

## Appendix 3.1 –

### Composition and Terms of Reference of RSS Establishment Committee (RSSEC)

#### Composition

Chairman	:	an officer of D3 rank
Secretary	:	an officer of senior professional rank or above
Members	:	at least an officer of D2 rank and an officer of D1 rank or above <u>an officer of chief land surveyor rank or above (for CEDD, DSD, HyD and WSD only)</u>

#### Terms of Reference

1. To scrutinize and endorse RSS establishment proposals and monitor the overall departmental expenditure on RSS;
2. To vet proposals for granting incremental credit for experience (ICE) to New Recruits of RSS;
3. To promulgate departmental guidelines for size and composition of RSS establishment suitable for the projects of the department as appropriate;
4. To review unsatisfactory or poor performance records of RSS before submission to the RSS Database to be maintained by the Development Bureau (Works Branch) or equivalent;
5. To monitor the forecast demand of RSS for on-going and planned works contracts; and
6. To provide comments or advice for overseeing and aligning the practice for the management of RSS-related matters within the department as appropriate.