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Development Bureau
Technical Circular (Works) No. 3/2019

Village Resite and Expansion Areas
Schedule of Maintenance and Repair Responsibilities

Scope

This Circular updates the attached schedule on the maintenance and repair responsibility of Government constructed village resite and expansion areas (VR and VEA) and reflects the latest version of reference cited in this Circular. It also refines the definition of VR to cover the village rebuilt by the Government to within the village layout and reflects the latest practices after the devolvement of maintenance responsibilities of electrical and mechanical services to individual user departments from 1 April 2005.

Effective Date

2. This circular takes effect on **1 April 2019**.

Effect on Existing Circular

3. This circular supersedes ETWB TC(W) No. 55/2002, which is hereby cancelled. This Circular should be read in conjunction with the following circulars:

Circular No.	Subject
ETWB TC(W) No. 14/2004	Maintenance of Stormwater Drainage Systems and Natural Watercourses
DEVB TC(W) No. 6/2011	Maintenance of Man-made Slopes and Emergency Works to Deal with Landslides
DEVB TC(W) No. 6/2015	Maintenance of Vegetation and Hard Landscape Features

Background

4. WBTC No. 16/97 was promulgated in December 1997 setting out that management and maintenance of VR and VEA shall be co-ordinated by the Lands Department. It also provides the attached schedule for individual items of works.

5. ETWB TC(W) No. 55/2002 subsequently updated the schedule of the maintenance responsibilities following the re-organization of the bureaux and departments and introduced a mechanism for the resolution of disputes on the maintenance responsibilities.

Policy

6. Management and maintenance will be co-ordinated by the Lands Department (Lands D). The Lands D through the District Lands Officers will be responsible for reporting the need for repair and liaison with villagers on access for maintenance contractors and clearance of illegal structures including application for licence under the Water Pollution Control Ordinance.

7. Maintenance will be carried out in order of established priorities but in the absence of resources it may only be possible in some cases to carry out emergency works. Where substantial rehabilitation or reconstruction works of a capital expenditure nature are required, the relevant project proponent / works department shall seek funds from the Public Works Programme (PWP) under a Category D item if the cost does not exceed the threshold of the relevant block allocation subhead. If the cost of such rehabilitation or reconstruction works to an individual VR or VEA, or the

combined cost for a number of VRs or VEAs exceeds the threshold of the relevant block allocation subhead, the relevant project proponent / works department may seek the creation of a Category C item in PWP and its subsequent upgrading to Category B and A under normal PWP procedures.

8. A Schedule of Maintenance and Repair Responsibilities is set out at Appendix A together with a list of abbreviations and definitions.

9. In case where there is any difference in opinions amongst departments on matters in relation to this Circular or on maintenance and repair responsibilities for roads adjacent to but outside VR and VEA, the following arrangement should be followed:

(a) Any unresolved issue on the maintenance and repair responsibilities should be promptly brought up by the relevant departments to the attention of the directorate officers of the departments concerned, or if the situation warrants, the Directors of the concerned departments for an early resolution of the issue.

(b) If the Directors of the concerned departments still cannot reach an agreement for a resolution, the unresolved matter should be raised up to the Permanent Secretaries, with supporting documents for a final decision.

10. All Departments with maintenance responsibilities and repair and Home Affairs Department have been consulted and agreed to the content of this Circular.

(S H L A M)
Permanent Secretary for Development (Works)

Village Resite and Expansion Areas
Schedule of Maintenance and Repair Responsibilities

Item of work	Agency responsible for maintenance and repair	Remark
1. <u>Water Pumping Systems</u>		
(a) Pump; pump motor and control circuit; building services installation including associated minor builders' works; power control cables; rising mains and header tanks	Users	Users may engage EMSTF or other service provider(s)* for maintenance and repair
(b) Pump house including fencing, access gates and doors, and ancillary structures	ArchSD	
(c) Pipeworks from the outlet of header tank up to and including water meters	WSD	
(d) Recurrent electricity charges	Users	
2. <u>Water Supply</u>		
(a) Water pipes in the common area up to the boundary of the house in the direct supply system, i.e. up-stream of the stopcock before the water meter	WSD	
(b) Water pipes down-stream from the stopcock before the water meter, including the stopcock	Users	
3. <u>Fire Hydrants</u>		
(a) Installation of fire hydrants and maintenance works	WSD	
(b) Periodical checkings	FSD	

Item of work	Agency responsible for maintenance and repair	Remark
<p>4. <u>Slopes</u></p> <p>(a) Adjacent to the vehicular access roads</p> <p>(b) Other than those adjacent to vehicular access roads of SIMAR Slopes in nature</p>	<p>HyD</p> <p>ArchSD</p>	<p>) The departments) concerned are responsible) for slope maintenance) which include Routine) Maintenance Inspections) and Engineer Inspections) for Maintenance, as) described in Geoguide 5:) Guide to Slope) Maintenance</p>
<p>5. <u>Common Areas</u></p> <p>(a) General maintenance and repair of platform areas and emergency vehicular accesses including railings, fencing, access gates and doors, planters, bollards, shelters, benches and flower beds, footpaths, passageways, surface channels, common pedestrian areas, stairways, elevated / covered walkways, footbridges, embankments, drains, sewers, Pai Laus and retaining walls supporting platforms and slopes</p> <p>(b) Public cleansing services to the unallocated government land</p>	<p>ArchSD</p> <p>FEHD</p>	<p>Other than those maintained by HyD under item 15(a), maintenance and repair of lighting power, ventilation, fire services and other E&M systems may be carried out by EMSTF or other service provider(s) through user department*</p>

Item of work	Agency responsible for maintenance and repair	Remark
<p>6. <u>Trees and Vegetation</u></p> <p>(a) Maintenance of tree and to carry out associated vegetation maintenance work (such as clearing of undesirable climbers, weeds, etc.) on unleased and allocated government land within 10 metres from kerb of public roads</p> <p>(b) Maintenance of vegetation up to 5 metres from the road reserve on either side of gazetted roads</p> <p>(c) Maintenance of trees and vegetation in public areas, e.g. slopes and platforms as agreed with relevant departments</p>	<p>LCSD</p> <p>LCSD</p> <p>LCSD/LandsD#</p>	<p>)</p> <p>)</p> <p>) In accordance with</p> <p>) DEVB TC(W) No. 6/2015</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>Will assist in emergency situations and on ad-hoc basis in response to specific request. SIMAR slopes are not included.</p> <p># Subject to agreement</p>
<p>7. <u>Unlawful Occupation of Government Land</u></p> <p>Enforcement against unlawful occupation of Government land</p>	<p>LandsD</p>	
<p>8. <u>Boundaries of Resited Villages</u></p> <p>(a) Defining boundaries of resited villages and village expansion area</p> <p>(b) Maintenance and repair of boundary fencing</p>	<p>LandsD</p> <p>ArchSD</p>	<p>Where appropriate</p>

Item of work	Agency responsible for maintenance and repair	Remark
<p>9. <u>Play Areas</u></p> <p>(a) Maintenance and repair of playgrounds formally allocated to LCSD</p> <p>(b) Construction, installation and repair of play equipment on sites formally allocated to LCSD</p>	<p>ArchSD</p> <p>LCSD</p>	<p>Other than those maintained by HyD under item 15(a), maintenance and repair of lighting, power, ventilation, fire services and other E&M systems may be carried out by EMSTF or other service provider(s) through user department*</p>
<p>10. <u>Recreation Areas</u></p> <p>Maintenance of recreation areas formally allocated to LCSD</p>	<p>LCSD</p>	
<p>11. <u>Roads and Carparks</u></p> <p>(a) Vehicular access roads and designated car parking areas</p> <p>(b) Emergency vehicular accesses</p> <p>(c) Frangible bollards/crash gates at the entrance to VEAs (other than EVAs)</p> <p>(d) Frangible bollards/crash gates at the entrance to EVAs</p> <p>(e) Road and traffic signs</p>	<p>HyD</p> <p>ArchSD</p> <p>HyD</p> <p>ArchSD</p> <p>HyD</p>	
<p>12. <u>Stormwater Drainage and Sewerage Systems</u></p> <p>(a) Maintenance and repair of stormwater drainage and sewerage systems and installations within vehicular access roads and designated car parking areas</p>	<p>DSD</p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p>

Item of work	Agency responsible for maintenance and repair	Remark
<p>(b) Maintenance of exclusive road drains within vehicular access roads and designated car parking areas</p> <p>(c) Maintenance and repair of common stormwater drainage and sewerage systems on platform areas, EVAs and other common areas but not including the systems exclusively for individual village house(s) and their connection(s) from such individual village house(s) to terminal manholes</p>	<p>HyD</p> <p>ArchSD</p>	<p>)</p> <p>)</p> <p>)</p> <p>) All in accordance with</p> <p>) ETWB TC(W) No. 14/2004</p> <p>) and HyD TC No. 6/86</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p>
<p>13. <u>Septic Tanks</u></p> <p>(a) Maintenance and repair of the structures of communal septic tanks and the ancillary soakaway pipes</p> <p>(b) Regular desludging service of communal septic tanks (subject to charges and accessibility)</p>	<p>ArchSD</p> <p>FEHD</p>	
<p>14. <u>Public Toilets</u></p> <p>(a) Daily cleansing and management of public toilets</p> <p>(b) Maintenance and repair of the structure of a public toilet</p>	<p>FEHD</p> <p>ArchSD</p>	<p>Maintenance and repair of lighting, power, ventilation, fire services and other E&M systems may be carried out by EMSTF or other service provider(s) through user department*</p>

Abbreviations

ArchSD	Architectural Services Department
DSD	Drainage Services Department
EMSTF	Electrical and Mechanical Services Trading Fund
FSD	Fire Services Department
FEHD	Food and Environmental Hygiene Department
HyD	Highways Department
LandsD	Lands Department
LCSD	Leisure and Cultural Services Department
WSD	Water Supplies Department
RCP	Refuse Collection Point
E&M	Electrical and Mechanical
EVA	Emergency vehicular access
TC	Technical Circular
SIMAR	Systematic Identification of Maintenance Responsibility of Slopes

Definitions

- (a) A "village resite" is a village that has been resited or rebuilt by the Government to a site outside or within a village layout.
- (b) A "village expansion area" includes private land resumed within or adjoining village environs for Small House development in accordance with the policy approved by the Executive Council in 1981.