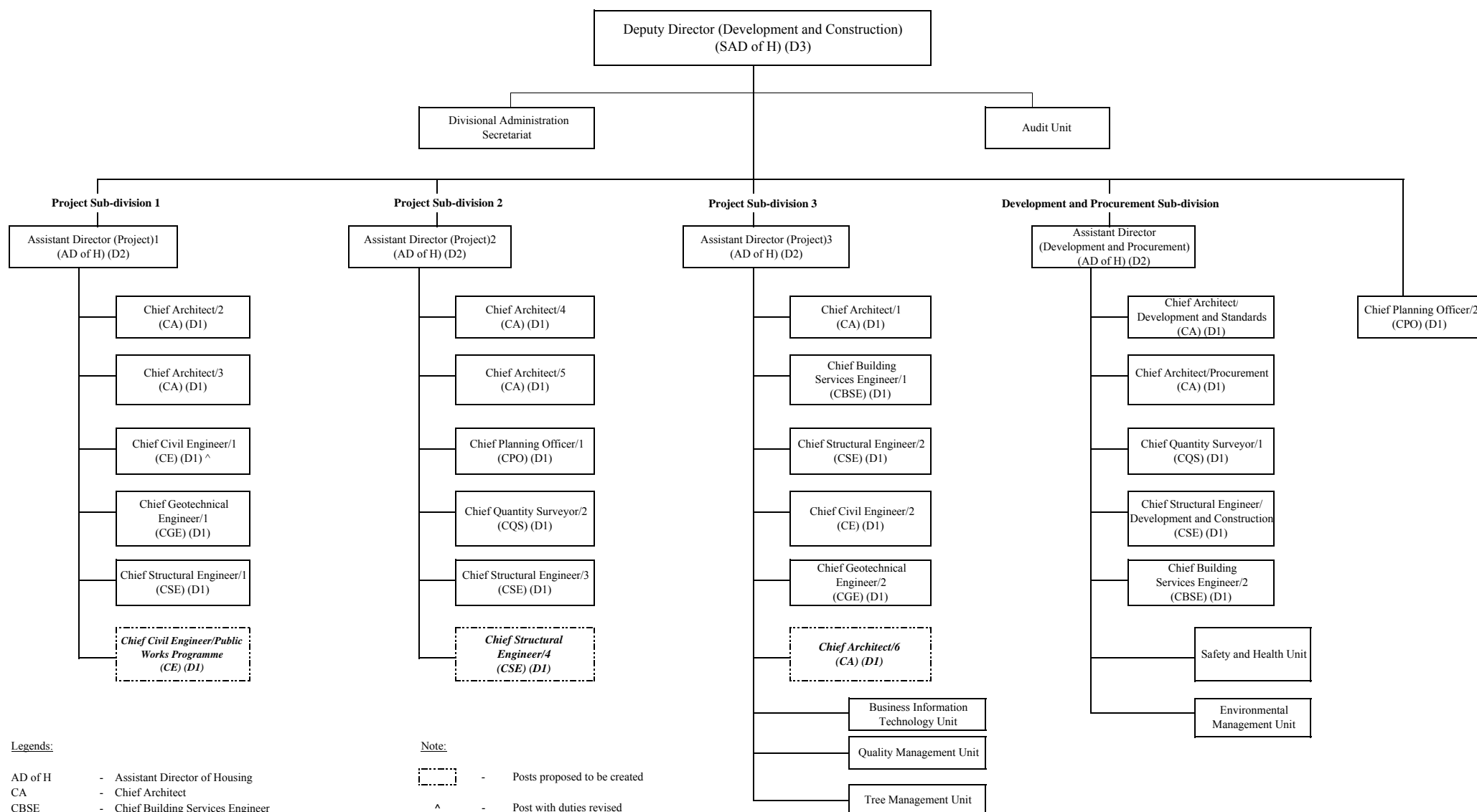
Rank : Chief Engineer (D1)

Responsible to : Assistant Director (Project) 3

Major Duties and Responsibilities –

1. To provide civil engineering proposals and resolve key issues relating to civil engineering works including administration of housing-related infrastructural projects and provision of design and contract management of the construction works for Home Ownership Scheme (HOS) developments.
2. To procure and administer consultancies for conducting traffic and environmental engineering impact assessments for HOS developments.
3. To conduct site potential studies for potential public housing sites including appraisal of drainage/sewerage/traffic/environmental engineering impacts for the sites.
4. To administer integrated planning/engineering studies and comprehensive engineering feasibility studies for timely provision of public housing sites including procurement and administration of consultants.
5. To formulate and resolve strategic engineering issues and prepare engineering schemes for supporting infrastructures.
6. To co-ordinate the implementation of required infrastructural projects for timely provision of formed public housing sites and housing-related infrastructures.
7. To establish public consultation strategy and arrange public engagement for implementation of the required site formation and infrastructures.
8. To administer the required statutory procedures (e.g. Roads (Works, Use and Compensation) Ordinance and Environmental Impact Assessment Ordinance) for implementation of the infrastructural projects undertaken by Housing Department.
9. To provide civil engineering proposals and prepare engineering schemes to maintain and divert existing infrastructures and transport services during the upgrading of the aged estates including formulating the infrastructural maintenance strategy for the affected estates.

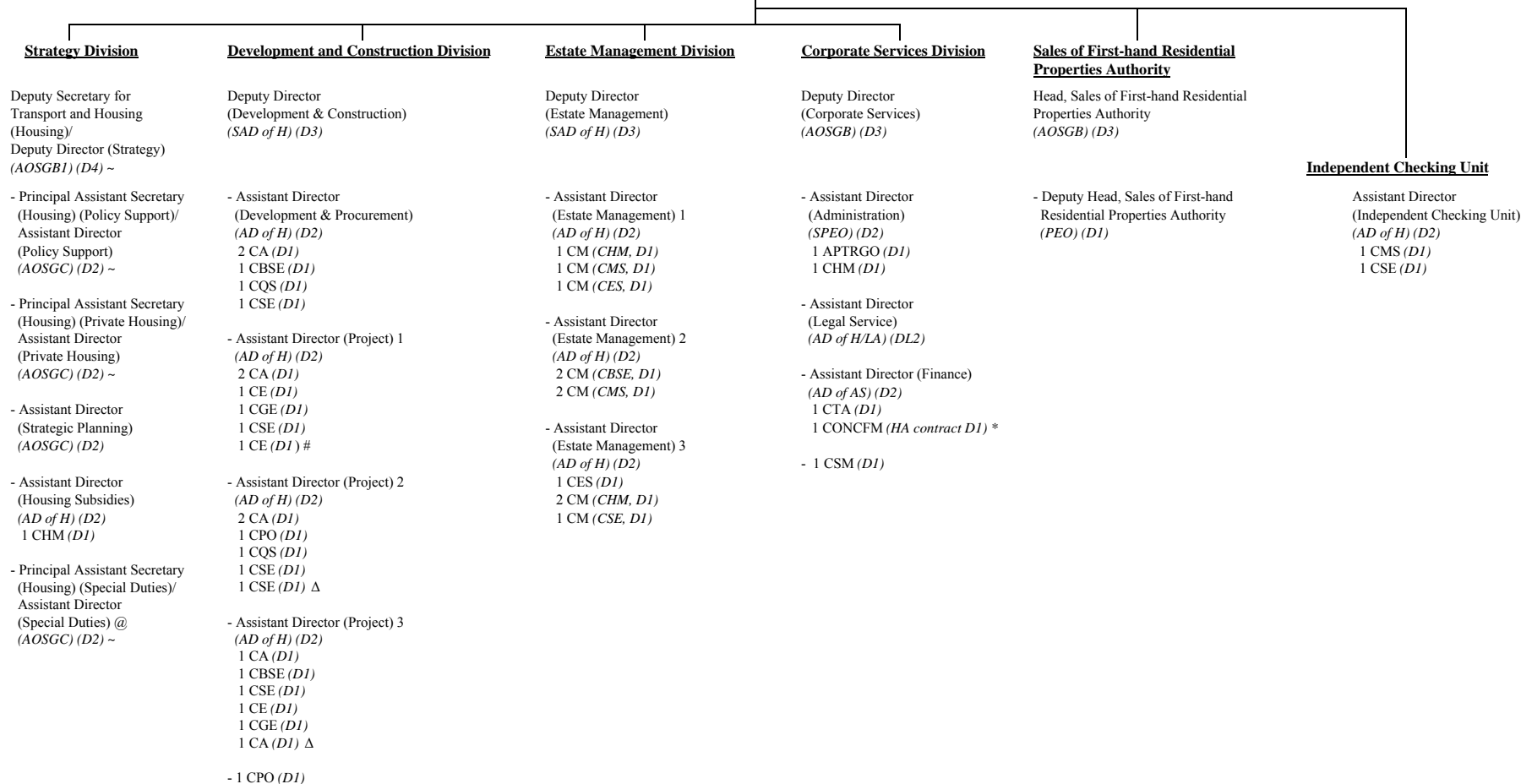
Proposed Organisation Chart of Development and Construction Division, Housing Department



Proposed Organisation Chart 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
 PEO - Principal Executive Officer
 SAD of H - Senior Assistant Director of Housing
 SPEO - Senior Principal Executive Officer

~ - These posts are given bureau designations in addition to normal departmental designations to better reflect the nature of their duties which are largely policy-related.
 * - HA contract post
 @ - Supernumerary post proposed for creation to cope with the workload arising from the implementation of the recommendations of the Long Term Housing Strategy Review with effect from 1 April 2014.
 # - Post proposed for creation to administer and implement the housing-related infrastructural projects under Capital Works Reserve Fund Head 711
 Δ - Posts proposed for creation to cope with the increase in workload arising from the new public housing production targets