Scope

This Circular sets out the terms of reference and membership composition of the Marine Fill Committee and Public Fill Committee which shall take up the functions and responsibilities of the Fill Management Committee established in June 1989. It also explains how fill resources, construction and demolition material (C&DM), and dredged/excavated sediment disposal are managed.

Effective Date

2. This Circular takes immediate effect.

Effect on Existing Circulars

3. This Circular supersedes WBTC No. 6/92.

4. This Circular shall be read in conjunction with the following WBTCs:

   WBTC No. 4/98 - Use of Public Fill in Reclamation and Earth Filling Projects
Introduction

5. In order to streamline the institutional structure and to establish a clear and direct line of reporting, it has been agreed that the Environment and Food Bureau (EFB) will be responsible for C&DM management, land-based fill reserve utilization and landfill management. Works Bureau (WB) will be responsible for marine fill resources and marine disposal of dredged sediment. For issues that cannot be resolved by these Committees and have impact on a number of policy areas, the Committee on Planning and Land Development (CPLD) will resolve conflicting interests.

6. In conjunction with the institutional arrangements detailed in paragraph 5 above, the Fill Management Committee shall be re-organized into the Marine Fill Committee (MFC) and the Public Fill Committee (PFC) with immediate effect. Both Committees shall submit a half-yearly report to the CPLD. The sub-committee "Public Filling Sub-committee" of the Fill Management Committee is hereby disbanded.

7. The Secretary for Economic Services, the Director of Housing and the Director of Home Affairs have agreed that this Circular shall also apply to the Economic Services Bureau, the Housing Department and the Home Affairs Department. The Circular shall be brought to the attention of all consultants engaged on Government and quasi-Government projects, and on major private projects which generate C&DM or require fill material and/or which involve the dredging/excavation and subsequent disposal of sediment.

Responsibilities of the Marine Fill Committee (MFC)

8. The MFC has the responsibility to identify and manage the supply and demand of marine fill resources for all Government, quasi-Government and major private projects. The responsibilities of MFC are detailed in the terms of reference given in paragraph 10.
9. The MFC is also responsible for the provision and management of disposal capacity for dredged/excavated sediment, but DEP is responsible for the issue of permits for marine disposal under the provisions of the Dumping at Sea Ordinance (Cap. 466). A full description of terminology, classification, the procedures to be followed in assessing the sediment quality and the marine disposal arrangement for the different sediment categories is contained in WBTC No. 3/2000 entitled "Management of Dredged/Excavated Sediment."

Terms of Reference and Membership of the MFC

10. The terms of reference of MFC are:

   (a) To report to the Secretary for Works on the management and use of marine fill reserves, management and operation of disposal facilities for dredged/excavated sediment.

   (b) To liaise with the PFC and coordinate with all Government, quasi-Government and major private sector project proponents to identify
       - the demand for marine fill materials, and
       - the marine disposal requirement.

   (c) To formulate policies and strategies for:
       - the supply of marine fill,
       - the minimization of disposal of dredged/excavated sediment, and
       - the provision of marine disposal facilities.

   (d) To identify marine fill resources to meet demand.

   (e) To liaise with the PFC and make decisions on the conservation, allocation and utilization programme of marine fill resources with due regard for development priorities, environmental acceptability and the overall effectiveness.

   (f) To identify marine disposal capacity to meet demand.

   (g) To establish and manage facilities for marine disposal of dredged/excavated sediment.
(h) To submit half-yearly reports to CPLD on the management and use of marine fill reserves, management and marine fill issues including operation of disposal facilities for dredged/excavated sediment and refer to CPLD any major issues which cannot be resolved by the Committee.

11. The membership of the MFC is:

Chairman : Director of Civil Engineering or his deputy

Representative (D1 level or above) of

Secretary for Economic Services
Secretary for the Environment and Food
Secretary for Planning and Lands
Secretary for Works
Director of Agriculture, Fisheries and Conservation
Director of Drainage Services
Director of Environmental Protection
Director of Highways
Director of Lands
Director of Marine
Director of Planning
Director of Territory Development
Assistant Director (Geotechnical)/Development
Secretary of Public Fill Committee

Secretary : Chief Geotechnical Engineer/Fill Management, CED

Others to be co-opted as required.

MFC Secretariat

12. The Secretariat of the MFC is located in the Fill Management Division of the Geotechnical Engineering Office, Civil Engineering Department. The Secretariat provides administrative support to MFC and technical support which includes identification of sources of marine fill and dredged/excavated sediment disposal areas, maintenance of a comprehensive database of fill resources and dredged/excavated sediment disposal requirements, programming of extraction and disposal of fill, sediment and other spoil, and technical studies related to fill and sediment.
13. The MFC Secretariat maintains a database on fill requirements and surplus materials of civil engineering projects in Hong Kong. It is the responsibility of proponents of Government and quasi-Government projects, and of Government Departments processing plans for private developments to ensure that details of any fill requirements or disposal requirements are sent to the MFC Secretariat using the form at Appendix A, preferably via electronic transfer.

Control of Marine Fill Sources

14. It is the responsibility of proponents of Government and quasi-Government projects, and of Government Departments processing plans for private developments to keep the Secretary of the MFC fully informed of any proposals for the investigation and use of marine fill resources.

15. The use of marine borrow areas must be approved by the MFC, which has the authority to allocate these marine borrow areas for specific uses. The allocation of marine borrow areas is based on development priorities, geographical considerations and the need to utilise the limited marine fill resources to the maximum benefit.

Control of Sediment Dredging

16. It is important that the unnecessary dredging of sediment is avoided, so as to minimize the quantity required to be disposed of at sea and to optimize the use of limited fill resources. Contaminated sediment, in particular, presents difficult and costly disposal problems; dredging should be avoided where possible by leaving the sediment in-situ beneath reclamations.

17. In accordance with WBTC No. 3/2000, proposals for the dredging of more than 50,000 m$^3$ of Category L sediment and the dredging of any quantity of contaminated sediment, must be agreed with MFC. This condition applies to all projects, public or private. It is the responsibility of proponents of Government and quasi-Government projects, and the Government Departments processing plans for private developments, to ensure that such sediment dredging proposals are submitted to the Secretary of MFC who will advise whether the proposal is acceptable.

18. Detailed procedures relating to disposal of dredged/excavated sediment are laid down in WBTC No. 3/2000 "Management of Dredged/Excavated Sediment".
Responsibility of the Public Fill Committee (PFC)

19. The PFC has the responsibility to implement measures to promote avoidance, minimization, re-use and recycling of C&DM. It will also oversee the management of public filling operations and facilities and the use of land-based fill reserves. In addition, the PFC produces and circulates the Public Filling Programme and designates the public filling facilities for public works projects. The responsibilities of PFC are detailed in the terms of reference given in paragraph 20.

Terms of Reference and Membership of the PFC

20. The terms of reference of the PFC are: -

(a) To report to the Secretary for the Environment and Food on the management and use of land-based fill reserves and public fill, and management and operation of public filling facilities.

(b) To liaise with the MFC and co-ordinate with all Government, quasi-Government and major private project proponents:
- to forecast the generation of C&DM, and
- to identify the fill demands for reclamation and site formation projects.

(c) To co-ordinate with MFC and make decisions on the conservation, allocation and utilization of public fill and land-based fill resources.

(d) To formulate and implement policies and strategies for:
- the maximization of using public fill,
- the minimization of C&DM disposal at landfills,
- provision of public filling facilities, and
- provision of C&DM sorting facilities.

(e) To co-ordinate with the Environmental Protection Department to allocate outlets for the disposal of C&DM generated.

(f) To identify and conserve land-based fill materials and to manage their use.
(g) To develop and co-ordinate the strategy for the reduction, recycling and re-use of C&DM.

(h) To submit half-yearly reports to the CPLD on land-based fill and public fill issues including the management and use of land-based fill reserves and public fill, management and operation of public filling facilities and refer to CPLD any major issues which cannot be resolved by the Committee.

21. The membership of the PFC is:

- Chairman: Director of Civil Engineering or his deputy
- Secretary: Chief Engineer/Port Works, CED

Representative (D1 level or above) of
- Secretary for the Environment and Food
- Secretary for Planning and Lands
- Secretary for Works
- Director of Environmental Protection
- Director of Highways
- Director of Housing
- Director of Lands
- Director of Planning
- Director of Territory Development
- Commissioner for Transport
- Assistant Director (Civil)/Port
- Secretary of Marine Fill Committee

Co-opted Members:
- Secretary for Housing
- Director of Agriculture, Fisheries and Conservation
- Director of Architectural Services
- Director of Buildings
- Commissioner of Police

Others to be co-opted as required.
PFC Secretariat

22. The Secretariat of the PFC is located in the Port Works Division of the Civil Engineering Office, Civil Engineering Department. The Secretariat provides administrative support to the PFC and technical support which includes identification of sources of land-based fill, maximization of using public fill, provision of public filling facilities and C&DM sorting facilities, and formulation of strategy for the reduction, recycling and re-use of C&DM.

23. The PFC Secretariat in liaison with the MFC will forecast the generation of C&DM and identify the fill demand for reclamation and site formation projects in the territory. The PFC Secretariat will also co-ordinate with the Director of Environmental Protection to allocate outlets for the disposal of C&DM generated so as to minimize C&DM disposal at landfills.

Control of Land-based Fill Sources

24. The development of land borrow areas (i.e. excavation solely to provide fill) must be approved by the PFC on the basis of geographical, environmental and other major considerations, and with regard for development priorities. There is no need for excavations required for the purposes of forming land (i.e. site formations) to be approved by the PFC.

25. It is the responsibility of proponents of major Government and quasi-Government projects, and of Government Departments processing plans for major private developments, to keep the Secretary of the PFC fully informed of any proposals for the investigation and use of land-based fill resources.

Provision and Control of Public Filling Facilities

26. The PFC co-ordinates the provision and operation of public filling facilities. It maintains an up-to-date database of public fill received and public filling capacity with the aim of ensuring that sufficient facilities are available and that inert C&DM are used beneficially. Where a reclamation or earth filling project requires the importation of more than 300,000 m$^3$ of fill, the project proponent is required by WBTC No. 4/98 to consider using public fill.
27. It is the responsibility of proponents of Government and quasi-Government projects and of Government Departments processing plans for private developments which generate surplus excavated materials to keep the Secretary of the PFC fully informed of anticipated volumes of surplus excavated material.

28. It is the responsibility of proponents of Government and quasi-Government projects which involve C&DM management to keep the Secretary of the PFC fully informed of proposed C&DM management measures, in the planning and design stages, in order to shorten the processing time for clearance of the "Environmental Implication" section of the Public Works Sub-committee Paper for up-grading the project to Category A of the Public Works Programme, as required by WBTC No. 25/99.

( W S Chan )
Deputy Secretary (Works Policy)
# FILL REQUIREMENTS AND SURPLUSES DATA FORM


<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>CLIENT</th>
<th>GOVT./PRIV.</th>
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<tbody>
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<tr>
<td>KEY DATES</td>
<td>Tender Documents</td>
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## ANNUAL FILL REQUIREMENTS

<table>
<thead>
<tr>
<th>GENERAL FILL</th>
<th>SPECIAL ROCK FILL</th>
<th>ANNUAL SURPLUSES</th>
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<tbody>
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<td>Public Fill</td>
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<td>/</td>
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<tr>
<td>TOTAL</td>
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## FILL SOURCE/ DISPOSAL SITE (If Finalised)

Allocated

## REMARKS

Filling / Excavation Works Substantially Completed: Yes / No

For MFC Secretariat Use Only

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<tr>
<th>FORM FILLED BY</th>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Fax</th>
<th>E mail</th>
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NOTE: Annual quantities (in million cubic metres) should be entered to the nearest TWO decimal places.

* Sediment Quantities to the nearest THREE decimal places.

Marine Fill Committee Secretariat
Geotechnical Engineering Office, CED.