

For discussion on
6 October 2014

Lantau Development Advisory Committee
Public Relation and Engagement Subcommittee
Paper No. 01/2014

**LANTAU DEVELOPMENT ADVISORY COMMITTEE
PUBLIC RELATION AND ENGAGEMENT
SUBCOMMITTEE**

**Terms of Reference, House Rules
and System of Declaration of Interests**

PURPOSE

This paper sets out the terms of reference and house rules including the system of declaration of interests of the Public Relation and Engagement Subcommittee under the Lantau Development Advisory Committee (hereinafter referred to as “LanDAC”).

BACKGROUND

2. In order to implement and finalize the various proposals and projects from the members and public as soon as possible, it was generally agreed after detailed discussion at the 3rd meeting of LanDAC on 19 July 2014 that four Subcommittees should be set up to deal with and follow-up proposals in different areas simultaneously. The Subcommittees respectively are –

- (I) Planning and Conservation Subcommittee – responsible for dealing with proposals on land development, planning and use as well as environment and conservation;
- (II) Economic and Social Development Subcommittee – responsible for dealing with proposals on economic and industrial (including local economy) development as well as their manpower development (including education, training, jobs and employment);
- (III) Traffic and Transport Subcommittee – responsible for dealing with proposals on traffic and transport services (sea, land, air) as well as relevant infrastructure; and

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- (IV) Public Relation and Engagement Subcommittee – responsible for assisting the LanDAC in drawing up a consultation strategy, promote public and community participation, enhance public understanding of the future development of Lantau and build consensus.

3. The Chairpersons and Deputy Chairpersons of the Subcommittees are non-official members of LanDAC. Members will include representatives from relevant policy bureaux/government departments and interested non-official members whereas government departments will act as secretariats. Moreover, subject to the anticipated operational needs of the Subcommittees, the introduction of co-opted members can be considered to further enhance the relevant work. Co-opted members primarily take up an advisory role in the Subcommittees and do not have voting rights.

TERMS OF REFERENCE AND HOUSE RULES

4. The Public Relation and Engagement Subcommittee was set up in September 2014 and its proposed terms of reference and membership list are at Enclosures 1 and 2 respectively. The Civil Engineering and Development Department will provide secretarial service to the Subcommittee.

5. We suggest that the Subcommittee should adopt the house rules of LanDAC, including measures on enhancement of transparency, system of declaration of interests, confidentiality and other matters, which should be comparable with those of LanDAC except the number of meetings. The house rules of LanDAC has been uploaded to the website (http://www.devb.gov.hk/en/boards_and_committees/landac/house_rules/index.html) of the Development Bureau for reference of the members and the public.

SYSTEM OF DECLARATION OF INTERESTS

6. Whilst the LanDAC and its Subcommittees are merely advisory with no statutory, executive or fund disbursement power, the Subcommittees should still try to avoid actual and potential conflicts of interests as far as possible. To maintain public confidence in the integrity of Members (including the Chairperson), it is important that all members should disclose their interests on appointment to the committee, in addition to the report of conflicts of interests as and when they arise. It is proposed that the Subcommittees should adopt the same two-tier declaration system of as

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LanDAC as follows:

(a) Tier one – Registration of Interests

As members have duly completed and returned the “Registration of Interests” Forms under the system of registration of interests of LanDAC, there is no need for them to make a declaration again if there is no change to their registered interests during their term of office. Co-opted members are required to complete a “Registration of Interests” using a standard form to be provided by the Secretariat of LanDAC. The interest shall be confined to those at Lantau or adjacent islands/areas. The completed registration forms will be uploaded to the website of the Development Bureau by LanDAC Secretariat for public inspection.

If there are changes to the particulars of a Member’s registrable interests during his/her term of service, he/she should report in writing such changes to the Secretariat of LanDAC within 14 days of any changes.

(b) Tier two – Declaration of Interests at Meetings

If a Member (including the Chairperson) has any direct personal or pecuniary interest in any matter under consideration by the Subcommittee, he/she must, as soon as practicable after he/she has become aware of it, disclose to the Chairperson (or the Subcommittee) prior to the discussion of the item. The Chairperson shall decide whether the Member disclosing an interest may speak or vote on the matter, may remain in the meeting as an observer, or should withdraw from the meeting. All cases of declaration of interests with names of the concerned Members shall be recorded in the confirmed minutes of the meetings concerned and uploaded onto the website of the Development Bureau for public inspection.

***REGISTRATION OF INTERESTS
AND DECLARATION OF INTERESTS AT MEETINGS***

7. The general principles for declaration of interest and potential conflict of interest situation are given in Section 3(1) to 3(3) and Section 3(4)

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to 3(8) respectively of the house rules at Annex C. Guidelines governing registration of interests and declaration of interests at meetings are detailed in Section 3(9) to 3(10) and Section 3(11) to 3(16) respectively of the house rules at Annex C.

ADVICE SOUGHT

8. Members are invited to offer views on the proposed terms of reference, house rules and system of declaration of interests.

Annex

Annex 1: Terms of reference of the Public Relation and Engagement Subcommittee

Annex 2: Membership List of the Public Relation and Engagement Subcommittee

**The Secretariat of the
Public Relation and Engagement Subcommittee
Lantau Development Advisory Committee
September 2014**

**Lantau Development Advisory Committee
Public Relation and Engagement Subcommittee**

Terms of Reference

To support the Lantau Development Advisory Committee in drawing up a consultation strategy to promote engagement of the public and local community, enhance public understanding, and build consensus on the strategy and various proposals for the development of Lantau.

**大嶼山發展諮詢委員會
公眾關係及參與小組**

職權範圍

協助大嶼山發展諮詢委員會擬訂諮詢策略，推動公眾及當地社區參與，加深公眾對大嶼山未來發展的了解，並建立社會對發展策略及各項建議的共識。

**Lantau Development Advisory Committee
Public Relation and Engagement Subcommittee**

**大嶼山發展諮詢委員會
公眾關係及參與小組**

Membership List 成員名單

The membership of the Public Relation and Engagement Subcommittee is as follows:

公眾關係及參與小組成員名單如下：

Chairperson 主席：

Mr Allen Ha Wing-on 哈永安先生

Deputy Chairperson 副主席：

Professor Ho Kin-chung 何建宗教授, BBS, JP

Non-official members 非官方委員：

Hon Chan Han-pan 陳恒鏞議員, JP

Ms Chau Chuen-heung 周轉香女士, BBS, MH, JP

Mr Chow Yuk-tong 周玉堂先生, BBS, MH

Ms Lam Lit-kwan 藍列群女士

Mr Andrew Lam Siu Lo 林筱魯先生, JP

Hon Wu Chi-wai 胡志偉議員, MH

Ex-officio members 官方委員：

Representative of the Development Bureau (Planning and Lands Branch)

發展局（規劃地政科）代表

Representative of the Development Bureau (Works Branch)

發展局（工務科）代表

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Representative of the Home Affairs Bureau

民政事務局代表

Representative of the Civil Engineering and Development Department

土木工程拓展署代表

Representative of the Home Affairs Department

民政事務總署代表

Representative of the Information Services Department

政府新聞處代表

Representatives of other relevant bureaux/departments on a need basis

按需要邀請其他相關局/部門的代表

Co-opted members 增選委員*

Mr William Chan Kit 陳杰先生

Mr Cheung Shu-wang 張樞宏先生

Mr Holden Chow ho-ding 周浩鼎先生

Ms Cathy Hung Yee-man 洪綺敏女士

Ir Spencer Li Wing-kwai 李榮貴工程師

Mr Wong Fuk-kan 黃福根先生

Mr Yip Kam-hung 葉錦洪先生

* Co-opted members take up advisory role in the Subcommittee and do not have voting right.

增選委員在小组內擔當諮詢角色，並沒有投票權。

Secretariat 秘書處：

Civil Engineering and Development Department 土木工程拓展署