

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

**HEAD 159 – GOVERNMENT SECRETARIAT:
DEVELOPMENT BUREAU (WORKS BRANCH)**
HEAD 194 – WATER SUPPLIES DEPARTMENT
Subhead 000 Operational expenses

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

Government Secretariat Development Bureau (Works Branch)

- (a) Creation of the following permanent post with immediate effect upon approval of the Finance Committee –

1 Principal Government Engineer
(D3) (\$191,300 - \$208,800)

- (b) Creation of the following permanent post with effect from 1 April 2019 upon the lapse of a supernumerary post of the same rank –

1 Government Engineer
(D2) (\$164,500 - \$179,850)

- (c) Redeployment of three directorate posts, i.e. a Government Engineer (D2), a Chief Architect (D1) and a Chief Geotechnical Engineer (D1) posts, within the Works Branch of the Development Bureau with immediate effect upon approval of the Finance Committee.

Water Supplies Department

- (d) Creation of the following two supernumerary posts for a period of three years with immediate effect upon approval of the Finance Committee –

1 Administrative Officer Staff Grade C
(D2) (\$164,500 - \$179,850)

1 Chief Engineer
(D1) (\$138,500 - \$151,550)

PROBLEM

We need additional support at the directorate level to optimise the staffing structure of the Works Branch of Development Bureau (DEVB(WB)) and to cope with the workload of new and on-going initiatives, including those associated with drinking water safety. We also need additional support at the directorate level in the Water Supplies Department (WSD) to take forward the new drinking water safety initiatives.

PROPOSAL

2. We propose to create one permanent directorate post, convert one supernumerary directorate post into a permanent one and redeploy three permanent directorate posts in DEVB(WB); and to create two supernumerary directorate posts in WSD for various initiatives as follows –

- (a) creation of one permanent Principal Government Engineer (PGE) (D3) post (to be designated as Deputy Secretary (Works) 3 (DS(W)3)) in DEVB(WB) to rationalise the workload amongst those division/office heads being heavily overloaded and to take up tasks associated with the new drinking water safety initiatives;
- (b) conversion of an existing supernumerary Government Engineer (GE) (D2) post (designated as Principal Assistant Secretary (Works) 5 (PAS(W)5)) which is due to lapse on 1 April 2019 into a permanent post to help rationalise the workload amongst D2 officers in DEVB(WB) by taking up some long term work from other works policies sections in addition to its current duties;

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- (c) redeployment of three existing posts of a GE (D2), a Chief Architect (CA) (D1) and a Chief Geotechnical Engineer (CGE) (D1) and their respective teams in DEVB(WB) to rationalise the demarcation of duties among the directorates of DEVB(WB); and
- (d) creation in WSD of one supernumerary Administrative Officer Staff Grade C (AOSGC) (D2) post to be designated as Assistant Director/Special Duty (AD/SD) and one supernumerary Chief Engineer (CE) (D1) post to be designated as Chief Engineer/Special Duty (CE/SD) to take forward the new drinking water safety initiatives.

3. The existing and proposed organisation charts of DEVB(WB) before and after the proposed re-organisation are at Enclosures 1 and 2 respectively and those of WSD are at Enclosures 3 and 4 respectively.

Encls. 1 & 2
Encls. 3 & 4

JUSTIFICATION

(A) Re-organisation of DEVB(WB)

Need for a permanent post of PGE (D3) in DEVB(WB)

4. Over the years, the additional workload in DEVB(WB) arising from new and on-going initiatives is tremendous and has overloaded the existing division/office heads within the Branch. Headed by the Permanent Secretary for Development (Works) (PS(W)), DEVB(WB) is not only responsible for formulating public works policies and co-ordinating and monitoring the implementation of public works projects, but is also tasked with carrying out a host of new and on-going initiatives relating to land supply, heritage, manpower resources, professional services, energizing Kowloon East, etc.

5. At present, the Branch consists of two works policies divisions, two offices and one legal advisory division, namely the Heritage, Programme and Resources Division, Works Policies and Infrastructural Projects Division, Project Cost Management Office, Energizing Kowloon East Office and Legal Advisory Division (Works) (please refer to Enclosure 1 for the existing organisation chart of DEVB(WB)). The functions and duties of these divisions/offices are briefly set out below –

/(a)

- (a) The Heritage, Programme and Resources Division, headed by Deputy Secretary (Works) 1 (DS(W)1) ranked at Administrative Officer Staff Grade B1 (AOSGB1) (D4), is mainly responsible for a wide range of work including –
- (i) formulating policies and initiatives on heritage conservation;
 - (ii) formulating policies and strategies on greening, landscape and tree management, and co-ordinating their implementation across government departments;
 - (iii) monitoring the implementation of the Public Works Programme and reviewing and updating related procedures and practices;
 - (iv) supporting and liaising with the statutory Construction Industry Council (CIC) on matters relating to construction manpower development;
 - (v) overseeing resource planning and administration, media relations and publicity matters as well as financial management of the Works Branch; and
 - (vi) monitoring overall financial management, manpower and public relations matters of the Works Group of Departments.
- (b) The Works Policies and Infrastructural Projects Division, headed by Deputy Secretary (Works) 2 (DS(W)2) ranked at PGE (D3), is mainly responsible for a wide range of work relating to the implementation and co-ordination of public works in Hong Kong, including –
- (i) formulating procurement policies on public works contracts and consultancies and participating in tender boards for the award of public works contracts and consultancies;
 - (ii) formulating policies on construction safety, environment, standard and materials for public works and managing public works consultants and registered public works contractors;
 - (iii) formulating policies on construction industry security of payment and overseeing the implementation of workers' registration;
 - (iv) formulating policies to promote innovation and enhance productivity in the construction industry, including the adoption of Building Information Modelling and new engineering form of contract;

/(v)

- (v) formulating policies to assist the local professional establishments (including both consultants and private small practitioners) and contractors to seize job opportunities outside Hong Kong;
- (vi) implementing land supply initiatives including development and conservation of Lantau, reclamation outside Victoria Harbour, rock cavern and underground space development;
- (vii) formulating policies to ensure water supply reliability and overseeing the implementation of total water management;
- (viii) formulating policies on flood prevention and revitalisation of major nullahs;
- (ix) formulating policies on lift and escalator safety as well as slope safety;
- (x) overseeing the implementation of major infrastructure projects and pier improvement programme; and
- (xi) overseeing the implementation of smart city initiatives in public works projects and formulating policies to deal with climate change impacts on public works infrastructures, etc.

DS(W)2 also assists PS(W) in directing, co-ordinating and determining the need for supporting services to the Works Group of Departments and assumes housekeeping responsibilities in respect of individual Works Group of Departments.

- (c) The Project Cost Management Office (PCMO), headed by a supernumerary D2 post (titled Head of Project Cost Management Office), ranked at GE, has been established since 2016 to tackle the problem of high construction costs. Its core functions include –
 - (i) devising and promoting cost management policies in respect of capital works projects, co-ordinating their implementation and promoting such policies to the private building sector;
 - (ii) co-ordinating cross-bureaux efforts to use cost as one of the major drivers for project implementation; and
 - (iii) enhancing existing procedures on project management, cost control and cost reduction.

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As the Government accords high priority to tackling the problem of high construction costs, the dedicated PCMO was set up in DEVB(WB) to handle the above tasks and is directly responsible to PS(W).

- (d) The Energizing Kowloon East Office, headed by a supernumerary D3 post (titled Head of Energizing Kowloon East Office) ranked at Principal Government Town Planner, has been established since 2012 to spearhead the co-ordination of the transformation of Kowloon East (KE) (comprising the former industrial areas of Kwun Tong and Kowloon Bay and the Kai Tak Development Area) into another core business district and formulate a smart city framework strategy for KE to support Hong Kong's economic development. The office is recently tasked with extending the Energizing KE initiative to San Po Kong as mentioned in the Policy Address announced in October 2017, focusing on enhancing connectivity, improving the environment, and promoting vibrancy and diversified development in the area.
- (e) The Legal Advisory Division (Works), headed by a D3 post ranked at Principal Government Counsel and comprising a team of government counsels, is responsible for offering legal advice to the Works Group of Departments and other bureaux/departments (B/Ds) on matters concerning complex issues relating to procurement and execution of public works as well as regulating actions against contractors.

To accomplish the above new and on-going policy initiatives, DEVB(WB) is underpinned by the Architectural Services Departments, the Civil Engineering and Development Department, the Drainage Services Department, the Electrical and Mechanical Services Department (EMSD) and WSD, as well as the Antiquities and Monuments Office of the Leisure and Cultural Services Department.

6. The workload arising from the above new and on-going policy initiatives is tremendous. When DEVB was formed on 1 July 2007, DEVB(WB) had four works policies sections, each headed by a Principal Assistant Secretary (Works), with DS(W)1 and DS(W)2 each supervising two works policies sections. Since then, the Finance Committee (FC) approved the creation of four additional works policies sections¹ within DEVB(WB) as follows –

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¹ Excluding the Legal Advisory Division and Energizing Kowloon East Office which are not regarded as works policies sections.

- (a) the creation of a permanent D2 post in April 2008 as the Commissioner for Heritage to head an office to cope with the additional work arising from the implementation of the policy on heritage conservation and associated new initiatives;
- (b) the creation of a permanent D2 post in January 2010 as the Head of Greening, Landscape and Tree Management Section to implement the improvement measures recommended by the Chief Secretary for Administration's Task Force on Tree Management and to facilitate the adoption of a holistic approach to greening, landscape and tree management within the Government;
- (c) the creation of a supernumerary D2 post in July 2014 to head the Land Supply Section to cope with additional workload arising from projects and initiatives relating to land supply (proposed to be made permanent in paragraphs 15 to 17 below); and
- (d) the creation of a supernumerary D2 post in June 2016 to head the PCMO to draw up and implement construction cost control and cost reduction initiatives. As mentioned in paragraph 5(c) above, the PCMO reports directly to PS(W).

In addition, there is an imminent need to establish a small dedicated team within DEVB(WB), to be named as the Drinking Water Safety Unit, to handle work arising from drinking water safety initiatives (see paragraphs 9 to 11 below).

7. DEVB(WB) has recently reviewed the workload of its existing divisions and offices. The review results indicate that all D4/D3 officers in DEVB(WB) have already been fully engaged in their duties with DS(W)1 and DS(W)2 being stretched beyond their limits as evidenced by a wide spectrum of tasks being handled by them. There is thus a strong need to rationalise the workload distribution of the two works policies divisions by creating a permanent PGE (D3) post to take over part of the work under the existing portfolio of DS(W)1 and DS(W)2. It is also found that there is a need to rationalise the distribution of workload and manpower resources at the D2 level of the Branch. Upon the creation of the proposed PGE (D3) post, the duties and responsibilities of different works policies sections within DEVB(WB) will also be re-shuffled. Details are set out in paragraphs 19 to 21 below.

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Proposed setting up of Works Division 3

8. To help share the workload of the works policies divisions, we propose to create in DEVB(WB) a new PGE (D3) post, designated as DS(W)3, to lead a new Works Division 3 to oversee/perform duties including (i) formulating and implementing procurement policies for works contracts and consultancies; (ii) serving as a board member of the Central Tender Board, the Engineering and Associated Consultants Selection Board and the Architectural and Associated Consultants Selection Board; (iii) devising policies to assist the local professional establishments (including both consultants and private small practitioners) and contractors to seize job opportunities outside Hong Kong; (iv) devising and implementing policies relating to lift and escalator safety; and (v) assisting PS(W) in directing, co-ordinating and determining the need for supporting services to the Works Group of Departments as well as housekeeping the EMSD. Accordingly, the existing Works Policies 2 Section under DS(W)2 will be re-titled as Works Policies 4 Section and deployed to work under DS(W)3. The Section will continue to be headed by Principal Assistant Secretary (Works) 4 (PAS(W)4) ranked at GE (D2) with support from Chief Assistant Secretary (Works)7 (CAS(W)7) ranked at CA (D1).

Additional workload arising from drinking water safety initiatives

9. After the ‘excess lead in drinking water’ incident in 2015, DEVB and WSD have spared no effort in taking follow-up actions on the recommendations of the Commission of Inquiry into Excess Lead Found in Drinking Water (CoI) including the formulation of the Action Plan for Enhancing Drinking Water Safety in Hong Kong (the Action Plan) which was announced on 21 September 2017. Developing a drinking water safety regulatory regime suitable for Hong Kong is one of the core components of the Action Plan. DEVB(WB) has engaged consultants to study the water safety regime of leading jurisdictions as well as to explore a suitable control framework for Hong Kong. Further studies will be carried out to explore the scope and details of the water safety regulatory regime in the long run. A small dedicated team is proposed to be set up in DEVB(WB) to take forward the above studies and in the interim to monitor the performance of WSD over drinking water safety issues including conducting surprise checks on and auditing of WSD’s daily operations. The team will also arrange additional external auditing of WSD’s quality system for supplying potable water by engaging independent auditing firms as and when necessary. Given the unique nature of the monitoring work, it will be handled by the proposed DS(W)3, which will have an added merit of having the monitoring work to be carried out independent of the day-to-day housekeeping of WSD currently undertaken by DS(W)2. Besides, DEVB(WB) set up in January 2018 a Drinking Water Safety Advisory Committee (the Advisory Committee) with members comprising academics and experts of

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related fields to give impartial advice to DEVB(WB) on various water safety issues including the formulation of the drinking water safety regulatory regime and review on drinking water standards based on the water quality data collected by WSD through the Action Plan. In this connection, the proposed dedicated team will provide secretariat support to the operation of the Advisory Committee. DEVB(WB) attaches much importance to the above tasks, in particular the studies on the drinking water regulatory regime and monitoring of WSD's performance over drinking water safety. The proposed DS(W)3 post will head the small dedicated team so that high level steer and input can be given throughout the course of delivering such tasks.

10. Against the above, the incumbent of the proposed DS(W)3 post should have rich engineering experience and knowledge, and possess strong leadership and communication skills required for liaising closely with relevant parties from other disciplines with different expertise and roles in water safety, for example, the Food and Health Bureau, the Department of Health (DH) and the Food and Environmental Hygiene Department.

11. As a related matter, the small dedicated team headed by DS(W)3 will also be responsible for overseeing the implementation of other components of the Action Plan and the follow-up actions on the recommendations of the CoI, including close policy co-ordination with the senior management of relevant B/Ds to ensure smooth implementation of various components of the Action Plan.

Encl. 5 12. The duties of the proposed DS(W)3 post are set out at Enclosure 5.

Rationalisation of workload amongst works policies divisions in DEVB(WB)

13. In rationalising the duties of the works policies divisions, DS(W)1 will be tasked with taking over from DS(W)2 the duty in relation to implementation of the construction workers registration system in conjunction with the Construction Workers Registration Authority as DS(W)1 has been handling matters on construction manpower development, including the training/development of construction professionals, supervisors/technicians and workers. In this connection, Principal Assistant Secretary (Works) 1 (PAS(W)1) ranked at AOSGC (D2) will be responsible to DS(W)1 solely instead of serving both DS(W)1 and DS(W)2 under the existing organisation. Opportunity is also taken to re-title DS(W)1's Division from Heritage, Programme and Resources Division to Works Division 1 with the revised duties of DS(W)1 set out at Enclosure 6.

Encl. 6

Encl. 7

14. With the reshuffling of duties as proposed in paragraphs 8 and 13, the revised duties of DS(W)2 are set out at Enclosure 7 and the Works Policies and Infrastructural Projects Division under his supervision will be re-titled as Works Division 2.

Making permanent a supernumerary GE (D2) post in DEVB(WB)

15. Over the years, DEVB(WB) has taken up additional new policy areas without staffing enhancement at the directorate level, including the formulation and implementation of works-related policies/initiatives for the establishment of the Hong Kong Institute of Construction, combating climate change and enhancing biodiversity in support of the work of the Steering Committee on Climate Change, enhancing lift and escalator safety, exploring alternative water sources such as seawater desalination, grey water recycling and rainwater harvesting under the total water management strategy, implementing regulatory control of water-cooled air-conditioning systems, promoting innovation in the construction industry including implementation of the Building Information Modelling technology, promoting green procurement, enhancing security of payment in the construction industry, and implementing the construction workers registration system, etc.

16. DEVB(WB) has recently reviewed the workload of D2 officers in DEVB(WB) and found that all of them have already been fully engaged in their duties and stretched beyond their limits. A permanent D2 post is thus required to rationalise the workload at D2 level. We propose to make permanent the supernumerary PAS(W)5 post, ranked at GE (D2) level, to take over some long term work from other works policies sections in addition to his current duties (see paragraph 17 below for details), including formulating and implementing works policies in regard to green procurement, construction site safety and environment, construction standards and materials, and flood prevention and revitalisation of major nullahs.

17. PAS(W)5 was created up to 31 March 2019 in DEVB(WB) to lead the Land Supply Section of DEVB(WB) in steering, delivering, supervising, overseeing and monitoring the implementation of projects² associated with the multi-pronged strategy for increasing land supply. PAS(W)5 is also responsible for

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² These projects include, but not limited to, strategic studies for artificial islands in the central waters including the development of the East Lantau Metropolis, the associated planning and engineering studies on reclamations outside the Victoria Harbour, and the planning, engineering and architectural study of topside development on the Hong Kong Boundary Crossing Facilities Island of the Hong Kong-Zhuhai-Macao Bridge.

reviewing and formulating works policies with a view to expediting land supply as well as overseeing the provision of infrastructure support to various land supply projects and initiatives. Apart from the above, he provides secretariat support to the Lantau Development Advisory Committee, as well as high-level policy and technical steer to take forward the development and conservation initiatives set out in the Sustainable Lantau Blueprint promulgated in June 2017.

Encl. 8 18. The duties of the proposed PAS(W)5 post are listed at Enclosure 8.

Re-organisation and re-titling of different divisions and sections within DEVB(WB)

Encl. 9 19. To better reflect the diverse nature of work of the different divisions and sections and for consistency in naming, the following re-titling of divisions and sections (with organisation charts of DEVB(WB) showing the situation before and after the proposed re-organisation at Enclosures 1 and 2 respectively and a summary at Enclosure 9) is proposed –

Divisional level

- (a) the Heritage, Programme and Resources Division be re-titled as Works Division 1;
- (b) the Works Policies and Infrastructural Projects Division be re-titled as Works Division 2;

Sectional level

- (c) the Works Policies 3 Section be re-titled as Works Policies 1 Section;
- (d) the Infrastructure Coordination Section be re-titled as Works Policies 2 Section;
- (e) the Works Policies 1 Section be re-titled as Works Policies 3 Section;
- (f) the Works Policies 2 Section be re-titled as Works Policies 4 Section;
and
- (g) the Land Supply Section be re-titled as Works Policies 5 Section.

20. To balance the workload and directorate support amongst the works policies sections, the CGE post (D1) (designated as Chief Assistant Secretary (Works)5 (CAS(W)5)) currently under the re-titled Works Policies 3 Section is proposed to be redeployed to the re-titled Works Policies 5 Section to take up new duties relating to projects and initiatives of Lantau development and conservation and to hand over to other D1 officers work relating to road excavation permits and control of slope safety. The proposed duties of the CAS(W)5 post are set out at Enclosure 10.

21. Besides, the responsibilities of individual works policies sections will be redistributed. The proposed duties of DS(W)1, DS(W)2, PAS(W)4 and CAS(W)7 are set out at Enclosures 6, 7, 11 and 12 respectively. The schedule of responsibilities of all D2 posts in the proposed works divisions and that for the Head of the Project Cost Management Office and the Deputy Head of the Energizing Kowloon East Office are at Enclosure 13.

(B) Implementation of the Action Plan for Enhancing Drinking Water Safety in Hong Kong

The Action Plan

22. With reference to overseas practice and advice from the International Expert Panel on Drinking Water Safety³ (IEP), the Government has formulated the Action Plan after detailed study with a view to safeguarding the drinking water quality in Hong Kong. The Action Plan comprises five components, including (i) drinking water standards and enhanced water quality monitoring programme, (ii) plumbing material control and commissioning requirements for new plumbing installations, (iii) Water Safety Plans (WSP), (iv) publicity and public education, and (v) water safety regulatory regime.

23. For drinking water standards, the Government has adopted Guideline Values/Provisional Guideline Values of the World Health Organization's Guidelines for Drinking-water Quality (WHO Guidelines) as the drinking water standards in Hong Kong. Moreover, WSD has enhanced the current programme for monitoring the drinking water quality in the territory and collecting local water quality data for review of the drinking water standards, including the appropriateness to adopt standards beyond WHO Guidelines for certain parameters.

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³ The IEP was appointed by the Secretary for Development (SDEV) in June 2016 to advise SDEV on the proposals of DEVB and WSD on drinking water safety.

24. Following the international practice, about 670 premises will be randomly selected over the territory each year calculated according to population size. Water samples will be collected at the water taps of these premises using a two-tier sampling protocol, namely Random Day Time sampling⁴ and 30-minute stagnation sampling⁵ as endorsed by the IEP taking into account the findings of the review of the water sampling protocols adopted in two international organisations (viz. WHO and European Union) and several overseas nations (viz. the United Kingdom, Germany, the United States of America, Canada, Australia, New Zealand, Singapore and Japan) for water quality monitoring. The water samples collected will be tested for six metals (viz. lead, cadmium, chromium, nickel, copper and antimony) which could be present in the internal plumbing system. The collection of water samples began in December 2017.

25. As water quality from consumers' taps will be affected by their internal plumbing systems (including the materials used), the Action Plan includes strengthening the regulatory control of internal plumbing systems. We have tightened up the commissioning requirements for new plumbing installations and introduced a systematic flushing and 6-hour stagnation water sampling test⁶ for the six metal parameters as mentioned in paragraph 24 above to ensure adequate flushing of new plumbing installations, as new pipes and fittings will have higher metal leaching rate. We are also conducting a holistic review on the roles and responsibilities of the contractors, licensed plumbers and workers, including exploring the introduction of a registration regime for plumbing contractors in the Waterworks Ordinance (WWO) to undertake more complex and large-scale plumbing works. The amendments to the WWO will be carried out in phases.

26. Furthermore, with reference to overseas experience and advice of the consultant on WSP for WSD, WSD has enhanced its WSP followed by establishing and implementing in July 2017 the Drinking Water Quality Management System (DWQMS) that has embraced the enhanced WSP. In addition, WSD has been promoting the WSP for Buildings to building owners and property management agents as water quality might deteriorate within buildings due to, for instance,

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⁴ Random Day Time sampling is the Tier 1 sampling which collects a 1-litre (L) unflushed sample at random during normal working hours in daytime for determining the metal exposure of consumers to the six metals.

⁵ 30-minute stagnation sampling is the Tier 2 sampling for verification of exceedance found in the Tier 1 water sample, which will be tested in case of exceedance being found in the Tier 1 water sample. The tap should first be flushed for 5 minutes and then stagnated for 30 minutes before a 1-L sample is taken.

⁶ The mandatory requirements of the systematic flushing to all new plumbing installations and the taking of a 6-hour stagnation water sampling test after the flushing were introduced in July and October 2017 respectively. These two requirements have become a condition precedent for effecting water supply to new buildings since 1 January 2018.

water stagnation at dead ends of the inside services, ingress of foreign materials to water tanks or lack of proper maintenance of the internal plumbing system. In this connection, WSD has developed guidelines and templates and has launched the Quality Water Supply Scheme for Buildings – Fresh Water (Management System) in November 2017 to encourage building owners and property management agents to develop and implement WSP for their buildings.

27. We are also enhancing publicity and public education on the safe use of water through various channels such as dedicated webpages, leaflets, posters, television and radio Announcement of Public Interest, public seminars and briefings to different users/stakeholder groups including property management agents and operators of specific premises, such as kindergartens, welfare units, schools etc. Furthermore, DEVB(WB) will review the drinking water safety regulatory regime in Hong Kong as mentioned in paragraph 9 above.

Proposed creation of two supernumerary directorate posts to head the new Special Duty Unit (SDU) in WSD

28. Implementing the Action Plan to enhance the drinking water safety in Hong Kong entails a great deal of work to be carried out in a short period of time in WSD, and the existing staff resources are grossly inadequate to cope with the workload. It also requires steering from directorate staff to support the Director of Water Supplies (DWS) to take forward the Action Plan in the most effective and efficient manner. There is thus a need to establish a mission-driven SDU.

29. There are numerous tasks proposed to be undertaken by the SDU. Some are existing mandates to be enhanced under the Action Plan, which are considered best to be administered by this relatively independent new unit, such as internal audits of the water quality monitoring work and the DWQMS and public relations functions including the publicity and public education on the safe use of water, while others are new and ad hoc project-oriented responsibilities introduced by the Action Plan such as review of the WWO and the Waterworks Regulations (WWR) as well as review of the drinking water standards. The SDU will also carry out system review of WSD to strengthen its internal governance.

30. As its mission covers a myriad of highly complex issues, it is necessary for the SDU to be headed by an AOSGC (D2) (to be designated as AD/SD), underpinned by a CE (D1) (to be designated as CE/SD), and directly reporting to DWS. The proposed directorate structure of SDU, which is recommended to be time-limited for three years initially, is needed for the purpose of driving and delivering the results in a timely manner. Some of the project-oriented tasks are expected to be completed in three years' time while other

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tasks which are more permanent in nature can continue to be housed under the SDU or other branches of WSD afterwards. As a prudent and pragmatic measure, the future of the SDU, including its directorate structure, will be reviewed in due course taking into account the actual operational experience and its duties upon completion of some of the project-oriented tasks.

Need for a supernumerary AOSGC (D2) post to head the SDU

Encl. 14 31. The major responsibilities of the AOSGC (D2) post are set out at Enclosure 14 and highlighted below –

- (a) overseeing the review study on drinking water standards and consolidating necessary information from enhanced water quality monitoring programme to facilitate DEVB(WB) to review drinking water standards for Hong Kong (paragraph 23 above refers);
- (b) undertaking a holistic review of WWO/WWR in safeguarding the safety of drinking water in Hong Kong through enhanced regulatory control of the internal plumbing systems (paragraph 25 above refers);
- (c) supervising internal audits for water quality monitoring and the DWQMS, and liaising with DEVB(WB) and DH on drinking water quality issues (paragraph 26 above refers);
- (d) overseeing the public relations work of WSD including the publicity and public education on the safe use of water (paragraph 27 above refers); and
- (e) reviewing and re-engineering business processes, operational procedures and institutional structure of WSD to strengthen internal governance that would enable effective use of resources and adequate monitoring in the department's day-to-day operation.

The tasks under (a), (b) and (e) above will be carried out on a project basis and are expected to be completed during the proposed tenure of the AD/SD post. Tasks (c) and (d) are on-going initiatives which can continue to be housed under SDU or other branches of WSD depending on the result of a future organisational review.

32. On the review of drinking water standards, the AOSGC (D2) will need to actively co-ordinate with relevant B/Ds on provision of strategic inputs to the review study, while consolidating the local water quality data collected under the enhanced water quality monitoring programme in coming up with a recommendation to facilitate DEVB(WB) to review drinking water standards in Hong Kong. As regards the holistic review of the WWO and WWR, in view of the

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breadth and depth of the various subject matters highlighted by the CoI which would have a significant impact on the operation of the trade and water quality and safety, there is a need for the AOSGC (D2) to closely supervise the review with constant directorate inputs, render policy guidance throughout its proceeding, and engage all the stakeholders concerned so that the outcome of it will be sensible, implementable and well-received by the trade and the community alike. Internal auditing to improve water quality monitoring is a key attesting function that helps uphold and support the integrity of the newly established DWQMS. Since new audit procedures and mechanism will need to be introduced for carrying out the task, the AOSGC (D2) will, riding on his rich administrative experience, offer direction to the design of the audits and supervise its process. The implementation of the Action Plan requires public participation and the support of all the stakeholders concerned. The design of an efficient public education and publicity programme with significant directorate and strategic inputs would make a big difference for the Action Plan to achieve its impact. On strengthening the internal governance of WSD and its various business processes, the AOSGC (D2) will be responsible for giving strategic steer in respect of the design and implementation of practical solutions to address issues of major operational concern to WSD. Taking into account the level of responsibilities, the complexity and scope of work involved, and the extensive co-ordination work required with other B/Ds and stakeholders, we consider it necessary to have an AOSGC at D2 level with rich policy experience and strategic skills to spearhead these highly complex and delicate tasks.

Need for a supernumerary CE post to support AD/SD

33. To support AD/SD to properly and effectively discharge his responsibility under paragraph 31(b) above for three years, it is necessary to create a supernumerary CE/SD post to lead an existing team of professional grade staff to carry out a holistic review of WWO and WWR in safeguarding the safety of drinking water in Hong Kong through enhanced regulatory control of the internal plumbing systems. CE/SD will be responsible for reviewing legislations, including drawing up and implementing proposals to improve WSD's regulatory regime on internal plumbing systems; engaging and consulting stakeholders on related proposals and on other issues related to the review of the legislative measures governing water supply and safety issues; and supervising a team of professional grade staff.

34. We consider that a CE at D1 level with rich professional knowledge is needed to co-ordinate cross-divisional efforts in the legislative process, including conducting policy research and business impact assessment, engaging stakeholders and drafting legislative proposals. We expect that the review will be completed within the proposed tenure of the CE/SD post (i.e. three years). The duties of the

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- Encl. 15 proposed CE/SD post are set out at Enclosure 15. The schedule of responsibilities of other directorate officers in WSD at D2 and D1 levels is set out at Enclosure 16, which shows that they are already fully engaged and cannot be redeployed to undertake the duties of AD/SD and CE/SD.

(C) Other non-directorate manpower support in DEVB(WB) and WSD

35. For DEVB(WB), the dedicated team led by the proposed PGE (D3) will comprise five non-directorate civil servant and contract staff including professional and general grades staff to provide necessary support. Subject to further development of the regulatory regime, DEVB(WB) will review and formulate proposals on the final set up of the dedicated team in due course.

36. For WSD, the proposed establishment of SDU involves, on top of the proposed supernumerary AOSGC (D2) and CE (D1) posts, the creation of five non-directorate civil service posts and six additional non-civil service contract positions; and redeployment of 22 non-directorate staff to SDU to form a multi-disciplinary team of professional, technical and general grades staff. A summary of the non-directorate posts under SDU and their duties are at

Encl. 17 Enclosure 17.

37. Furthermore, non-directorate posts comprising staff from the professional, technical and general grades will be deployed to strengthen the existing operational units in WSD including the Supply and Distribution Branches and the Water Science Division to cope with the workload arising from the implementation of the Action Plan.

ALTERNATIVES CONSIDERED

38. The heads of the two existing works policies divisions of DEVB(WB) have already been stretched to their limits by daily responsibilities as explained above. We foresee that the tremendous workload generated from the on-going and forthcoming initiatives will persist and hence there is a need to have an additional permanent PGE (D3) rank officer to help share their workload, failing which the momentum in taking forward a number of initiatives of the DEVB(WB) will be hampered. Furthermore, as mentioned in paragraphs 9 to 11 above, the PGE (D3) rank officer will lead the dedicated team to take forward the studies on the formulation of the drinking water safety regulatory regime as well as overseeing the performance of WSD in respect of drinking water safety. The sharing of the workload by the remaining heads of division/offices in DEVB(WB) is not feasible since they are already fully occupied by their own work. Furthermore, the Legal Advisor (Works) is dedicated for works-related legal matters while the Heads of the Project Cost Management Office and the Energizing Kowloon East Office are supernumerary posts.

39. We have considered the alternative of redeploying other D2 officers to take up the proposed duties of the PAS(W)5 post. Enclosure 13 shows that the other D2 officers within DEVB(WB) are already fully engaged and cannot be redeployed to undertake the duties of the proposed PAS(W)5 post.

40. Separately, we have critically examined the feasibility of redeploying existing directorate officers within WSD to take on the work of the proposed supernumerary AOSGC (D2) and CE (D1) posts. At present, the 22 directorate professional grades officers, comprising one Deputy Director of Water Supplies (D3), five Assistant Directors of Water Supplies (D2), one Assistant Director of Accounting Services (D2), one Principal Executive Officer (D1), 11 CEs, two CEs (Mechanical or Electrical) and one Chief Waterworks Chemist (D1) supporting DWS are already fully engaged in their respective duties. It is operationally not possible for them to take up the work of SDU without adversely affecting the discharge of their current duties as illustrated at Enclosure 16. Also, the skillset of existing directorate professional grade officers is different from that possessed by the proposed supernumerary AOSGC (D2) post which is critical to the successful conduct of various reviews.

FINANCIAL IMPLICATIONS

41. While the proposed redeployment of three existing directorate posts within DEVB(WB) is cost-neutral, the proposed creation of the permanent PGE (D3) post in DEVB(WB), and two supernumerary posts of an AOSGC (D2) and a CE (D1) in WSD as well as making permanent a supernumerary GE (D2) post in DEVB(WB) will bring about an additional notional annual salary cost at mid-point of \$8,386,200, as follows –

Staffing proposal		Notional annual salary cost at mid-point \$	No. of posts
(a)	Head 159: DEVB(WB)		
	Creation of a permanent PGE (D3) post	2,431,800	1
	Making permanent the existing supernumerary GE (D2) post	2,094,600	1
(b)	Head 194: WSD		
	Creation of a supernumerary AOSGC (D2) post	2,094,600	1
	Creation of a supernumerary CE (D1) post	1,765,200	1
Total		8,386,200	4

/The

The additional full annual average staff cost, including salaries and staff on-costs, is around \$11,924,000.

42. The additional notional annual salary cost at mid-point for the six additional non-directorate civil service posts in DEVB(WB) and SDU of WSD supporting the proposed PGE, AOSGC and CE posts is \$6,415,650 and the additional full annual average staff cost, including salaries and staff on-costs, is around \$10,190,000. The annual staff cost of ten additional non-civil service contract staff in DEVB(WB) and SDU of WSD will be within \$10,502,000. The changes in establishment and the necessary provision have been reflected in the 2018-19 Estimates and will be reflected in the draft Estimates of subsequent financial years.

PUBLIC CONSULTATION

43. We consulted the Legislative Council (LegCo) Panel on Development on 28 November 2017. Members generally supported the proposals and some Members expressed the following views –

- (a) the Administration should provide supplementary information on how the dedicated team proposed to be set up in DEVB(WB) could maintain independence and impartiality in monitoring the work of WSD in taking forward water safety initiatives;
- (b) the Administration should take into account the need for additional chemist and frontline staff in WSD in taking forward the Action Plan; and
- (c) the Administration should ensure that proper training is arranged for licensed plumbers and construction workers due to the implementation of the Action Plan.

44. We responded to Members' views mentioned in paragraph 43(b) and (c) at the Panel meeting that the current setting in Hong Kong, with the Government acting as the sole water supplier to 99.99% of the population of Hong Kong, is quite different from those in major overseas jurisdictions. Water suppliers in such jurisdictions are typically private enterprises regulated by statutory bodies or the government. Pending the findings of the further detailed studies on the water safety regulatory regime to be carried out by DEVB(WB) (see paragraph 9 above), the proposed establishment of the SDU in WSD and the dedicated team in DEVB(WB) performing internal monitoring and external auditing cum surveillance respectively would provide an appropriate framework in monitoring WSD's work on supplying drinking water of the required quality to its customers. Since one of the proposed duties of the SDU is to review the institutional structure of WSD, DEVB(WB) will keep in view the review findings of the SDU to see if

/WSD

WSD would need further additional staff to enhance drinking water safety. Moreover, DEVB(WB) is working with the CIC to set up the Hong Kong Institute of Construction to enhance training opportunity and career progression pathways for practitioners in the construction industry. As regards paragraph 43(a), the supplementary information was provided to the LegCo Panel on Development on 13 December 2017.

BACKGROUND

45. Over the years, DEVB(WB) has taken up additional work arising from new and on-going initiatives relating to land supply, manpower resources, professional services, energizing KE, etc. The amount of the additional work is tremendous and has overloaded the existing division/office heads within the Branch. Coupled with the launching of the Action Plan for Enhancing Drinking Water Safety in Hong Kong by the Government in September 2017 to restore public confidence over drinking water safety following the ‘excess lead in drinking water’ incident in 2015, the DEVB(WB) and WSD will take forward a number of initiatives on various drinking water safety issues, which will require considerable steer and supervision at directorate level. The staffing proposals set out in this paper are required to cope with the need for additional directorate staff in DEVB(WB) and WSD arising from the above new and on-going initiatives.

ESTABLISHMENT CHANGES

46. The establishment changes in DEVB(WB) and WSD for the past two years are as follows –

Establishment (Note)	Number of posts			
	Existing (As at 1 June 2018)	As at 1 April 2018	As at 1 April 2017	As at 1 April 2016
DEVB(WB)				
A	24+(4) [#]	24+(4)	24+(4)	24+(3)
B	99	99	96	93
C	133	131	127	124
Total for DEVB(WB)	256+(4)	254+(4)	247+(4)	241+(3)
WSD				
A	23 [@]	23	23	23
B	461	461	456	448
C	3 986	3 982	3 965	3 942
Total for WSD	4 470	4 466	4 444	4 413

/Note:

Note:

- A – ranks in the directorate pay scale or equivalent
- B – non-directorate ranks, the maximum pay point of which is above MPS Point 33 or equivalent
- C – non-directorate ranks, the maximum pay point of which is at or below MPS Point 33 or equivalent
- () – number of supernumerary directorate posts
- # – as at 1 June 2018, there was no unfilled permanent directorate post in DEVB(WB).
- @ – as at 1 June 2018, there was one unfilled permanent directorate post in WSD.

CIVIL SERVICE BUREAU COMMENTS

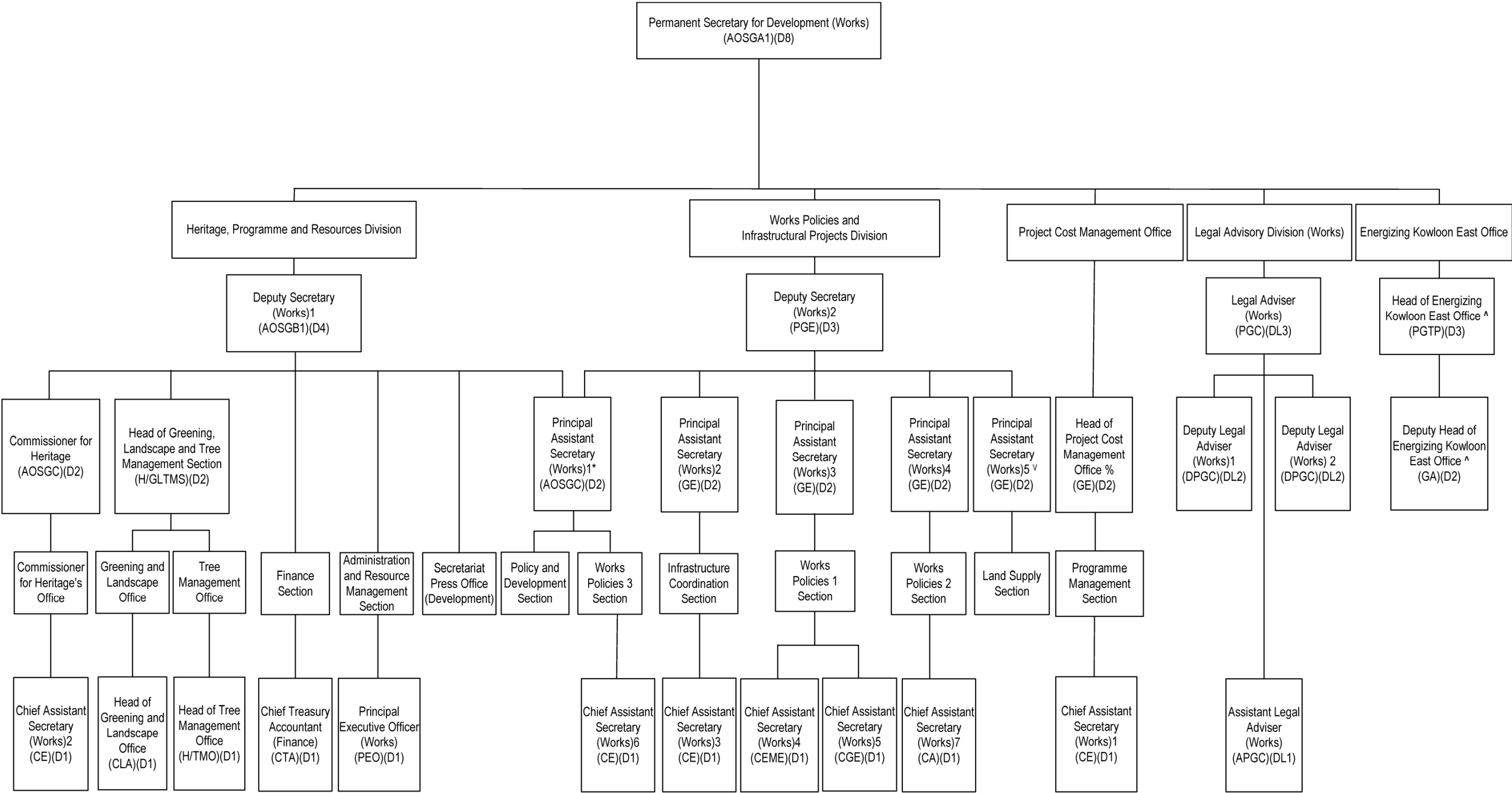
47. The Civil Service Bureau supports the proposed creation and redeployment of permanent directorate posts in DEVB(WB) and creation of two supernumerary directorate posts in WSD as detailed in paragraph 2 of this paper to cope with the new and on-going initiatives and to rationalise workload distribution among the directorate officers in DEVB(WB). The grading and ranking of the proposed directorate posts are considered appropriate having regard to the level and scope of responsibilities involved and the professional inputs required.

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

48. The Standing Committee on Directorate Salaries and Conditions of Service (Standing Committee) has advised that for DEVB(WB), the grading proposed for the two permanent directorate posts and the grading of the three directorate posts involved in the redeployment are appropriate. Regarding the two directorate posts proposed to be created in WSD on a supernumerary basis, their creation, if approved by the FC, will be reported to the Standing Committee in accordance with the agreed procedure.

Development Bureau
June 2018

Exisiting Organisation Chart of the Works Branch of the Development Bureau



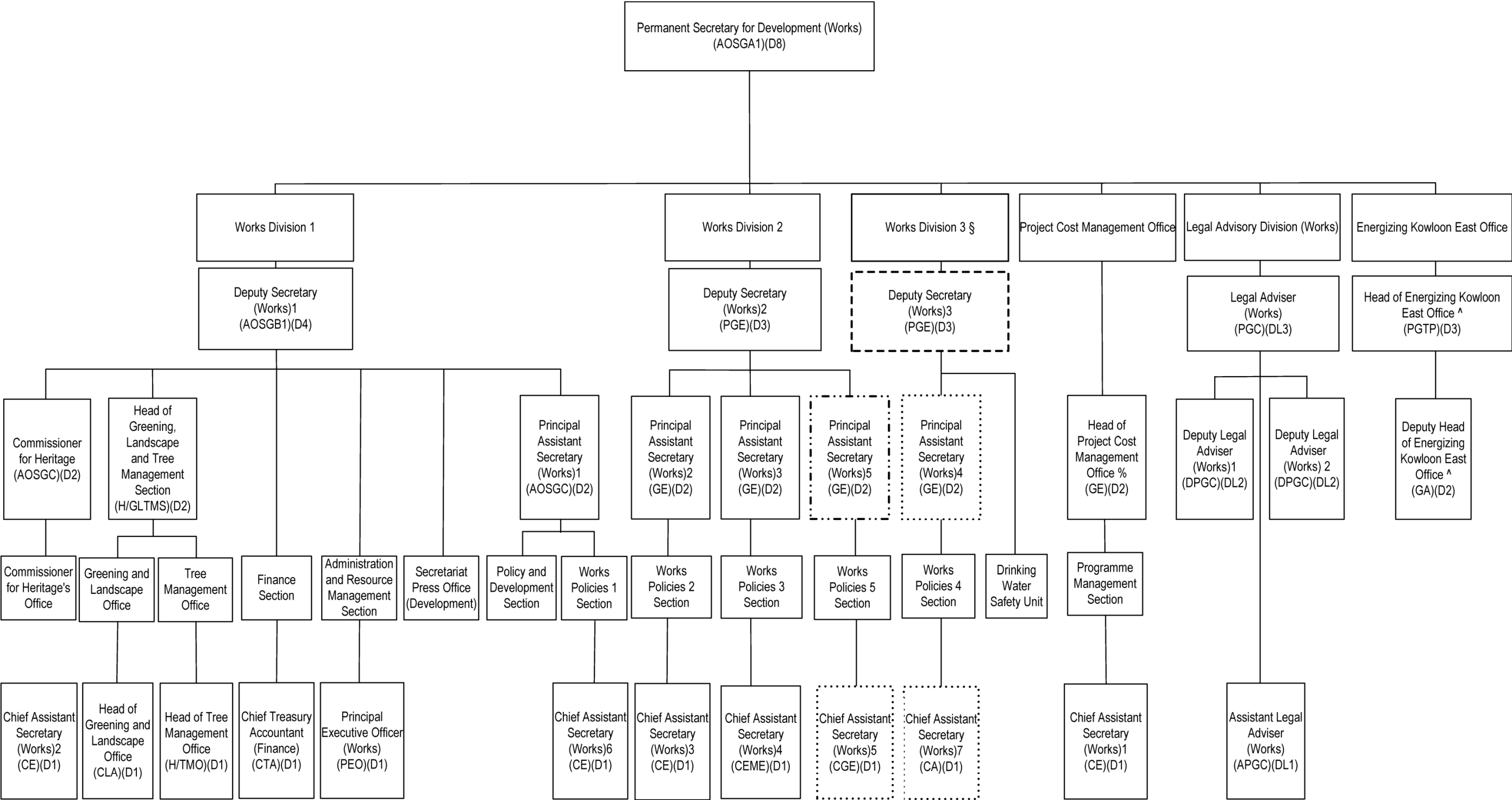
Legend

AOSGA1 — Administrative Officer Staff Grade A1
AOSGB1 — Administrative Officer Staff Grade B1
AOSGC — Administrative Officer Staff Grade C
APGC — Assistant Principal Government Counsel
CA — Chief Architect
CE — Chief Engineer
CEME — Chief Electrical and Mechanical Engineer
CGE — Chief Geotechnical Engineer
CIO — Chief Information Officer
CLA — Chief Landscape Architect

CTA — Chief Treasury Accountant
DPGC — Deputy Principal Government Counsel
GA — Government Architect
GE — Government Engineer
H/GLTMS — Head of Greening, Landscape and Tree Management Section
H/TMO — Head of Tree Management Office
PEO — Principal Executive Officer
PGC — Principal Government Counsel
PGE — Principal Government Engineer
PGTP — Principal Government Town Planner

* Serves both Deputy Secretary (Works)1 and Deputy Secretary (Works)2
^ Supernumerary posts created for Energizing Kowloon East Office from 1 July 2012 to 31 March 2022
^v Supernumerary post created for Land Supply Section from 11 July 2014 to 31 March 2019
% Supernumerary post created for Project Cost Management Office from 28 June 2016 to 31 March 2019

Proposed Organisation Chart of the Works Branch of the Development Bureau

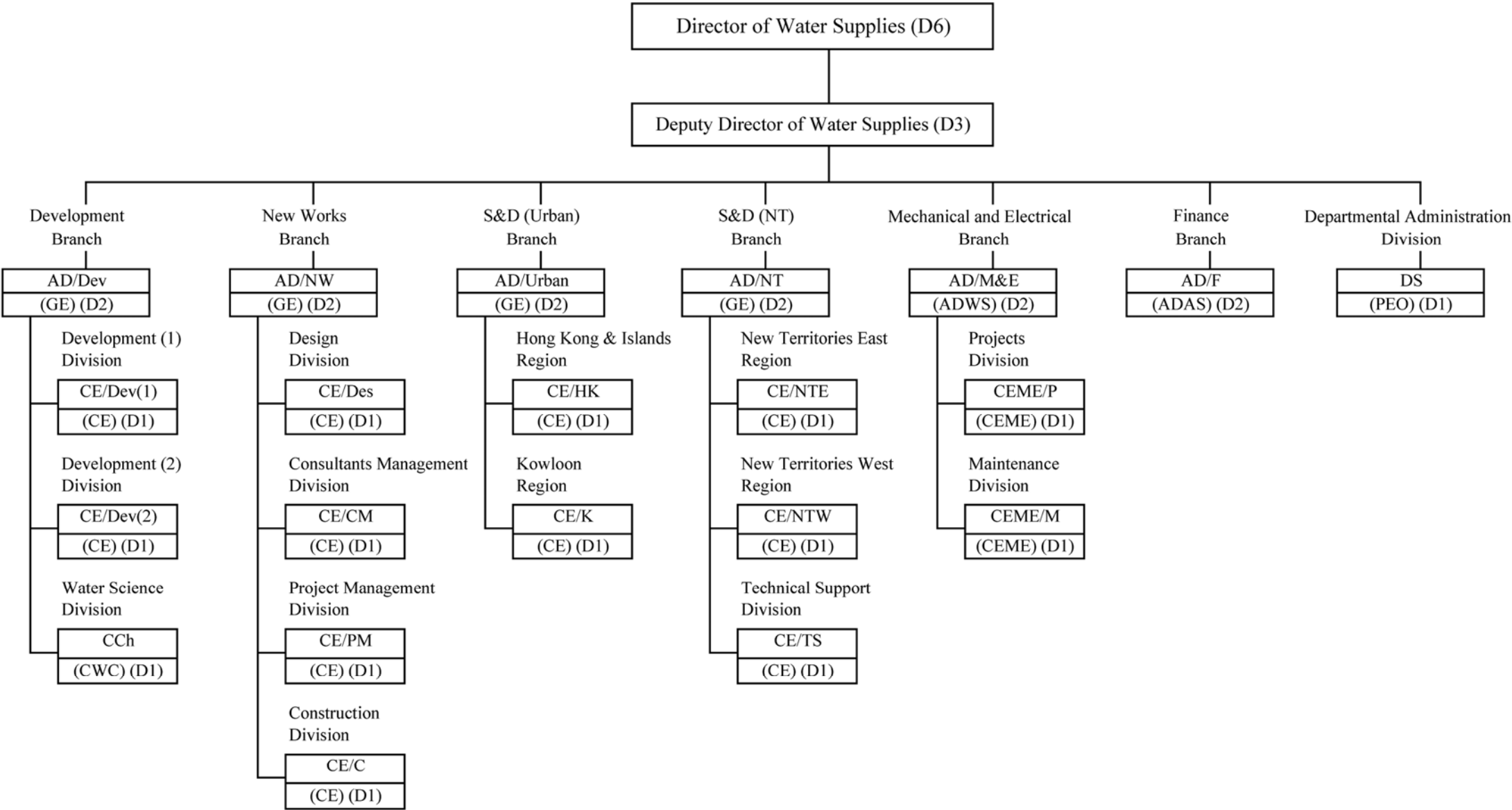


Legend
AOSGA1 — Administrative Officer Staff Grade A1
AOSGB1 — Administrative Officer Staff Grade B1
AOSGC — Administrative Officer Staff Grade C
APGC — Assistant Principal Government Counsel
CA — Chief Architect
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CEME — Chief Electrical and Mechanical Engineer
CGE — Chief Geotechnical Engineer
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CLA — Chief Landscape Architect

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H/TMO — Head of Tree Management Office
PEO — Principal Executive Officer
PGC — Principal Government Counsel
PGE — Principal Government Engineer
PGTP — Principal Government Town Planner

^ Supernumerary posts created for Energizing Kowloon East Office from 1 July 2012 to 31 March 2022
% Supernumerary post created for Project Cost Management Office from 28 June 2016 to 31 March 2019
§ Proposed new division
[Dashed Box] Proposed new post
[Dotted Box] Supernumerary post created for Land Supply Section proposed to be converted to a permanent post
[Dotted Box] Posts proposed to be redeployed

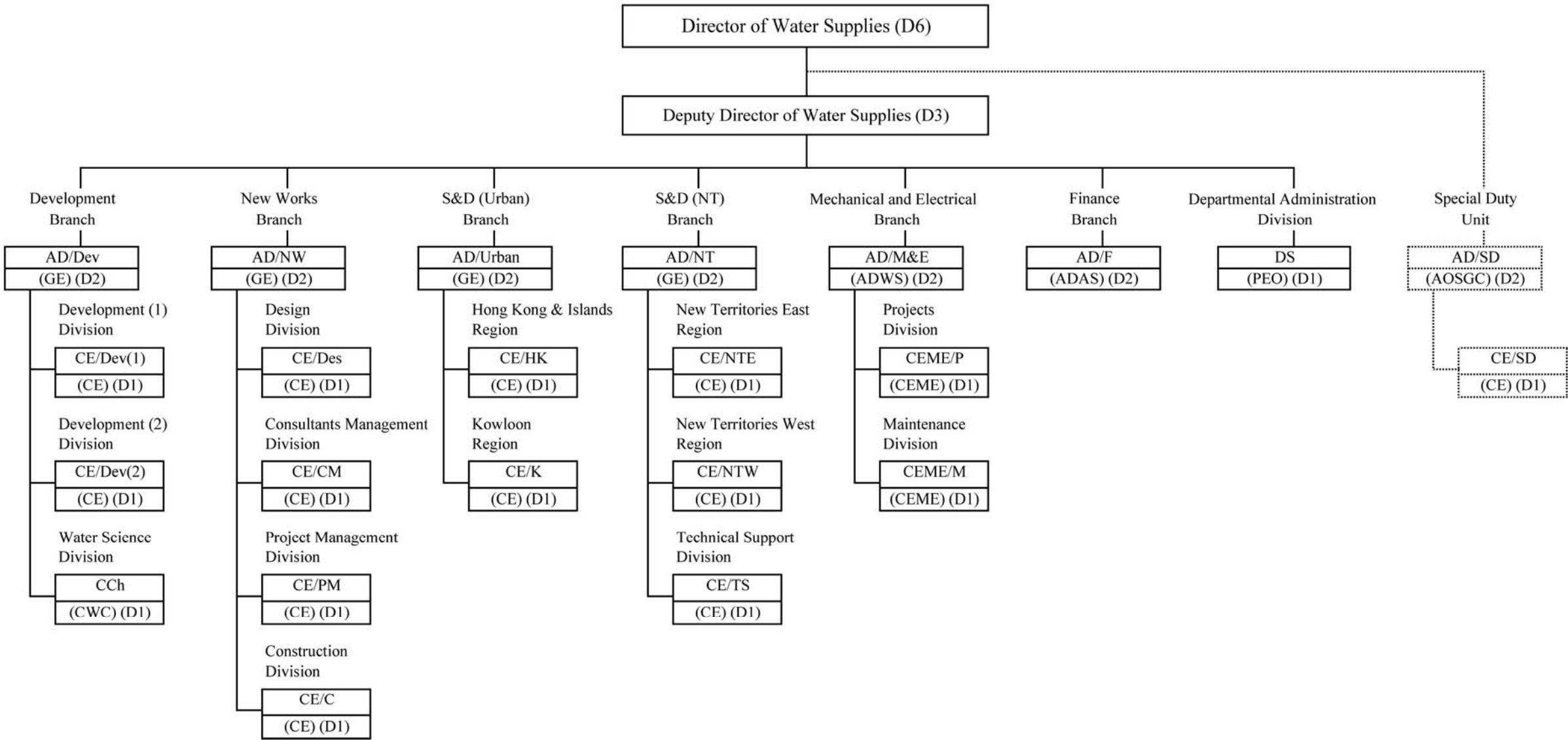
Existing Organisation Chart of Water Supplies Department



Legend

ADAS	— Assistant Director of Accounting Services	CE/Des	— Chief Engineer/Design	GE	— Government Engineer
ADWS	— Assistant Director of Water Supplies	CE/Dev(1)	— Chief Engineer/Development(1)	PEO	— Principal Executive Officer
AD/Dev	— Assistant Director/Development	CE/Dev(2)	— Chief Engineer/Development(2)	S&D (NT)	— Supply and Distribution (New Territories)
AD/F	— Assistant Director/Finance	CE/HK	— Chief Engineer/Hong Kong	S&D (Urban)	— Supply and Distribution (Urban)
AD/M&E	— Assistant Director/Mechanical and Electrical	CE/K	— Chief Engineer/Kowloon		
AD/NW	— Assistant Director/New Works	CE/NTE	— Chief Engineer/New Territories East		
AD/NT	— Assistant Director/New Territories	CE/NTW	— Chief Engineer/New Territories West		
AD/Urban	— Assistant Director/Urban	CE/PM	— Chief Engineer/Project Management		
CCh	— Chief Chemist	CE/TS	— Chief Engineer/Technical Support		
CWC	— Chief Waterworks Chemist	CEME/P	— Chief Electrical & Mechanical Engineer/Projects		
CE/C	— Chief Engineer/Construction	CEME/M	— Chief Electrical & Mechanical Engineer/Maintenance		
CE/CM	— Chief Engineer/Consultants Management	DS	— Departmental Secretary		

Proposed Organisation Chart of Water Supplies Department after Setting up of Special Duty Unit



Legend

ADAS	— Assistant Director of Accounting Services	CE/CM	— Chief Engineer/Consultants Management	DS	— Departmental Secretary
ADWS	— Assistant Director of Water Supplies	CE/Des	— Chief Engineer/Design	GE	— Government Engineer
AOSGC	— Administrative Officer Staff Grade C	CE/Dev(1)	— Chief Engineer/Development(1)	PEO	— Principal Executive Officer
AD/Dev	— Assistant Director/Development	CE/Dev(2)	— Chief Engineer/Development(2)	S&D (NT)	— Supply and Distribution (New Territories)
AD/F	— Assistant Director/Finance	CE/HK	— Chief Engineer/Hong Kong	S&D (Urban)	— Supply and Distribution (Urban)
AD/M&E	— Assistant Director/Mechanical and Electrical	CE/K	— Chief Engineer/Kowloon		
AD/NW	— Assistant Director/New Works	CE/SD	— Chief Engineer/Special Duty		
AD/NT	— Assistant Director/New Territories	CE/NTE	— Chief Engineer/New Territories East		
AD/SD	— Assistant Director/Special Duty	CE/NTW	— Chief Engineer/New Territories West		
AD/Urban	— Assistant Director/Urban	CE/PM	— Chief Engineer/Project Management		
CCh	— Chief Chemist	CE/TS	— Chief Engineer/Technical Support		
CWC	— Chief Waterworks Chemist	CEME/P	— Chief Electrical & Mechanical Engineer/Projects		
CE/C	— Chief Engineer/Construction	CEME/M	— Chief Electrical & Mechanical Engineer/Maintenance		

**Proposed Job Description of
Deputy Secretary (Works) 3, Development Bureau**

Rank : Principal Government Engineer (D3)

Responsible to : Permanent Secretary for Development (Works)

Main Duties and Responsibilities –

1. To provide policy steer and high-level input on the establishment of water safety regulatory regime including overseeing necessary studies relating to water safety regime for Hong Kong.
2. To monitor the performance of Water Supplies Department (WSD) in relation to water quality issues, review Hong Kong Drinking Water Standards, as well as support the operation of the Drinking Water Safety Advisory Committee.
3. To oversee and provide steer on all aspects of work carried out by WSD in relation to implementation of the Action Plan for Enhancing Drinking Water Safety.
4. To assist in devising and implementing policies in regard to procurement, administration of contracts and consultancies, lift and escalator safety.
5. To serve as board members of the Central Tender Board, the Engineering and Associated Consultants Selection Board and the Architectural and Associated Consultants Selection Board.
6. To devise policies to promote local professional services including seizing construction-related job opportunities outside Hong Kong.
7. To assist the Permanent Secretary for Development (Works) in directing, co-ordinating and determining the need for supporting services to the Works Group of Departments and assume housekeeping responsibilities in respect of the Electrical and Mechanical Services Department.

**Proposed Job Description of
Deputy Secretary (Works) 1, Development Bureau**

Rank : Administrative Officer Staff Grade B1 (D4)

Responsible to : Permanent Secretary for Development (Works)

Main Duties and Responsibilities –

1. To oversee the formulation of policies and strategies on heritage conservation, oversee the work of the Commissioner for Heritage's Office as well as provide policy support and guidance to the Antiquities and Monuments Office of the Leisure and Cultural Services Department.
2. To assist in overseeing the implementation of the Public Works Programme by reviewing and updating procedures and practices; as well as monitoring the overall spending on public works projects.
3. To oversee the formulation of policies and strategies on greening, landscape and tree management and co-ordinate their implementation across government departments.
4. To oversee the provision of support to and liaison with the statutory Construction Industry Council.
5. To assist in the formulation of policies and initiatives on matters relating to construction manpower development.
6. To oversee branch administration, resource planning, media relations and publicity matters as well as financial management of bureau resources.
7. To monitor the overall financial management, manpower and public relations matters of the Works Group of Departments.
8. To oversee the implementation of the construction workers registration system in conjunction with the Construction Workers Registration Authority.
9. To assist the Permanent Secretary for Development (Works) to housekeep the Architectural Services Department.
10. To assist the Permanent Secretary for Development (Works) to manage the Landscape Architect Grade.

**Proposed Job Description of
Deputy Secretary (Works) 2, Development Bureau**

Rank : Principal Government Engineer (D3), Multi-disciplinary

Responsible to : Permanent Secretary for Development (Works)

Main Duties and Responsibilities –

1. To formulate policies and oversee their implementation on slope safety, cavern and underground space development.
2. To oversee the implementation of major infrastructural projects, such as the Kai Tak Development and the Liantang/Heung Yuen Wai Boundary Control Point.
3. To oversee the implementation of the pier improvement programme.
4. To formulate policies and oversee their implementation on construction industry security of payment.
5. To formulate policies and oversee their implementation to enhance productivity and innovation in the construction industry.
6. To oversee the holistic review of the Waterworks Ordinance and Waterworks Regulations and formulate policies in ensuring water supply reliability and sustainability in Hong Kong including providing high level steer on the total water management strategy and oversee the implementation of various initiatives under the strategy.
7. To provide high-level steer on the implementation of the Sustainable Lantau Blueprint and reclamations outside Victoria Harbour.
8. To formulate policies and oversee their implementation on construction safety and environment, construction standards and materials, green procurement, disposal of marine mud as well as disposal of construction and demolition materials in public works.
9. To formulate policies and oversee their implementation on the flood prevention and revitalisation of major nullahs in Hong Kong.
10. To oversee implementation of smart city initiatives in public works projects and formulate policies to deal with impact of climate changes on public works infrastructures.
11. To assist the Permanent Secretary for Development (Works) to housekeep the Water Supplies Department, the Drainage Services Department and the Civil Engineering and Development Department.

**Proposed Job Description of
Principal Assistant Secretary (Works) 5, Development Bureau**

Rank : Government Engineer (D2)

Responsible to : Deputy Secretary (Works)2

Main Duties and Responsibilities –

1. To provide high-level technical input to steer the implementation of various projects and initiatives of Lantau development and conservation as set out in the Sustainable Lantau Blueprint, such as strategic studies for artificial islands in the central waters including development of the proposed East Lantau Metropolis, topside development on the Hong Kong Boundary Crossing Facilities Island of the Hong Kong-Zhuhai-Macao Bridge and Sunny Bay reclamation.
2. To provide secretariat support to the Lantau Development Advisory Committee chaired by the Secretary for Development.
3. To support the land supply initiatives through reviewing and formulating works policies with a view to expediting land supply, overseeing the provision of infrastructure support to various land supply initiatives and proposals and providing high-level technical input to co-ordinate and oversee the implementation of the associated works projects.
4. To provide support to Permanent Secretary for Development (Works) and Deputy Secretary (Works)2 in handling technical matters related to the Steering Committee on Land Supply, Task Force on Land Supply, Land Supply Tracking Subcommittee, Committee on Planning and Land Development and Strategic Planning Committee of the Hong Kong Housing Authority.
5. To assist in formulating and implementing policies on construction safety and environment, construction standards and materials, and green procurement in public works.
6. To assist in formulating and implementing policies in regard to disposal of marine mud as well as handling matters relating to disposal of construction and demolition materials for public works.
7. To assist in formulating and implementing policies in regard to flood prevention and revitalisation of major nullahs in Hong Kong, and in housekeeping the Drainage Services Department.

**Summary of Changes in the Sections in the
Proposed Re-organisation of Works Branch of Development Bureau**

Works Division	Section(s) under the Division before the re-organisation			Section(s) under the Division after the re-organisation		
	Section name	D2 staff	D1 staff	Section name	D2 staff	D1 staff
1	Works Policies 3 Section	PAS(W)1	CAS(W)6	Works Policies 1 Section <i>(renamed from Works Policies 3 Section)</i>	PAS(W)1	CAS(W)6
2	Infrastructure Coordination Section	PAS(W)2	CAS(W)3	Works Policies 2 Section <i>(renamed from Infrastructure Coordination Section)</i>	PAS(W)2	CAS(W)3
	Works Policies 1 Section	PAS(W)3	CAS(W)4, CAS(W)5	Works Policies 3 Section <i>(renamed from Works Policies 1 Section)</i>	PAS(W)3	CAS(W)4
	Works Policies 2 Section	PAS(W)4	CAS(W)7	-		
	Land Supply Section	PAS(W)5	-	Works Policies 5 Section <i>(renamed from Land Supply Section)</i>	PAS(W)5	CAS(W)5 <i>(redeployed from the original Works Policies 1 Section)</i>
3 (new)	-			Works Policies 4 Section <i>(redeployed from the original Works Policies 2 Section of Works Division 2)</i>	PAS(W)4	CAS(W)7
				Drinking Water Safety Unit <i>(a new unit)</i>	-	-

**Proposed Job Description of
Chief Assistant Secretary (Works) 5, Development Bureau**

Rank : Chief Geotechnical Engineer (D1)

Responsible to : Principal Assistant Secretary (Works)5

Main Duties and Responsibilities –

1. To assist in formulating and implementing policies on construction safety and environment, construction standards and materials, and green procurement in public works.
2. To provide secretariat support to the Panel of Enquiry for taking regulating actions against contractors with poor site safety and environmental records.
3. To assist in formulating and implementing policies in regard to flood prevention and revitalisation of major nullahs in Hong Kong.
4. To assist in formulating and implementing policies in regard to disposal of marine mud as well as handling matters relating to disposal of construction and demolition materials for public works.
5. To assist in overseeing the implementation of various projects and initiatives of Lantau development and conservation as set out in the Sustainable Lantau Blueprint, such as strategic studies for artificial islands in the central waters including development of the proposed East Lantau Metropolis, topside development on the Hong Kong Boundary Crossing Facilities Island of the Hong Kong-Zhuhai-Macao Bridge and Sunny Bay reclamation.
6. To assist in housekeeping the Drainage Services Department.

**Proposed Job Description of
Principal Assistant Secretary (Works) 4, Development Bureau**

Rank : Government Engineer (D2), Multi-disciplinary

Responsible to : Deputy Secretary for Development (Works) 3

Main Duties and Responsibilities –

1. To assist in implementing post-quake reconstruction work in Sichuan including project and funding management; technical audit co-ordination; and providing technical support to other policy bureaux.
2. To assist in handling matters relating to the Mainland/Hong Kong Closer Economic Partnership Arrangement consultations/implementation including mutual recognition of professional qualifications.
3. To assist in handling matters relating to negotiations of trade-in-services agreements of World Trade Organization Agreement of Government Procurement, free trade agreements, and other multilateral/bilateral trade negotiations in connection with the construction industry.
4. To assist in formulating and implementing strategies to promote local professional services in the Mainland and overseas construction and engineering related markets.
5. To assist in formulating and implementing policies on procurement practices in relation to project planning, design, tendering, contract administration and site supervision.
6. To assist in formulating and implementing policies on management of contractors and consultants including administration and performance monitoring.
7. To assist in vetting submissions to the Central Tender Board, Engineering and Associated Consultants Selection Board and Architectural and Associated Consultants Selection Board.
8. To assist in housekeeping the Electrical and Mechanical Services Department.

**Proposed Job Description of
Chief Assistant Secretary (Works) 7, Development Bureau**

Rank : Chief Architect (D1)

Responsible to : Principal Assistant Secretary for Development (Works) 4 (in respect of items 1 to 4 below) and Deputy Secretary (Works) 1 (in respect of item 5 below)

Main Duties and Responsibilities –

1. To assist in reviewing the public works procurement policies and system, formulating and implementing policies in regard to contract and consultancy services procurement, and management of contractors and consultants including administration, performance monitoring and regulating actions.
2. To assist in handling matters related to the Mainland/Hong Kong Closer Economic Partnership Arrangement consultations/implementation (including key development areas), other Mainland co-operation agreements and trade agreements with overseas economies; and the promotion of local professional services in the Mainland and overseas construction and engineering related markets.
3. To assist in formulating and implementing policy in regard to lift and escalator safety.
4. To assist in housekeeping the Electrical and Mechanical Services Department.
5. To assist in housekeeping the Architectural Services Department.

(Note: Item 5 above will be taken over by CAS(W)7 from the Deputy Head of Energizing Kowloon East Office (DH/EKEO) upon the proposed re-organisation of DEVB(WB). Upon review, it is considered more appropriate for the duty to be taken up by a permanent directorate post instead of the DH/EKEO post, which is a supernumerary post.)

**Schedule of Responsibilities for
D2 Officers of Works Branch, Development Bureau (DEVB(WB)) other than
the Legal Advisory Division (Works)**

Upon the creation of Deputy Secretary (Works) 3 (DS(W)3) post ranked at Principal Government Engineer (D3), DEVB(WB) proposes to re-distribute the duties among various divisions within DEVB(WB).

Commissioner for Heritage (C for H) ranked at Administrative Officer Staff Grade C (AOSGC) (D2)

2. C for H assists DS(W)1 in the implementation and monitoring of policies on heritage conservation, and in devising and taking forward initiatives on the subject, including initiatives under the Built Heritage Conservation Fund, which comprise the Revitalising Historic Buildings Through Partnership Scheme, Financial Assistance for Maintenance Scheme, and funding schemes for public education, community involvement, publicity activities and academic research. C for H is responsible for implementing the heritage impact assessment mechanism for new capital works projects, devising economic incentives for the conservation of privately-owned historic buildings, and taking forward heritage conservation and revitalisation projects. He also serves as the focal point of contact on heritage conservation matters both locally and overseas, and spearheads the engagement of stakeholders and the public in the implementation of heritage conservation initiatives and liaises with organisations concerned on related matters. In addition, he provides policy support and guidance to the Antiquities and Monuments Office of the Leisure and Cultural Services Department. Moreover, he is responsible for conducting research on policies, legislation and practices on heritage conservation both locally and overseas, and overseeing the handling of enquiries, complaints and suggestions from the public and media on heritage conservation matters. There is no change in duties upon re-organisation.

**Head of Greening, Landscape and Tree Management Section
(H/GLTMS) (D2)**

3. H/GLTMS assists DS(W)1 in formulating policies and strategies on greening, landscape and tree management to ensure seamless integration from landscape design and planting in the upstream to vegetation maintenance in the downstream, overseeing the work of the Greening and Landscape Office and the Tree Management Office, overseeing the co-ordination of greening, landscape and tree management matters and setting up protocol of liaison with relevant bureaux

/and

and departments, and to deal with cross-bureau and cross-departmental issues, serving as the focal point of contact on greening, landscape and tree management matters both locally and overseas, overseeing manpower development, community involvement and public education programmes, and handling of enquiries, complaints and suggestions from the public and media on greening, landscape and tree management matters. There is no change in duties upon re-organisation.

Principal Assistant Secretary (Works) 1 (PAS(W)1) ranked at AOSGC (D2)

4. Upon re-organisation, PAS(W)1 will be under DS(W)1 instead of both DS(W)1 and DS(W)2. PAS(W)1 will assist DS(W)1 in providing policy guidance to the statutory Construction Industry Council (CIC) and to act as the focal point of liaison between the Government and CIC, and to handle matters of the next phase of the Consultancy Study on Development Strategy for the Hong Kong Construction Industry – Vision 2030, covering construction cost, quality control and project overrun. He is also responsible for monitoring overall construction manpower situation, devising construction manpower policies, providing policy support to the establishment of the Hong Kong Institute of Construction and providing career progressive pathways to practitioners in the industry, overseeing the implementation of enhancements to the Supplementary Labour Scheme in respect of applications from public sector projects, providing steer on matters under the Construction Workers Registration Ordinance, and supporting the development of the Zero Carbon Building. There is no change in duties upon re-organisation.

PAS(W)2 ranked at Government Engineer (GE) (D2)

5. PAS(W)2 assists DS(W)2 in providing high-level technical input and co-ordinating with works departments in the implementation of major infrastructure development projects so as to ensure that the best possible support is provided to various client bureaux. PAS(W)2 also assists in overseeing the implementation of major infrastructure projects, such as the Kai Tak Development, Liantang/Heung Yuen Wai Boundary Control Point, development of cycle track networks in the New Territories and the pier improvement programme. Furthermore, he is responsible for taking forward the initiative of enhancing land supply through rock cavern development and underground space development in urban areas, and providing policy steer for the public engagement of potential cavern and underground development sites such as the relocation of the Sha Tin sewage treatment works to caverns. In addition, he co-ordinates technical input on works aspects of planning and development issues, such as studies related to the development of the Lok Ma Chau Loop, North East New Territories New Development Areas (NDAs), Hung Shui Kiu NDA, etc. Also, he assists DS(W)2 in housekeeping the Civil Engineering and Development Department, and provides

/support

support to the Permanent Secretary for Development (Works) (PS(W)) in handling matters related to the MTR Corporation Limited's board business, Ocean Park re-development projects and Hong Kong Disneyland projects. He also assists in co-ordinating works policy input on climate change and biodiversity in support of the work of the Steering Committee on Climate Change. Upon re-organisation, PAS(W)2 will take up some additional work, including policy issues related to control of slope safety for both man-made and natural terrains as well as matters in regard to the West Kowloon Cultural District project currently undertaken by PAS(W)3. Also, he will handle the planning and engineering studies of various projects of reclamation outside Victoria Harbour for land supply currently undertaken by PAS(W)5.

PAS(W)3 ranked at GE (D2)

6. Among the new measures undertaken by DEVB(WB), PAS(W)3 takes up the policy issues related to innovation in construction industry including implementation of the Building Information Modelling technology. Also, in the holistic legislative review on Waterworks Ordinance and its Regulations, he provides high-level steer for the proposed amendment bill and, when necessary introducing new legislation for new water sources including reclaiming water, recycling grey water and harvesting rainwater plus implementing desalination. However, PAS(W)3 is already fully occupied with his existing work on policy matters in relation to water, drainage, lift safety as well as construction standards. Upon re-organisation, the policy matters related to drainage services, control of slope safety for both man-made and natural terrains and lift and escalator safety, policy input to construction safety, construction standards, environmental management and green procurement including promoting the use of green construction materials currently undertaken by him will be put under other PASs.

7. After re-organisation, PAS(W)3 will continue assisting DS(W)2 in housekeeping the Water Supplies Department and provide policy input and steer on total water management strategy, reliable supply of water including securing supply from Dongjiang and exploring alternative water sources such as seawater desalination as well as the delivery of infrastructural projects for enhancing water supplies. PAS(W)3 is also responsible for policy issues related to the regulatory control of water-cooled air-conditioning systems for the prevention of Legionnaires Disease as well as the policy input to security of payment and wage payment, including introduction of legislation. Furthermore, PAS(W)3 will continue to undertake the new measures as mentioned in paragraph 6 above.

/PAS(W)4

PAS(W)4 ranked at GE (D2)

8. Currently, PAS(W)4 works under DS(W)2. Upon re-organisation, PAS(W)4 will work under DS(W)3 and assist DS(W)3 in formulating and implementing policies on procurement of construction and consultancy services as well as management of contractors and consultants including administration of DEVB(WB)'s approved lists of public works contractors/suppliers and performance monitoring. PAS(W)4 represents DEVB(WB) in various trade consultations regarding the construction sector including Mainland/Hong Kong Closer Economic Partnership Arrangement (CEPA) consultations, World Trade Organization/Government Procurement Agreement consultations and other free trade agreement negotiations. He is responsible for handling works-related Mainland affairs including implementing CEPA market liberalisation measures, and providing support to other bureaux on various platforms such as the Hong Kong/Guangdong Co-operation Joint Conference and other Mainland/Hong Kong co-operation initiatives. He also provides support for carrying out a strategic review of the Hong Kong's procurement and contract administration systems so as to enhance competition, productivity, innovation and creativity leading to the cost-effective delivery of quality infrastructure, and for exploring liberalisation measures that are more favourable than CEPA for the construction stakeholders to access the Pilot Free Trade Zones in the Mainland and other emerging markets. He also assists in handling matters related to promotion of local professional services regarding construction and engineering in Mainland and overseas markets as well as assisting DS(W)3 in housekeeping the Electrical and Mechanical Services Department. After re-organisation, PAS(W)4 will also take up the policy issues related to lift and escalator safety.

PAS(W)5 ranked at GE (D2)

9. PAS(W)5 assists DS(W)2 in providing policy steer and input for taking forward various projects and initiatives of Lantau development and conservation as set out in the Sustainable Lantau Blueprint. In particular, he provides high-level technical input to steer the strategic studies for artificial islands in the central waters between Hong Kong Island and Lantau Island including development of the proposed East Lantau Metropolis, implementation of topside development on the Hong Kong Boundary Crossing Facilities Island of the Hong Kong-Zhuhai-Macao Bridge, Sunny Bay and Siu Ho Wan reclamations. He also provides secretariat support to the Lantau Development Advisory Committee chaired by the Secretary for Development. In addition, PAS(W)5 supports the land supply initiatives through reviewing and formulating works policies with a view to expediting land supply, overseeing the provision of infrastructure support to various land supply initiatives and proposals and providing high level technical

/input

input to co-ordinate and oversee the implementation of the associated works projects. He also provides support to PS(W) and DS(W)2 in handling technical matters related to the Steering Committee on Land Supply, Task Force on Land Supply, Land Supply Tracking Subcommittee, Committee on Planning and Land Development and Strategic Planning Committee of the Hong Kong Housing Authority.

10. Upon re-organisation, PAS(W)5 will also take up the housekeeping of the Drainage Services Department including policy input and steer on the flood prevention strategy as well as the delivery of infrastructural projects for enhancing flood prevention. He will also be responsible for providing policy input to construction safety, construction standards, environmental management and green procurement including promoting the use of green construction materials.

Head of Project Cost Management Office (H/PCMO) ranked at GE (D2)

11. H/PCMO is under the direct command of PS(W) in devising, promoting, co-ordinating and overseeing the implementation of cost management policies for capital works projects. In particular, he steers and promotes reviews of various works policies with a view to enhancing cost management, works with other policy teams under DEVB(WB), co-ordinates works departments' efforts in cost management and vets capital works projects from a cost management angle. In addition, he provides cross-bureau and high-level technical support regarding project cost estimation and budget control issues of major capital works projects, as well as promotes cost control and cost saving measures in the private building sector through collaboration with the CIC. To ensure the effectiveness of cost management efforts and create synergy, H/PCMO also monitors the overall delivery of the Capital Works Programme, reviews and updates procedures and practices, monitors the overall spending on capital works projects, vets the technical feasibility of proposed capital works projects, approves their technical feasibility statements, and vets submissions related to the Capital Works Resource Allocation Exercise and the Capital Works Reserve Fund Estimates in conjunction with the Financial Services and the Treasury Bureau. There is no change in duties upon re-organisation.

Deputy Head of Energizing Kowloon East Office (DH/EKEO) ranked at Government Architect (D2)

12. DH/EKEO assists Head of Energizing Kowloon East Office in overseeing tasks related to the conceptual master plan of Kowloon East (KE) and exploring different strategies to expedite the development and transformation of KE into an additional Central Business District. DH/EKEO is responsible for co-ordinating and monitoring planning and engineering studies, public works

/projects

projects, urban design and development of the master greening plan. DH/EKEO conducts research and feasibility studies to release the potential of government land, improve walkability, enhance the environment and develop KE into a smart city. DH/EKEO also provides professional advice to development proposals, co-ordinates and liaises with various bureaux and departments, advises on the feasibility, budgeting, programming, public consultation strategy, design and implementation of public works projects, and facilitates place making events that are conducive to the urban regeneration of KE. Upon re-organisation, the duty of DH/EKEO to assist DS(W)1 in housekeeping the Architectural Services Department will be handed over to Chief Assistant Secretary (Works)⁷ because it is considered more appropriate for the duty to be taken up by a permanent directorate post instead of the DH/EKEO post, which is a supernumerary post.

**Proposed Job Description of
Assistant Director/Special Duty, Water Supplies Department (WSD)**

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Director of Water Supplies

Main Duties and Responsibilities –

1. To oversee the review study on drinking water standards and consolidate necessary information from enhanced water quality monitoring programme to facilitate the Works Branch of the Development Bureau (DEVB(WB)) to review drinking water standards for Hong Kong.
2. To undertake a holistic review of Waterworks Ordinance/Waterworks Regulations in safeguarding the safety of drinking water in Hong Kong through enhanced regulatory control of the internal plumbing systems.
3. To supervise the internal audits for water quality monitoring and the Drinking Water Quality Management System, and to liaise with DEVB(WB) and the Department of Health on drinking water quality issues.
4. To oversee the public relations work of WSD including the publicity and public education on the safe use of water.
5. To review and re-engineer business processes, operational procedures and institutional structure of WSD to strengthen internal governance; enhance efficiency and effectiveness; and monitor the compliance of established departmental policies/regulations in the course of carrying out the reviews.
6. To lead a multi-disciplinary team of staff comprising officers of engineering grade and other professional, technical and general grades in the Special Duty Unit.
7. To undertake any other duties as assigned by the Director of Water Supplies.

**Proposed Job Description of
Chief Engineer/Special Duty, Water Supplies Department (WSD)**

Rank : Chief Engineer (D1)

Responsible to : Assistant Director/Special Duty

Main Duties and Responsibilities –

1. To lead a team of professional staff to carry out holistic review and revamp of the Waterworks Ordinance/Waterworks Regulations in safeguarding the safety of drinking water in Hong Kong through enhanced regulatory control of the internal plumbing systems.
2. To engage stakeholders which include plumbing materials suppliers, licensed plumbers, plumbing workers, professional bodies, training institutions, developers, consultants, contractors, property management sectors and government departments in formulating the legislative proposals.
3. To oversee business impact assessment on the legislative proposals.
4. To plan and oversee the public consultation which involves briefing sessions to plumbing trade organisations and public forums for the proposed legislative amendments.
5. To prepare the Drafting Instructions for the proposed legislative amendments.
6. To follow up with the Law Draftsman in drafting the amendment bills.
7. To undertake any other duties as assigned by Assistant Director/Special Duty.

**Schedule of Responsibilities of Existing D2 and D1 Officers in
Water Supplies Department (WSD)**

The D2 and D1 officers in WSD are fully engaged in their respective duties. As shown in the ensuing paragraphs, they each have a heavy portfolio of work, and none of them has the capacity or time to take on the work of Assistant Director/Special Duty (AD/SD) and Chief Engineer/Special Duty (CE/SD) posts.

Directorate at D2 Level

Assistant Director/Development (AD/Dev) ranked at Government Engineer (GE)
(D2)

2. AD/Dev is the head of the Development Branch overseeing the Development (1) Division, the Development (2) Division and the Water Science Division. He is fully engaged in the following responsibilities: overseeing and ensuring that the qualities of the water supplies are controlled and monitored in accordance with the established standards/guidelines; implementing and reviewing the Total Water Management Strategy covering both demand and supply management, including water loss management, water conservation promotion, development of new water sources from desalination, reclaimed water, recycled grey water and rainwater harvesting; overseeing the resources planning, supply planning, professional statistical services, crisis management, contingency planning as well as research and development functions; formulating strategies and administering agreements in relation to the Dongjiang water supply, as well as monitoring the supply of Dongjiang water; reviewing and overseeing the implementation of and improvement on current policies, practices and performance standards so as to enhance efficiency, productivity and quality of services; administering and overseeing the planning and deployment of financial and human resources in the Branch, carrying out grade management of technical staff of the civil engineering discipline and water science disciplines for optimum utilisation and overseeing training activities.

Assistant Director/New Works (AD/NW) ranked at GE(D2)

3. AD/NW is the head of the New Works Branch overseeing the Construction Division, the Consultants Management Division, the Design Division and the Project Management Division. He is fully engaged in the following responsibilities: overseeing the implementation of new projects (new works and major replacement/rehabilitation works) to achieve their objectives in time and within budget; formulating and implementing policies and procedures on

/consultants

consultants management, construction and design matters, as well as project management procedures for delivery of projects in the Public Works Programme (PWP); overseeing the management of consultants and contractors in the course of project delivery and steering in minimising and resolving disputes arising from works contracts and consultants' agreements; assisting in soliciting funds for capital works projects and overseeing the control of expenditure under the Capital Works Reserve Fund (CWRF); administering and overseeing the planning and deployment of financial and human resources in the Branch for optimum utilisation.

Assistant Director/Urban (AD/Urban) ranked at GE (D2)

4. AD/Urban under the Supply and Distribution (Urban) Branch is the head of the Hong Kong and Islands Region, the Kowloon Region, the Operation Section, the Quantity Surveying Section, the Reservoir Safety Section and the Slope Safety Section. He is fully engaged in the following responsibilities: overseeing the water supply and distribution functions of the Hong Kong and Islands Region and Kowloon Region, and monitoring the implementation of approved programmes, policies and procedures; administering matters in relation to water supply applications in Hong Kong and Islands Region and Kowloon Region, and ensuring compliance with the Waterworks Ordinance and Regulations; administering and overseeing the customer services functions of the Hong Kong and Islands Region and Kowloon Region including customer complaint handling, responding to customer complaints/enquiries from Legislative Council (LegCo), Ombudsman, bureaux and the public; overseeing the specialised functions on ensuring the safety of reservoirs and slopes and on proper management of slopes and trees under the jurisdiction of the Department; reviewing the existing water supply and distribution policies, practices and performance standards, and proposing and implementing improvement measures to enhance efficiency, productivity and quality of services; administering and overseeing the planning and deployment of financial and human resources in the Branch for optimum utilisation and overseeing the works carried out by the consultants for the Hong Kong and Islands Region, Kowloon Region and the Sections under his control.

Assistant Director/New Territories (AD/NT) ranked at GE (D2)

5. AD/NT under the Supply and Distribution (NT) Branch is the head of the NT East and NT West Regions and the Technical Support Division. He is fully engaged in the following responsibilities: overseeing the water supply and distribution functions of the NT East and NT West Regions, and monitoring the implementation of approved programmes, policies and procedures; administering matters in relation to water supply applications in the NT East and NT West Regions, and ensuring compliance with the Waterworks Ordinance and Regulations; administering and overseeing the customer services functions of the NT East and NT West Regions including customer complaints handling,

/responding

responding to customer complaints/enquiries from LegCo, Ombudsman, bureaux and the public; overseeing the Technical Support Division including formulation of policies, procedures and control measures for water supply applications, administration of Quality Water Supply Schemes for Buildings, management of licensed plumbers, and taking prosecution actions under the Waterworks Ordinance and administering the operations of the Customer Telephone Enquiry Centre, the Customer Enquiry Centres and the Document Management Centre; administering and overseeing the planning and deployment of financial and human resources in the Branch for optimum utilisation and overseeing the works carried out by the consultants for the NT East and NT West Regions and the Technical Support Division.

Assistant Director/Mechanical and Electrical (AD/M&E) ranked at Assistant Director of Water Supplies (D2)

6. AD/M&E is the head of the Mechanical and Electrical Branch overseeing the M&E Projects Division, the M&E Maintenance Division, the M&E Administration Unit, the Technical Development Unit, the Information Technology Management Unit and the Safety Unit. He is fully engaged in the following responsibilities: administering the planning, design, construction and commissioning of waterworks projects in relation to electrical, instrumentation and mechanical plant and equipment; overseeing the maintenance activities of all waterworks electrical, instrumentation and mechanical plant and equipment for the provision of quality water service; overseeing the provision of workshop and engineering services for the procurement, testing and repair of water meters, as well as the provision of mechanical and electrical engineering inputs to other branches; overseeing safety aspects of all waterworks installations and construction sites and the promotion of health and safety measures at work; administering and overseeing the planning and deployment of financial and human resources in the Branch and carrying out grade management functions for staff in the mechanical, electrical and instrumentation disciplines for optimum utilisation; administering departmental information technology issues and overseeing matters relating to staff welfare, energy management and emission management for the Department.

Assistant Director/Finance (AD/F) ranked at Assistant Director of Accounting Services (D2)

7. AD/F is the head of the Finance Branch, and is responsible for the overall performance and administration of the Branch. He is fully engaged in the following responsibilities: overseeing the financial and accounting policy, financial management, systems, procedures, and internal controls in the Department; overseeing and/or co-ordinating the preparation of Estimates, financial reports, budgetary controls, Resource Allocation Exercise, Controlling Officer's Report;

/overseeing

overseeing the waterworks operating accounts including water tariff review and acting as a member of the Waterworks Accounts Committee; overseeing billing, enquiry, complaints, debt collection and accounting matters related to water bills and deposits; overseeing the IT systems development, operation, maintenance, and contract management of Customer Care and Billing System and related systems and equipment; overseeing the procurement, supplies and stores matters; chairing the Departmental Tender Committee and Departmental Consultant Selection Committee; overseeing the meter reading matters; providing guidance and advice to Internal Audit Section; managing all Treasury, Supplies, and Meter Reader grades staff in the Department.

Directorate at D1 Level

Departmental Secretary (DS) ranked at Principal Executive Officer (D1)

8. DS is the head of the Departmental Administration Division and is responsible for the overall performance and administration of the Division. He is fully engaged in the following responsibilities: serving as the principal adviser to the senior management on human resources policy and strategy, conditions of service, recruitment, promotion, retention and motivation, grade structure and departmental administration; advising the senior management on all establishment and organisational matters and management reviews including the operation of the Departmental Establishment Committee; providing support to the senior management on posting and development matters of professional grade staff in the civil engineering discipline; formulating staff relations and staff consultative strategies and action plans; overseeing the provision of administrative support to the Department, including office organisation and procedures, building management, office equipment, transport, translation service, clerical and secretarial services, etc; and managing all General Grades staff in the Department.

Chief Engineer/Development (1) (CE/Dev(1)) ranked at Chief Engineer (CE) (D1)

9. CE/Dev(1) is the head of the Development (1) Division and is responsible to AD/Dev for administering the Asset Management Section, the Training and Quality Management Section, the Water Loss Management Section, the Planning Policy Section and the Supply Planning Section; overseeing the centralised function on implementing and updating the Underground and Surface Asset Management Plans; overseeing the evaluation of the implementation of approved policies and procedures on training matters and grade management and recommending improvement where necessary; overseeing recruitment, posting, promotion and career development of technical grades in the civil discipline under the central authority of the Department; overseeing the quality management function on the current operation and maintenance procedures.

10. He also formulates strategy and policy on water loss management and oversees the specialised function on leak detection in the supply and distribution systems; oversees the planning policy, the supply planning and crisis management matters; oversees the financial matters of the Development Branch and the Development (1) Division.

Chief Engineer/Development (2) (CE/Dev(2)) ranked at CE (D1)

11. CE/Dev(2) is the head of the Development (2) Division. He is responsible to AD/Dev for making forecasts of the water demand in the territorial and district basis; assessing the reliable local yield and adequacy of water supply; reviewing consumption characteristics and establishing unit demands for various categories of consumers for demand projection purpose; overseeing the implementation of various initiatives on total water management in Hong Kong.

12. He also oversees the specialised function on research and development in keeping WSD abreast of new developments in water engineering technology; provides professional advice and supporting services in the statistical field including statistical analysis and research; oversees the implementation of water conservation programmes; and oversees office accommodation matters.

Chief Chemist (CCh) ranked at Chief Waterworks Chemist (D1)

13. CCh is the administrative and operational head of the Water Science Division and is responsible to AD/Dev for formulating policies and procedures for the Division; overseeing the planning, development, implementation and maintenance of quality assurance systems of the Division; ensuring that adequate staff in the appropriate grades and laboratory facilities are available to enable the functions of the Division to be fulfilled and its duties and responsibilities to be discharged; managing the operation of the Division's laboratories and radiation screening centres; controlling all expenditures and expenditure forecasting for the Division.

14. He also deals with all matters relating to the quality and treatment of water resources, the control of pollution in gathering grounds and the ecology of impounded waters; approves specifications for chemicals and certain other materials used in the water supply industry, vets tenders and recommends purchases for the supply of such chemicals and materials, monitors their consumption, stocks, deliveries and qualities, and ensures optimum economy in the use of chemicals; ensures that potable supplies conform to satisfactory and internationally recognised standards of quality, generally keeps abreast of research and developments on water science and the public health aspects of water quality and in consultation with the Department of Health, advises on any need to modify existing standards of quality; provides specifications for the scientific aspects of the

/design

design of new, uprated and extension water treatment works; provides scientific advice and services relating to the investigation of future water resources including desalination and water reclamation and re-use; provides water examination service and advice on water quality and treatment to other government departments and the general public; prepares periodic reports on the work of the Division and maintains records and statistics; provides any other advisory and research service to other Branches of the Department and other government departments and agencies; and deals with matters of a radiological nature and radiation monitoring of water supply.

Chief Engineer/Design (CE/Des) ranked at CE (D1)

15. CE/Des is the head of the Design Division and is responsible to AD/NW. He assists AD/NW in formulating and implementing policies and procedures on design matters. He is responsible for administering the daily function and supervising the staff of the Division; appointing the Project Officers for the PWP projects; overseeing and controlling the preparation of engineering designs, estimates and contract documents for new civil engineering projects and the invitation of tenders for the construction works; monitoring and controlling the progress and expenditures of individual projects; processing items in the PWP for inclusion and upgrading.

16. He also manages the Drawing Office and supports AD/NW in the grade management of the Technical Officer grade staff in the Drawing Office. He chairs the WSD's Building Information Modelling (BIM) Working Group in promoting the use of BIM in WSD, taking forward the various BIM initiatives and sharing the experience with other Works Departments and parties in the construction industry. He also chairs the Standing Committee on Civil Engineering Standards; deals with publicity issues, audit queries, contractual disputes and relevant legal matters; manages consultants projects and performs consultant management functions, if required; and oversees the training of Civil Engineering Graduates and Civil Engineering Undergraduates posted to the Division.

Chief Engineer/Consultants Management (CE/CM) ranked at CE (D1)

17. CE/CM is the head of the Consultants Management Division and is responsible to AD/NW. Other than assisting AD/NW in formulating and implementing policies and procedures on consultants management matters, CE/CM is also responsible for implementing a number of key waterworks projects including Tseung Kwan O Desalination Plant, Tai Po Water Treatment Works Expansion, Siu Ho Wan Water Treatment Works Extension, etc.

18. He also administers the daily function and supervises the staff of the Division; appoints Project Manager for each PWP project; processes items in the PWP for inclusion and upgrading; assists AD/NW in the selection and engagement of consultants; examines and where appropriate recommends approval of the site establishment and appointment of Resident Site Staff (RSS) equivalent to the rank of Senior Engineer and above; examines and where appropriate approves the appointment of RSS below the rank of Senior Engineer; assists AD/NW, as the Employer, in the management of contractors; monitors and controls progress and expenditure of individual projects; oversees project management functions on consultant-administered projects; and deals with publicity issues, audit queries, contractual disputes and relevant legal matters.

Chief Engineer/Project Management (CE/PM) ranked at CE (D1)

19. CE/PM is the head of the Project Management Division and is responsible to AD/NW. He assists AD/NW in the formulation, promulgation and implementation of the project management procedures for delivery of projects in the PWP.

20. He also administers the daily function and supervises the staff of the Division; appoints Project Manager for each PWP project; sets priority of individual projects and examines the need to use consultants for delivery of projects; reviews programmes and resources, and, if necessary, seeks approval for re-planning of projects; oversees and controls the expenditure of the CWRP including the compilation of out-turn forecast and the CWRP Draft Estimates; attends to matters related to the Public Works Sub-Committee and the PWP Executive Management Meeting; oversees consultants management functions on consultants projects; assists AD/NW in the management and implementation of the PWP Information System; assists AD/NW in the formulation and promulgation of estimating and cost control policies, procedures and practices including the use of Estimating using Risk Analysis (ERA); oversees and controls the use of ERA and other procedures and practices for project estimating; and attends to matters related to the Land Acquisition and Clearance Committee.

Chief Engineer/Construction (CE/C) ranked at CE (D1)

21. CE/C is the head of the Construction Division and is responsible to AD/NW. He assists AD/NW in the formulation, promulgation and implementation of policies and procedures on construction matters; carrying out finance planning and control on capital works expenditure; analysing tenders and drafting recommendations to the relevant tender boards and approving authorities and management of contractors including endorsement of reports on contractor's performance and resolution of contractual disputes; and carrying out planning

/studies

studies and recommending water supply proposals and programmes for development of additional waterworks installations in time to meet future water demand generated from new developments and existing developments.

22. He also administers the daily function and supervises the staff of the Construction Division; exercises the powers and discharges the responsibilities imposed by the terms of the in-house construction contracts for the proper administration and supervision of the contracts; reviews and monitors the progress of works, ensuring that time schedules are met and taking corrective measures as necessary; certifies the amount of works completed by and payments due to the contractors; and oversees the Stores Control Unit, Lands Surveying Section, and the training to Civil Engineering Graduates and Civil Engineering Undergraduates posted to the Division.

Chief Engineer/Regions ranked at CE (D1)

23. CE/Regions (namely Chief Engineer/Hong Kong & Islands (CE/HK), Chief Engineer/Kowloon (CE/K), Chief Engineer/New Territories East (CE/NTE) and Chief Engineer/New Territories West (CE/NTW)) are the heads of the Regions and are responsible^{Note} for planning, administering and controlling day-to-day operation and maintenance of all waterworks installations, gathering grounds, impounding reservoirs, pumping stations, water treatment works, service reservoirs and water mains, etc. up to the final connection at customers' premises within the Region to ensure a satisfactory and adequate water supply; providing customer services such as dealing with applications for water supply, investigation of complaints, handling enquiries from consumers on their inside services and works related to meter installation, removal and replacement; effectively controlling, using, and managing the waterworks buildings and areas within the Regions including the security aspects; controlling and monitoring funds and stores allocated to the Regions; making decisions on Regional matters and seeking policy decision from WSD headquarters; representing WSD at District Council meetings and District Lands Conferences; responding to enquiries and complaints from the District Councils, the LegCo, the Ombudsman, the media and the public; dealing with private developers, authorised persons and consulting engineers on provision of water supply for new developments and redevelopments.

/Chief

^{Note} CE/HK and CE/K are responsible to AD/Urban whereas CE/NTE and CE/NTW are responsible to AD/NT.

Chief Engineer/Technical Support (CE/TS) ranked at CE (D1)

24. CE/TS is the head of the Technical Support Division and is responsible to AD/NT for planning, administering and controlling day-to-day operations of the Technical Support Division, including complaint handling and enquiry services for customer services matters; controlling and monitoring funds and stores allocated to the Division; making decisions on technical support matters pertinent to water supply proposals, plumbing design submissions and installation works and seeking policy decisions from AD/NT; liaising with customers, other departments, District Council Members, LegCo Members and trade unions for the formulation of procedures and guidelines to facilitate the enforcement of the Waterworks Ordinance and Regulations; liaising with plumbing trade associations, material suppliers, plumbing professionals and testing agencies to review and formulate material standards or specifications and testing mechanisms for the control and approval of pipes and fittings for use in inside service; administering and overseeing the implementation of the Quality Water Supply Schemes for Buildings – Fresh Water (Plus) and Flushing Water; providing administrative and technical support to the Advisory Board on Licensing of Plumbers, the Technical Committee on Plumbing and the Expert Committee on Plumbing Materials and working with CE/Regions and CE/Dev(1) on the formulation of policies, standardisation of practices and procedures, monitoring of performance, methods of improvement and other matters of common concern.

25. He also oversees the centralised function on prosecution of offenders under the Waterworks Ordinance and Regulations other than those related to billing matters; manages and enhances the Mobile Geographic Information System, the Digital Mapping System, the Electronic Mark Plant Circulation System and related systems.

Chief Electrical & Mechanical Engineer/Projects (CEME/P) ranked at Chief Electrical Engineer/Chief Mechanical Engineer (CEE/CME) (D1)

26. CEME/P is the head of the M&E Projects Division and is responsible to AD/M&E. He assists AD/M&E in the formulation, promulgation and implementation of policies, standards and procedures for efficient management of the M&E Projects Division.

27. He also administers and controls the planning, design, development, contract engineering, supply and installation of mechanical, electrical and instrumentation plant and equipment for new projects including consultancy works; oversees and participates in liaison with other Units, Sections, Divisions, Operational Regions, government departments, utility companies and outside

/bodies

bodies in connection with M&E works undertaken by the Division for smooth execution of the projects; co-ordinates with Chief Electrical & Mechanical Engineer/Maintenance (CEME/M) as regards maintenance requirements for the mechanical, electrical and instrumentation plant and equipment; comments on and monitors consulting engineers' technical proposals, designs and drafts tender documents in respect of the M&E aspects; and monitors and controls project expenditure and progress of works.

CEME/M ranked at CEE/CME (D1)

28. CEME/M is the head of the M&E Maintenance Division and is responsible to AD/M&E. He assists AD/M&E in the formulation, promulgation and implementation of policies, standards and procedures for efficient management of the M&E Maintenance Division.

29. He also administers the function of the M&E Maintenance Division in the maintenance and repair of waterworks M&E plants and equipment; provides engineering services for the procurement, testing and repair of water meters, including upkeeping the related standard specifications and pre-qualification assessment procedures; oversees the management and operation of Lung Cheung Road M&E Workshop; establishes spares requirements for new and existing M&E plants and equipment; advises the regional Sections/Units on operating procedures of pumping and water treatment plants; provides professional advice on new projects relating to operation and maintenance aspects of M&E plants and equipment; maintains proper standards of safety for M&E plants and equipment in waterworks installations; and liaises with other Divisions, government departments and utility companies in connection with M&E aspects of work.

Concluding Remarks

30. In view of their already full work portfolio of the existing directorate officers in WSD at present as detailed above, it is operationally not possible for them to take up, in whole or in part, the duties and responsibilities of the proposed AD/SD and CE/SD posts in support of the numerous tasks proposed to be undertaken by the new Special Duty Unit. For these tasks to proceed smoothly as planned, it is necessary to create the posts of AD/SD and CE/SD. Any delay or failure in securing funding approval to create the two supernumerary directorate posts will adversely affect the delivery of these tasks.

**Duties and Responsibilities of Additional Time-limited Non-directorate Posts
in Special Duty Unit of Water Supplies Department**

Ranks	Brief descriptions of main duties/responsibilities
• Senior Engineer	• To carry out engineering duties during the planning and implementation of the Action Plan in relation to legislative review
• Senior Waterworks Chemist	• To carry out water science duties during the planning and implementation of the Action Plan in relation to research and development on water safety related issues
• Engineer/ Assistant Engineer	• To carry out engineering duties during the planning and implementation of the Action Plan in relation to legislative review and internal audit of Drinking Water Quality Management System
• Mechanical Engineer/ Assistant Mechanical Engineer	• To carry out mechanical engineering duties during the planning and implementation of the Action Plan in relation to legislative review
