Implementation of District Minor Works Projects
District Minor Works (DMW) Block Vote

Dedicated block vote under Capital Works Reserve Fund

To fund **district-based** works projects implemented by District Councils (DCs) costing up to $30 million each to improve **local facilities, living environment and hygienic conditions**

Annual provision: $300 million starting from 2008-09 onwards

(Increased to $320 million, $340 million and $360 million in financial years 2012-13, 2013-14 and 2019-20 respectively)
Allocation of DMW Provision in 2018-19

Over 90% of the total provision will be distributed to the 18 districts for implementation of new projects. Upon obtaining endorsement from respective DCs, a central pool of funds will be reserved for settling the consultancy fees and resident site staff costs in 18 districts, as well as catering for possible demands for cross-district emergency works and unforeseeable cash flow requirements for districts.
Allocations to 18 Districts

DCs are given the full flexibility to prioritize and implement projects within the allocated provisions, subject to:

- The **total costs** of approved projects can exceed up to 200% of the allocated annual provision
- The **total cash flow in a financial year** should be as close to the allocated provision as possible to avoid over-and-under spending
Role of District Councils

- Initiating projects and collating local views
- Deciding project scope and scale
- Endorsing projects proposed by government departments
- Determining implementation priority and timetable
- Monitoring progress
Lead Department for DMW Project

Leisure and Cultural Services Department (LCSD) as lead department:
   – Leisure, culture, sports, recreation and amenities types of facilities

Home Affairs Department (HAD) District Office (DO) as lead department:
   – Community halls and projects which improve local living environment
Project Implementation by Term Consultancy Approach

District Council

Lead Department
- HAD DO
- LCSD

Project Manager
- HAD Works Section

Works Agent
- Term Consultant
- Quantity Surveying (QS)
- Term Consultant
Key Steps:

1. DC Member - identify project & prepare project statement
2. DC - prioritize projects & endorse in principle the priority projects
3. Consultants - preliminary feasibility study, cost estimation and preliminary design options
Key Steps (cont’d):

4. Lead department - work out recurrent cost arrangement
5. Consultants - prepare / revise project design and cost estimation on DC’s advice
6. DC - endorse project design and cost estimation
Key Steps (cont’d):
7. Consultants - prepare tender document
8. Lead department - invite, receive and open tender
9. Lead department - sign contract with the tenderer
Key Steps (cont’d):

10. Consultants - supervise construction and administer contract

11. Lead department - pay architect-led consultant, its site supervision staff, QS consultant and contractor in stages

12. Architectural Services Department / HAD Works Section - verify maintenance requirement and take up completed project
Control of Work Progress:

If the project planning stage (i.e. step 1 to 6) cannot be completed within 18 months despite all reasonable efforts of the consultants, the Project Manager may curtail and wrap up the work of the consultants.
Monitoring of Expenditure

To avoid serious over-or-under spending, DOs should:

- Consolidate summary of project expenditures on a monthly basis
- Forward monthly summary to HAD HQs for overall monitoring
XXX 區議會轄下地區設施管理委員會
地區小型工程計劃建議書

1. 提交建議議員/單位： 陳大文區議員

2. 工程名稱： YY 街休憩處及兒童遊樂場建造工程

3. 工程目的(請指出現有問題，以及建議工程的效益，例如美化景觀、加強公共衛生等)：

議員辦事處接獲地方人士反映，指現時 YY 街附近缺乏休憩及遊樂場設施，對附近居民構成不便。有關設施建成後，可提供一個舒適的環境供市民休息及兒童遊樂，改善生活質素。

4. 工程受惠對象：
(✓) 區內所有居民 ( ) 傷殘人士
( ) 老人 (✓) 兒童及家長
( ) 青少年 ( ) 其他：
5. 預期受惠人數：  
   20,000 人

6. 工程造價粗略估計 (可選擇不填寫)： 約 $3,700,000

7. 工程大綱 (請詳述有關工程細節、項目規格、如何與現有設施銜接等)：

   1. 鋪設地台
   2. 設置藩棚及座椅
   3. 安裝兒童遊樂場設施

8. 工程地點 (請附地圖明確標示工程地點)  XX 街 XX 號附近

9. 工程時間表粗略估計 (可選擇不填寫)： 約 2015 年 2 月至 2016 年 4 月

10. 其他與工程有關的資料 (例如早前曾否作出申請、有否類似例子以供參照等)： 沒有

   簽名：
   姓名：  陳大文
   日期：  xxxxxxx
建議工程地點