

## **Government Property Agency Work in 2008**

The work of the Agency mainly covers three programme areas, namely Acquisition and Allocation, Property Management and Estate Utilisation.

### **I. ACQUISITION AND ALLOCATION**

2. The aim of this programme is to meet Government's accommodation needs, mainly for offices and quarters, in an economical and cost-effective manner.

#### **Demand and supply of office accommodation**

3. In 2008, the Agency assisted 42 bureaux/departments in meeting their needs for offices and allocated about 25,800m<sup>2</sup> of space to them. New leasing and renewal of leased office accommodation amounted to about 12,700m<sup>2</sup> and 50,000m<sup>2</sup> respectively. As at 31 December 2008, the total area of office space under the purview of the Agency was about 978,100m<sup>2</sup>. During the year, the Agency maintained a 99.9% occupancy rate of office accommodation.

4. In 2008, the Agency continued to pursue deleasing opportunities where possible and, through an annual accommodation review mechanism, encouraged bureaux and departments to undertake a regular and critical review of their office accommodation requirements in the short and medium terms. Compared with 2007, there has been a net reduction of 1,200m<sup>2</sup> in leased office accommodation. A saving of \$45 million per annum in rental for all deleasing cases was achieved in 2008.

5. To facilitate reprovisioning of government accommodation affected by the implementation of the Central Kowloon Route (CKR) project, a new government office building is planned in west Kowloon. The Agency has taken the lead in co-ordinating the departments affected in pursuing the new project in support of the CKR programme.

6. In the context of the Kai Tak Planning Review conducted by Development Bureau and Planning Department, The Agency is planning to develop another new government office building at Kai Tak. The proposal has afforded Government an opportunity to consolidate government offices which are otherwise scattered, reduce government expenditure on renting accommodation as well as release government accommodation at prime sites for other uses. The Agency has been actively liaising and co-ordinating with works departments and identified users so as to implement the project as soon as possible. The latest commencement and completion dates of construction are scheduled for end-2010 and end-2013 respectively.

### **Overseas properties**

7. In 2008, the Agency managed twelve owned overseas properties (five in North America, three in Europe, three in Asia and one in Australia) and six leased properties (one each in London, Brussels, Toronto, Guangzhou, Shanghai and Chengdu) for the Economic and Trade Offices.

### **Quarters**

8. For better control of quarters utilisation and portfolio management, the Agency introduced a new classification of departmental quarters in 2003. The former categorisation of operational quarters and general quarters has been changed to disciplined services quarters, judiciary quarters, operational quarters and general quarters.

9. During the year, the Agency continued to conduct regular reviews on the use of departmental quarters to ensure their proper and effective utilization. In 2008, the Agency completed an annual review of 42 operational quarters and approved the retention of 40 of them. For those quarters no longer required for their originally approved purposes, they have been put to alternative beneficial uses such as reclassification as general quarters or declassified as surplus accommodation.

10. In 2008, the Agency released four disciplined services quarters. At the end of 2008, there were about 22,300 departmental quarters.

### **New Quarters Project**

11. Following the Agency's endorsement in 2006, a new quarters project comprising 336 units at Wu Hong Street, Tuen Mun for married junior police officers of the Hong Kong Police Force commenced construction in 2007. The project is scheduled to be completed in 2010.

### **Vetting of accommodation requirements**

12. One of the functions undertaken by the Agency in connection with acquisition of government properties is the setting of space standards and the vetting of space provision proposals. The Agency is a member of the Property Vetting Committee which examines and sets government accommodation and building design standards. The Committee also examines the schedules of accommodation and facilities for proposed departmental specialist buildings and ensures that due consideration will be given to the optimum utilisation of space.

13. In 2008, the Agency completed the processing of a total of 460 applications for accommodation from 61 bureaux/departments covering a total area of about 427,000m<sup>2</sup>.

### **Minor building works projects**

14. The Government Property Administrator and Deputy Government Property Administrator are members of the Accommodation Strategy Group (ASG) and the Minor Building Works Committee (MBWC) respectively. The ASG and MBWC vet, examine and approve funding applications from bureaux/departments for minor building works projects under block vote 3101GX. The Agency has completed vetting of 90 proposals for minor building works projects under the block vote. Some 53 funding applications were received, out of which 39 projects were supported for implementation in 2008.

## **II. PROPERTY MANAGEMENT**

15. The aim of this programme area is to manage government properties under the control of the Agency efficiently and cost-effectively; to improve and modernise them to meet changing needs; and to ensure that Government's rights and responsibilities as owner of Government, Institution and Community (GIC) accommodation in private developments are incorporated in the appropriate legal documents.

16. The Agency managed a total of 49 joint-user office buildings covering about 0.67 million m<sup>2</sup>, nearly 23,000 quarters of about 1.6 million m<sup>2</sup> and 209 non-residential FSI owned properties.

### **Property management services contracts**

17. The Agency first outsourced property management work to private Property Management Agents (PMA) in 2001. The outsourcing work covers all its residential and non-residential properties through four performance, outcome-based PMA contracts, one each covering Kowloon, New Territories and two covering Hong Kong Island. The four new PMA contracts took effect from 1 April 2007.

18. The four PMA contracts operated efficiently in 2008. The average performance level was 97% against the target of 95%. The Agency will continue to monitor the performance of its property management services contractors with a view to enhancing their efficiency and effectiveness.

### **Management of Financial Secretary Incorporated (FSI) properties**

19. As the representative of FSI, the Agency manages FSI owned properties in private developments. The objective of this activity is to fulfill the landlord's role and obligations in respect of these properties such as paying management charges and vetting management budgets and renovation/repair estimates. The Agency also handles complaints against building defects or nuisances caused by occupants. Agency staff also attend management meetings of Owners' Committees and Owners' Corporations of these properties as the FSI's representative.

## **Commenting on Deed of Mutual Covenants (DMC) and Assignments in respect of Government Accommodation in private developments**

20. The Agency has delegated powers from FSI to execute DMCs and Assignments in respect of FSI owned properties. To ensure that Government's intentions, interests, rights and obligations as owner of Government Accommodation (GA) in private developments are properly reflected in the DMCs and Assignments of these properties, the Agency vets draft DMCs on behalf of FSI, liaises and negotiates with other government departments and/or developers as required. It represents Government as the owner of the GA with a long term financial interest in the management, maintenance and recurring charges relating to Government's share in the development. In 2008, the Agency vetted 18 DMCs and Assignments.

### **III. ESTATE UTILISATION**

21. The aim of this programme is to optimise the utilisation of all government sites and surplus properties with potential for alternative government use or commercialisation. Estate utilisation work mainly includes –

- (a) identifying under-utilised sites, and if conditions are appropriate, liaising with user departments for their release for alternative government use or disposal;
- (b) advising government departments on ways to optimise site utilisation at the site reservation stage; commenting on planning proposals and studies, government land allocations and short terms tenancies; and
- (c) monitoring utilisation of sites to be developed by government departments with a view to optimising the utilisation of the site potential, and where appropriate, assisting in identifying joint-users of the sites.

22. In 2008, five under-utilised sites with a total area of about 2.3 hectares were ready to be released for alternative use or disposal. Site utilisation endorsements in respect of 32 cases were given during the year.

### **Commercialisation**

23. The Agency's work in this programme area covers commercialisation of suitable space (including surplus accommodation) in government buildings by tender or direct negotiation and letting out of such buildings to non-governmental organisations (NGOs) at commercial or nominal rent as appropriate. Commercialisation services include public tendering of commercial opportunities; direct negotiation of lettings for commercial uses; cost effective use of surplus buildings; leasing of government accommodation to NGOs; and management of commercial and NGO tenancies. In 2008, there were 670 lettings for commercial uses with a total revenue of about \$414 million.

### **Leasing out of surplus government quarters**

24. Another major initiative to optimise the use of properties is the leasing out of surplus government quarters. The Agency has appointed property leasing agents to provide services in the marketing of properties, arranging viewing of properties by prospective tenants, obtaining information of prospective tenants and making offers on their behalf.

25. Overall in 2008, a total of 410 surplus quarters were leased out to the private sector generating a total income of \$212 million.

Government Property Agency  
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