

## Head 25 — ARCHITECTURAL SERVICES DEPARTMENT

**Controlling officer:** the Director of Architectural Services will account for expenditure under this Head.

**Estimate 2017–18** ..... **\$2,043.0m**

**Establishment ceiling 2017–18** (notional annual mid-point salary value) representing an estimated 1 799 non-directorate posts as at 31 March 2017 rising by 22 posts to 1 821 posts as at 31 March 2018..... **\$1,003.1m**

In addition, there will be an estimated 39 directorate posts as at 31 March 2017 rising by one post to 40 posts as at 31 March 2018.

### Controlling Officer's Report

#### Programmes

<b>Programme (1) Monitoring and Advisory Services</b>	This programme contributes to Policy Area 22: Buildings, Lands, Planning, Heritage Conservation, Greening and Landscape (Secretary for Development) and Policy Area 27: Intra-Governmental Services (Secretary for Development).
<b>Programme (2) Facilities Upkeep</b>	This programme contributes to Policy Area 22: Buildings, Lands, Planning, Heritage Conservation, Greening and Landscape (Secretary for Financial Services and the Treasury).
<b>Programme (3) Facilities Development</b>	This programme contributes to Policy Area 22: Buildings, Lands, Planning, Heritage Conservation, Greening and Landscape (Secretary for Development).

#### Detail

##### Programme (1): Monitoring and Advisory Services

	2015–16 (Actual)	2016–17 (Original)	2016–17 (Revised)	2017–18 (Estimate)
Financial provision (\$m)	284.0	281.9	297.7 (+5.6%)	<b>302.2</b> (+1.5%)
				(or +7.2% on 2016–17 Original)

#### *Aim*

2 The aim is to provide effective professional and technical advice to the Government and quasi-government organisations and to oversee subvented and entrusted projects.

#### *Brief Description*

3 Professional and technical advice is provided by the Department. This includes:

- advice on building, engineering and landscaping services as well as planning and development-related issues;
- advice to the Government on matters related to building construction costs, practices and standards as well as statutory compliance for government building works on government land;
- advice on matters related to heritage conservation; and
- advice to the Government on matters related to green building design.

4 The Subvented Projects Division of the Department is responsible for ensuring that government subvented and entrusted projects conform to government requirements. The work involves:

- vetting budget, design, tender documents, tender recommendations and final accounts; and
- identifying non-conformities in design, standards and tendering procedures.

The above work is carried out according to the corresponding principles of subvention and entrustment.

## Head 25 — ARCHITECTURAL SERVICES DEPARTMENT

5 The key performance measures in respect of monitoring and advisory services are:

### *Targets*

	Target	2015 (Actual)	2016 (Actual)	2017 (Plan)
vetting budget and design within 30 days (%) .....	99	99	99	<b>99</b>
vetting tender documents within 21 days (%) .....	99	99	99	<b>99</b>
vetting tender recommendations within 14 days (%) .....	100	100	100	<b>100</b>
vetting final accounts within 90 days (%) ...	99	99	99	<b>99</b>
providing advice on building and engineering services and planning and development issues within ten days (%) .....	99	99	99	<b>99</b>

### *Indicators*

	2015 (Actual)	2016 (Actual)	2017 (Estimate)
subvented/entrusted projects reviewed .....	769	743	<b>740</b>
advice given: subvented/entrusted projects .....	22 921	23 642	<b>23 640</b>
advice given: landscaping issues .....	1 637	1 433	<b>1 420</b>
advice given: environmental issues .....	1 685	1 438	<b>1 440</b>
advice given: architectural/technical, heritage conservation and other issues .....	24 143	23 078	<b>23 080</b>

### *Matters Requiring Special Attention in 2017–18*

6 During 2017–18, the Department will:

- advise on environmental protection practices by advocating energy conservation, prevention of pollution and reduction in consumption of natural resources;
- promote sustainable development by introducing best practices including green building design when providing advice;
- advise on matters related to built heritage conservation;
- advise on architectural and landscape matters for large-scale government projects;
- promote and improve quality and environmental management standards through maintaining ISO 9001:2008 and ISO 14001:2004 certification; study the transition to compliance with the 2015 version of both standards; and adopt the principles of ISO 50001:2011 to enhance energy management;
- provide advice on a safe and healthy working environment for building works through promoting site safety, and promote awareness of safety and health of staff, contractors, consultants and stakeholders through maintaining OHSAS 18001:2007 certification;
- promote roof greening and vertical greening, and enhance practices on greening, landscaping and tree management in government building works;
- promote universal accessibility in design;
- encourage participation in the Considerate Contractor Site Award Scheme to promote environmental awareness and performance; and
- enhance existing and develop new information systems for improved efficiency and transparency.

## Head 25 — ARCHITECTURAL SERVICES DEPARTMENT

### Programme (2): Facilities Upkeep

	2015–16 (Actual)	2016–17 (Original)	2016–17 (Revised)	<b>2017–18 (Estimate)</b>
Financial provision (\$m)	994.1	1,010.5	1,026.1 (+1.5%)	<b>1,032.0</b> (+0.6%)
				(or +2.1% on 2016–17 Original)

#### *Aim*

7 The aim is to provide efficient and cost-effective professional and project management services for the maintenance and refurbishment of buildings and facilities.

#### *Brief Description*

8 The Property Services Branch of the Department is responsible for facilities upkeep. The work involves:

- maintenance and repair of all government buildings and facilities;
- maintenance services to subvented schools; and
- refurbishment, fitting-out, alteration, addition and improvements and emergency repairs to all properties maintained by the Branch.

9 The key performance measures in respect of facilities upkeep are:

#### *Targets*

	Target	2015 (Actual)	2016 (Actual)	<b>2017 (Plan)</b>
attending to emergency repairs e.g. a burst water pipe, within one hour of notification in Hong Kong, Kowloon and new towns in the New Territories (%)§ .....	99	99	99	<b>99</b>
attending to urgent repairs e.g. a broken window, within one day of notification (%)§ .....	99	99	99	<b>99</b>
completing minor repairs within the agreed time scale (%) .....	99	99	99	<b>99</b>
completing major maintenance and refurbishment work within the agreed time scale (%) .....	99	99	99	<b>99</b>
carrying out scheduled maintenance inspections of all buildings (%) .....	100	100	100	<b>100</b>
achieving satisfactory performance in client satisfaction survey for minor repairs (%) .....	98	99	99	<b>98</b>
completing technical checking of contractors' submitted accounts within 14 days (%) .....	97	98	99	<b>97</b>

§ These include inspection and assessment on site, as well as immediate remedial actions taken as appropriate.

#### *Indicators*

	2015 (Actual)	2016 (Actual)	<b>2017 (Estimate)</b>
expenditure on works			
maintenance (\$m) .....	867.7	767.8	<b>776.4</b>
refurbishment and improvement (\$m) .....	2,859.0	2,704.6	<b>2,741.4</b>
building floor area of properties maintained (m <sup>2</sup> ) .....	31 525 000	31 585 100	<b>31 650 000</b>
no. of works orders completed .....	380 842	380 957	<b>382 000</b>

## Head 25 — ARCHITECTURAL SERVICES DEPARTMENT

### *Matters Requiring Special Attention in 2017–18*

10 During 2017–18, the Department will:

- upkeep facilities in an environmentally-responsible manner by conserving energy, preventing pollution and reducing the consumption of natural resources;
- enhance and promote preventive maintenance and best practices in facilities upkeep;
- promote and improve quality, environmental and energy management standards through maintaining ISO 9001:2008, ISO 14001:2004 and ISO 50001:2011 certification; and study the transition to compliance with the 2015 version of both ISO 9001:2008 and ISO 14001:2004 standards;
- ensure a safe and healthy working environment for maintenance and refurbishment works through promoting site safety and maintaining OHSAS 18001:2007 certification;
- promote roof greening and incorporate green building features in existing buildings;
- implement the Green Contractor Award Scheme to achieve continual improvement in the Department’s quality and environmental performance;
- enhance existing and develop new information systems for improved efficiency and transparency;
- continue to explore and implement new modes of service delivery to further improve efficiency and cost-effectiveness; and
- conduct client satisfaction surveys and implement improvement measures to enhance services provided to client departments.

### **Programme (3): Facilities Development**

	2015–16 (Actual)	2016–17 (Original)	2016–17 (Revised)	<b>2017–18 (Estimate)</b>
Financial provision (\$m)	666.5	683.6	704.3 (+3.0%)	<b>708.8</b> (+0.6%)
				(or +3.7% on 2016–17 Original)

### *Aim*

11 The aim is to provide efficient, cost-effective and timely architectural and associated professional and project management services for the design and construction of buildings and related facilities.

### *Brief Description*

12 The Project Management Branch, Architectural Branch, Building Services Branch, Structural Engineering Branch, Quantity Surveying Branch and Property Services Branch of the Department are responsible for the development of new facilities. The work involves:

- assisting user departments in developing their requirements,
- designing the facilities to meet users’ requirements and Government’s needs, and
- appointing consultants and contractors and inspecting works to ensure the facilities are developed up to standard.

13 In 2016, the Department was able to meet the demand for its services through the use of outsourcing, increased application of technology as well as the maintenance and enhancement of a robust Integrated Management System encompassing quality, environmental, occupational health and safety management.

14 The key performance measures in respect of facilities development are:

### *Targets*

	Target	2015 (Actual)	2016 (Actual)	<b>2017 (Plan)</b>
completing design and documentation within the agreed time scale (%).....	100	100	100	<b>100</b>
completing projects within approved project estimates (%).....	100	100	100	<b>100</b>
completing projects within the agreed time scale (%).....	100	100	100	<b>100</b>

## Head 25 — ARCHITECTURAL SERVICES DEPARTMENT

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### *Indicators*

	2015 (Actual)	2016 (Actual)	2017 (Estimate)
no. of projects completed .....	33	31	<b>29</b>
expenditure on building projects (\$m) .....	9,057.2	9,284.5	<b>14,713.5</b>
value of projects under design and construction (\$m) .....	141,786.9	152,325.3	<b>163,587.9</b>

### *Matters Requiring Special Attention in 2017–18*

**15** During 2017–18, the Department will:

- deliver services in an environmentally-responsible manner by conserving energy, preventing pollution and reducing the consumption of natural resources;
- achieve sustainable development by continuing to enhance and promote best practices, including green building design, in providing advice and when designing and constructing buildings;
- promote and improve quality and environmental management standards through maintaining ISO 9001:2008 and ISO 14001:2004 certification; study the transition to compliance with the 2015 version of both standards; and adopt the principles of ISO 50001:2011 to enhance energy management;
- provide a safe and healthy working environment for building works, and promote awareness of safety and health of staff, contractors, consultants and stakeholders through maintaining OHSAS 18001:2007 certification;
- promote roof greening and vertical greening, and enhance practices on greening, landscaping and tree management in government building works;
- promote universal accessibility in design;
- incorporate green construction practices in new works projects and achieve continual improvement in quality and environmental performance through implementing the Green Contractor Award Scheme;
- enhance existing and develop new information systems for improved efficiency and transparency;
- plan and implement government facilities in Kai Tak, including hospitals, government offices, schools and recreational facilities;
- enhance systematic risk management, design for safety, non-contractual partnering, integrity management and value management in public works projects;
- enhance services provided to client departments through conducting post-occupancy evaluation on selected projects and implementing improvement measures; and
- enhance buildability and constructability of the projects for improving the efficiency of construction.

## Head 25 — ARCHITECTURAL SERVICES DEPARTMENT

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### ANALYSIS OF FINANCIAL PROVISION

	2015-16 (Actual) (\$m)	2016-17 (Original) (\$m)	2016-17 (Revised) (\$m)	2017-18 (Estimate) (\$m)
<b>Programme</b>				
(1) Monitoring and Advisory Services .....	284.0	281.9	297.7	<b>302.2</b>
(2) Facilities Upkeep.....	994.1	1,010.5	1,026.1	<b>1,032.0</b>
(3) Facilities Development.....	666.5	683.6	704.3	<b>708.8</b>
	1,944.6	1,976.0	2,028.1 (+2.6%)	<b>2,043.0</b> (+0.7%)
				<b>(or +3.4% on 2016-17 Original)</b>

#### Analysis of Financial and Staffing Provision

##### Programme (1)

Provision for 2017-18 is \$4.5 million (1.5%) higher than the revised estimate for 2016-17. This is mainly due to increased provision for departmental expenses and capital expenditure. In addition, there will be an increase of two posts in 2017-18.

##### Programme (2)

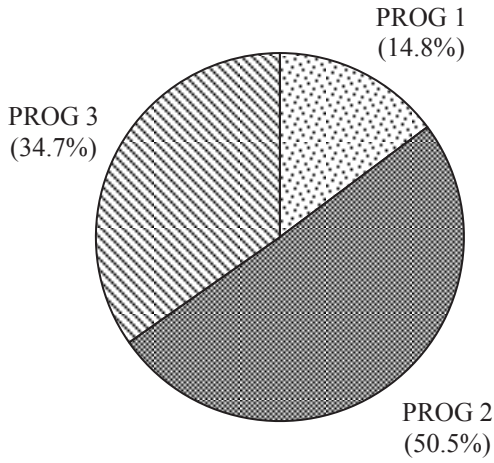
Provision for 2017-18 is \$5.9 million (0.6%) higher than the revised estimate for 2016-17. This is mainly due to increased provision for filling vacancies, partly offset by decrease in departmental expenses. In addition, there will be an increase of four posts in 2017-18.

##### Programme (3)

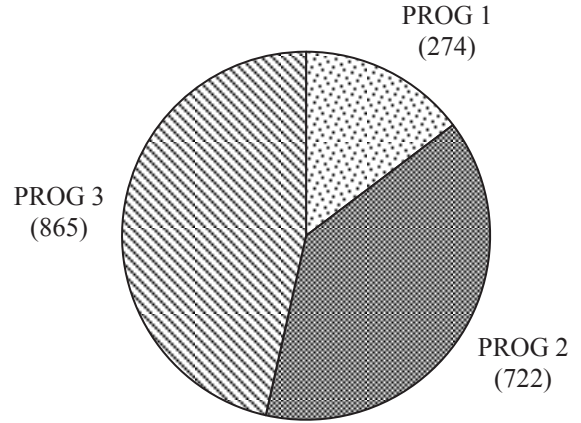
Provision for 2017-18 is \$4.5 million (0.6%) higher than the revised estimate for 2016-17. This is mainly due to increased provision for personnel related expenses. In addition, there will be a net increase of 17 posts in 2017-18.

**Head 25 — ARCHITECTURAL SERVICES DEPARTMENT**

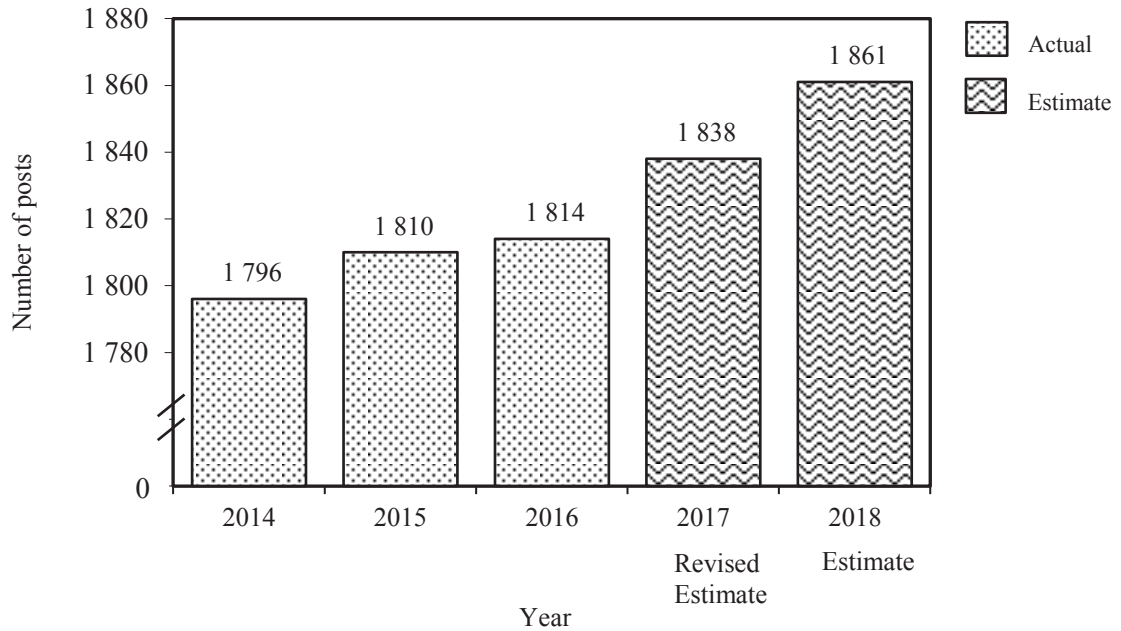
*Allocation of provision to programmes (2017-18)*



*Staff by programme (as at 31 March 2018)*



*Changes in the size of the establishment (as at 31 March)*



**Head 25 — ARCHITECTURAL SERVICES DEPARTMENT**

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Sub-head (Code)	Actual expenditure 2015-16	Approved estimate 2016-17	Revised estimate 2016-17	<b>Estimate 2017-18</b>	
	\$'000	\$'000	\$'000	<b>\$'000</b>	
<b>Operating Account</b>					
Recurrent					
000	Operational expenses .....	1,944,607	1,974,418	2,026,538	<b>2,040,883</b>
	Total, Recurrent.....	1,944,607	1,974,418	2,026,538	<b>2,040,883</b>
	Total, Operating Account .....	1,944,607	1,974,418	2,026,538	<b>2,040,883</b>
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<b>Capital Account</b>					
Plant, Equipment and Works					
661	Minor plant, vehicles and equipment (block vote).....	—	1,566	1,566	<b>2,100</b>
	Total, Plant, Equipment and Works.....	—	1,566	1,566	<b>2,100</b>
	Total, Capital Account.....	—	1,566	1,566	<b>2,100</b>
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	Total Expenditure .....	1,944,607	1,975,984	2,028,104	<b>2,042,983</b>
		<u>1,944,607</u>	<u>1,975,984</u>	<u>2,028,104</u>	<u><b>2,042,983</b></u>



## Head 25 — ARCHITECTURAL SERVICES DEPARTMENT

### Details of Expenditure by Subhead

The estimate of the amount required in 2017–18 for the salaries and expenses of the Architectural Services Department is \$2,042,983,000. This represents an increase of \$14,879,000 over the revised estimate for 2016–17 and \$98,376,000 over the actual expenditure in 2015–16.

#### *Operating Account*

##### Recurrent

**2** Provision of \$2,040,883,000 under *Subhead 000 Operational expenses* is for the salaries, allowances and other operating expenses of the Architectural Services Department.

**3** The establishment as at 31 March 2017 will be 1 838 permanent posts. It is expected that there will be a net increase of 23 permanent posts in 2017–18. Subject to certain conditions, the controlling officer may under delegated power create or delete non-directorate posts during 2017–18, but the notional annual mid-point salary value of all such posts must not exceed \$1,003,075,000.

**4** An analysis of the financial provision under *Subhead 000 Operational expenses* is as follows:

	2015–16 (Actual) (\$'000)	2016–17 (Original) (\$'000)	2016–17 (Revised) (\$'000)	2017–18 (Estimate) (\$'000)
Personal Emoluments				
- Salaries.....	1,093,401	1,126,609	1,162,908	<b>1,175,515</b>
- Allowances.....	9,825	12,008	11,774	<b>12,363</b>
- Job-related allowances.....	9	67	67	<b>67</b>
Personnel Related Expenses				
- Mandatory Provident Fund contribution.....	3,291	4,778	3,606	<b>5,844</b>
- Civil Service Provident Fund contribution.....	29,631	35,729	36,909	<b>45,336</b>
Departmental Expenses				
- Light and power.....	4,233	4,885	4,614	<b>4,835</b>
- Hire of services and professional fees .....	43,364	55,668	58,528	<b>54,792</b>
- Workshop services.....	12,135	12,541	12,258	<b>12,609</b>
- General departmental expenses .....	68,218	66,048	71,321	<b>71,579</b>
Other Charges				
- Maintenance of government buildings .....	680,500	656,085	664,553	<b>657,943</b>
	1,944,607	1,974,418	2,026,538	<b>2,040,883</b>

#### *Capital Account*

##### Plant, Equipment and Works

**5** Provision of \$2,100,000 under *Subhead 661 Minor plant, vehicles and equipment (block vote)* represents an increase of \$534,000 (34.1%) over the revised estimate for 2016–17. This is mainly due to the implementation of Building Information Modelling System.