

關注海港政府大樓兩個停車位的使用情況

富城物業管理公司的回覆：

就中西區區議員甘乃威先生關注海港政府大樓兩個停車位的使用情況的提問，海港政府大樓管理處現回覆如下：

(1) 地政總署於2000年2月25日向政府產業署批出撥地工程條款，將毗鄰海港政府大樓的一處用地劃作兩個上落客貨位用途，供大樓各政府部門使用（附件一）。由於該處屬大樓的公用地方，因此大樓的管理處在制定上落客貨位的使用守則時，一直按有關批文，徵詢大廈管理委員會的意見，以便使用大樓的各個政府部門，在申請使用該兩個上落客貨位時，均能享有平等的機會。有關文件及其他相關資料亦曾送交予中西區區議會秘書處作大廈管理委員會會議討論及日常申請使用用途。

(2) 大廈管理委員會由使用海港政府大樓的各個政府部門所組成，主席由海事處擔任。大樓各政府部門均會委派代表，定期出席大廈管理委員會會議，以共同商討大廈公用地方的管理事宜。大樓的管理處由本年1月中旬開始，曾數次接獲有公眾人士指上落客貨位疑遭個別人士將其私家車輛長時間停泊作非上落客貨用途，故管理處在檢討現行機制及參考其他同類型物業的相關安排後，於2016年2月26日所舉行的大廈管理委員會上，建議增加可停泊上落客貨時間，由原來的十五分鐘增加至三十分鐘（附件二）。在取得大廈管理委員會的共識後，管理處於2016年4月11日向大樓各政府部門發出通告，提醒地政總署指明該處只可作上落客貨用途，而為使各部門能公平使用，故由通告發出日起開始，所有車輛不得於上落客貨處停留超逾三十分鐘（附件三）。

(3) 據附件四顯示，中西區區議會秘書處於2014年5月14日亦曾以書面代管理處轉達予當時的中西區區議會主席、副主席及議員，有關大樓的兩個上落客貨位只容許申請人短暫上落客貨停泊，申請人的車輛於上落客貨結束後，必須將車輛駛離大樓或相

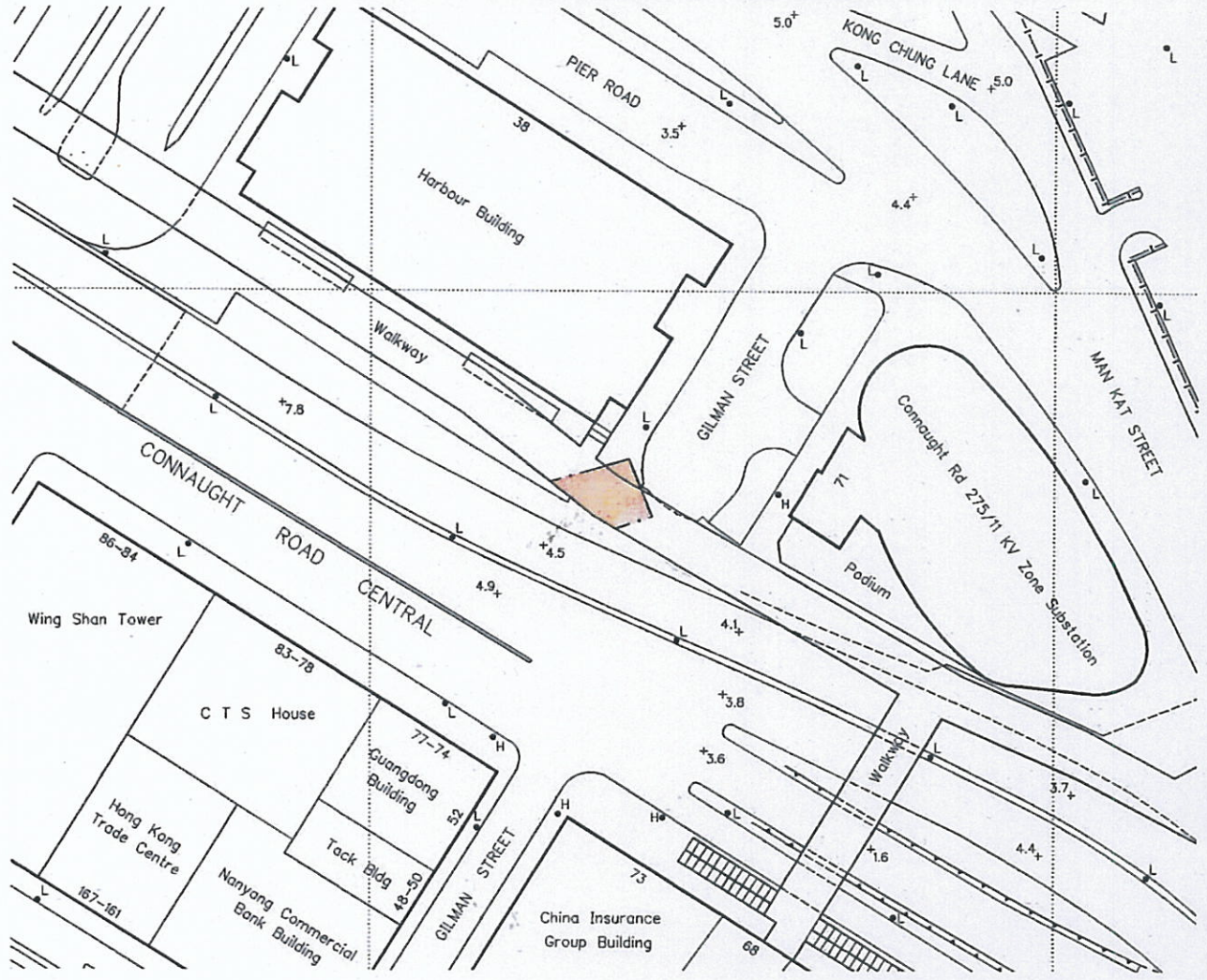
關上落客貨位，不可長時間停泊於泊位內。有關事宜其後亦於2014年7月18日所舉行的大廈管理委員會會議中，由政府產業署及管理處代表向各出席政府部門闡明，並按當時出席的民政事務總署代表建議，於會後與建築署商討是否可於上落客貨位位置加上有關指示／道路標記（附件五）。

(4) 如中西區區議會對海港政府大樓現行兩個上落客貨位的安排有任何建議，可經由中西區區議會秘書處向大廈管理委員會提出，於下次大廈管理委員會會議上再作商討。

（二零一六年十月十八日收到）

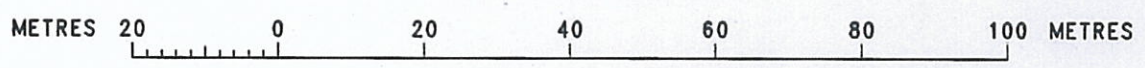
中西區區議會秘書處
二零一六年十月

GOVERNMENT LAND ALLOCATION (TEMP.) - THK1346 GOVERNMENT PROPERTY AGENCY

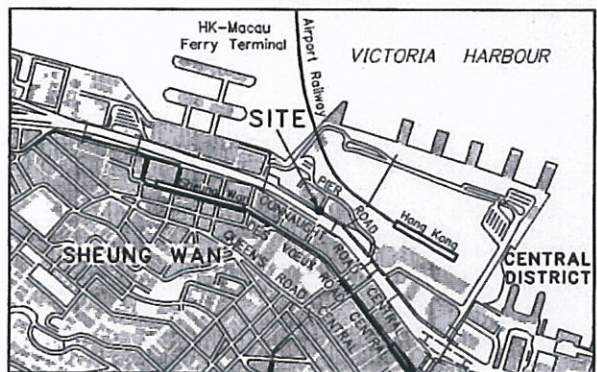


COLOURED PINK AREA 83 SQUARE METRES (ABOUT)

SCALE 1 : 1000



LOCATION



SCALE 1 : 20000

FOR IDENTIFICATION PURPOSES ONLY



District Lands Office, Hong Kong West
Lands Department

Plan Prepared by District Survey Office, Hong Kong West

File No. (3) in DLO/HW L/M 785/NHGS/82

Survey Sheet No. 11-SW-8B

Layout Plan No.

Reference Plan No.

PLAN No. HKM6281

Date : 25/02/2000

**HARBOUR BUILDING
BUILDING MANAGEMENT COMMITTEE**

Notes of Meeting

Date : 26 February 2016 (Friday)
Venue : Conference Room A, 24/F, Harbour Building
Time : 2:30 p.m.

Present

<p>Chairperson: Miss Daphne CHAN (Acting) <i>(on behalf of Jack MF CHAN)</i></p>	<p>Marine Department ('MD')</p>
<p>Members: Mr KF LAM</p>	<p>Customs & Excise Department ('C&ED')</p>
<p>Mr WAN Ka-fai <i>(on behalf of Dr Kenneth TSANG)</i></p>	<p>Department of Health ('DH'), Orthodontic Clinic</p>
<p>Miss Janet LO</p>	<p>Food & Environmental Hygiene Department ('FEHD')</p>
<p>Ms Rita LAI</p>	<p>Home Affairs Department, District Office (Central & Western) ('DO(C&W)/HAD')</p>
<p>Miss Tiffany CHEUNG</p>	<p>DO(C&W)/HAD</p>
<p>Ms Emma BOOK</p>	<p>DO(C&W)/HAD</p>
<p>Ms Joey KWOK <i>(on behalf of Mr Peter YAU)</i></p>	<p>Home Affairs Department, District Office (Islands) ('DO(Is)/HAD')</p>
<p>Mr LAM Chung-man</p>	<p>Immigration Department ('ImmD')</p>
<p>Ms Doris CHUN</p>	<p>Independent Commission Against Corruption ('ICAC')</p>
<p>Ms Kellar KWONG</p>	<p>Information Services Department ('ISD')</p>
<p>Miss Crystal KWOK</p>	<p>Labour Department ('LD')</p>
<p>Mr WONG Wai-chi <i>(on behalf of Miss Janice YUNG)</i></p>	<p>Lands Department ('LandsD'), District Lands Office, Islands</p>
<p>Mr CHENG Cheung-yung</p>	<p>LandsD, District Survey Office, Islands</p>
<p>Mr CHAN Sek-mau</p>	<p>LandsD, Squatter Control/Islands Office</p>
<p>Ms Tammy CHENG <i>(on behalf of Miss Cherry KWONG)</i></p>	<p>Leisure & Cultural Services Department ('LCSD')</p>
<p>Ms Monita TAM</p>	<p>MD</p>

Ms YUEN Sau-ming
(on behalf of Miss Zoe CHU)

Social Welfare Department ('SWD')

Secretary: Mr Anson MC SINN

MD

In attendance

Mr Simon KW CHAN

Architectural Services Department
('ArchSD')

Ms Debby HO

ArchSD

Mr YC YIP

ArchSD

Mr. SS HO

ArchSD

Ms LAM Pui-yu

ArchSD

Mr WK LAM

Electrical and Mechanical Services
Department ('EMSD')

Mr KH TONG

EMSD

Mr NC YIM

Government Property Agency

(on behalf of Mr WONG Ng-chau)

('GPA')

Miss Karen WU

GPA

Ms Melissa LUI

MD

Ms Wendy SIN

Urban Property Management Ltd,
GPA's property management agent
(Building Management Office
('BMO'))

Ms Joyce CHEN

BMO

Mr Alex FAN

BMO

Mr HK LAM

BMO

Mr Raymond WONG

Project Coordinator (Building
Services), Shui On Building
Contractors Ltd.
('ArchSD contractor')

Miss Aggie YY WONG

Project Designer (Building Services),
ArchSD contractor

Mr Ray LEE

Project Coordinator (Building
Works),

Mr Roy LAM

ArchSD contractor

Project Designer (Building Works),
ArchSD contractor

Absent with apologies

Mr YM TSANG	ArchSD
Mr YK MAK	ArchSD
Mr SM CHAN	EMSD
Miss LAM Siu-tong	ICAC
Mr Ivan TONG	Transport Department ('TD'), 5/F Traffic Control Division, Hong Kong Section
Miss Daisy LEUNG	TD, 10/F Licensing Section, Cross Boundary Unit
Ms LEE Kit-man (on behalf of Dr Andrew CHAN)	DH, Dental Clinic

Action

I. Opening remarks

1. The Chairperson (Acting) welcomed all to the meeting.

II. Confirmation of notes of the last meeting

2. The minutes of the last meeting held on 18.7.2014 had been sent to members for comments in September 2014. With proposed amendments received from members, the revised meeting notes had been circulated to members via memo on 16.10.2014. The meeting notes were confirmed at the meeting.

III. Matters arising

(a) Refurbishment projects / Building services / Building works

3. On the refurbishment of the external walls, Mr Simon KW Chan, ArchSD reported that ArchSD would seek approval of Highways Department for erection of hoarding prior to cladding works. Refurbishment would start with the east side of the wall and then the west side of the wall. For east side of the wall, the Chairperson(Acting) reminded ArchSD to take appropriate preventive measures to avoid accident as it was near the bus stop. Members of the public would walk from the bus stop at the northern side to footbridge through the escalator of Harbour Building. Also, some drivers usually parked at Gilman street for waiting. As for the west side, the advertising area under the licence agreement on the portion of the external wall under the purview of Site Utilisation Division of GPA

BMO had issued a notice on 22.1.2016 to promulgate the phases of works. Mr SS Ho, ArchSD supplemented that as for 2016-17 Planned Maintenance, the scope would involve the replacement of false ceiling system at G/F common area and areas adjacent to the fountain subject to availability of the funding.

[*Post-meeting note:* There was as yet no works schedule for 2016-17 Planned Maintenance. BMO would liaise with ArchSD in due course.]

BMO
ArchSD

(b) Lift Maintenance

7. Ms Joyce Chen, BMO reported that Lift No. 5 (i.e. the lift serving G/F, 14/F to 25/F) was being suspended from 30.12.2015 to 9.4.2016 due to repair of motor bearing by the EMSD contractor. Besides, Escalator No. 3 had been suspended since 11.2.2016 due to repair of spare parts and would resume on 27.2.2016 tentatively.

BMO

8. Ms Joyce Chen, BMO assured members that the EMSD contractor would conduct annual checks for the lifts and escalators. In case of lift / escalator breakdown, BMO would report to EMSD forthwith. Miss Tiffany Cheung, DO(C&W)/HAD relayed the message of some District Council members that the lifts seemed a bit unstable on some occasions. Ms Doris Chun, ICAC asked whether the lift control system could be adjusted with a view to shortening the lift wait-time. Ms Joyce Chen, BMO responded that at present, if someone pressed the lift button, the lift nearest to that particular floor would be activated. If nobody pressed the lift button, two lifts would stay at G/F whereas the other two lifts would stay at 14/F. The Chairperson (Acting) urged BMO to further liaise with EMSD to facilitate smooth operation and maintain the stability of the lifts and escalators.

BMO
EMSD

(c) Arrangement of the loading and unloading area adjacent to the eastern entrance of Harbour Building

9. The Chairman(Acting) noted that there were concerns raised by both user department and BMO on the use of the loading and unloading bay. She arranged to table *Appendix I* and drew members' attention to the road surface marking "FOR LOADING AND UNLOADING ONLY" and the signage "此處只供上落貨使用" had been displayed clearly at the area. She invited members to express their views on whether the uses of the area should be altered or maintained as status quo and all the members

had raised no proposal to alter the purpose during the meeting. Ms Wendy Sin, BMO reported that in view of the recent complaints about alleged abuse of using the loading and unloading area as well as to facilitate respective user departments to use the loading and unloading area on an equitable and fair manner, BMO had conducted a review of the current practice and proposed that all vehicles would not be allowed to stay at the loading & unloading area exceeding 30 minutes. A revised application form on using the loading and unloading area was sent by BMO to respective user departments for comment, if any, vide its email of 29.1.2016. For ease of comparison, members were asked to refer to **Appendix II** which set out the existing and the proposed application forms. Ms Wendy Sin, BMO elaborated that an objective yardstick would need to be set in order to determine the principle of equity and fairness on using the loading and unloading area, hence 30 minutes were proposed as an objective yardstick.

10. Ms Emma Book, DO(C&W)/HAD relayed the message of some of the Central and Western ('C&W') District Council members that they had requested for a parking space incessantly, but to no avail. As such, some C&W District Council members had a meeting with the then property management agent of GPA in April 2012 to explore the possibility of allowing them to park their cars in the area concerned as an expedient arrangement. Ms Emma Book, DO(C&W)/HAD also pointed out that parking space was available in some other districts for District Council members of those districts.
11. The Chairperson (Acting) asked whether DO(Is)/HAD also received similar request(s) from Islands District Council members for car-parking in Harbour Building. Ms Joey Kwok, DO(Is)/HAD responded that no enquiry nor request for parking space had been received by them so far. The Chairperson (Acting) then asked members to refer to "Engineering conditions for temporary land allocations to GPA for loading/unloading area adjoining to Harbour Building" together with the layout plan at **Appendix III** which indicated the designated use of the area clearly as follows:

*"...the site shall not be used for any purpose other than for loading/unloading purpose for Harbour Building. In the event that any change in the use or development of the site is proposed the allocatee after having obtained the **approval of the Planning Department shall apply for approval to the District Lands Officer/Hong Kong West...who may, if approval is granted, impose***

additional conditions or direct that a new allocation is necessary.”

12. Mr Wong Wai-chi, LandsD opined that albeit this issue was not under his portfolio, respective users should abide by the engineering conditions issued by LandsD. Mr KF Lam, C&ED opined that car-parking was different from the purpose of loading/unloading. Ms Joyce Chen, BMO said that DO(C&W)/HAD and ISD were among the frequent user departments that used the loading and unloading area. Mr NC Yim, GPA emphasised that the engineering conditions imposed by LandsD ought to be complied with. The Chairperson (Acting) then went around the table to ask if the members would have any other opinions and suggestions on this issue. Without any other opinions from the members on the need to revise the purpose of uses, the Chairperson(Acting) summed up that the loading and unloading area should be allocated for all user departments to use in an equitable and fair manner. Should any user department find it exceptionally compelling to change the stipulated purpose of loading/unloading, the department concerned might write the full justifications and submit via BMO and GPA to obtain approval of the Planning Department and the LandsD. The Chairperson (Acting) pointed out that, in tandem, there was no grey area in which the engineering conditions had stated explicitly that the area concerned was for loading/unloading purpose only. Whilst she appreciated that there was parking difficulty in Harbour Building due to the lack of parking space and limitation of the land uses, departments could suggest their guests to park in parking spaces nearby such as Rumsey Street Multi-storey Carpark Building which were only within walking distance to Harbour Building.
13. Mr NC Yim, GPA seconded and said that visitors' vehicles including government vehicles (also known as AM cars) could be parked at Rumsey Street Multi-storey Car Park Building, which was the nearest car park to Harbour Building as there was no parking space in Harbour Building. Miss Karen Wu, GPA supplemented that even if an AM car wished to temporarily park in a joint-user government offices building ('JUB'), provided that the JUB concerned had available parking space, the bureaux/departments ('B/Ds') of the AM car concerned would also need to make a formal application to GPA's property management agent one or two days beforehand. In this regard, Miss Karen Wu, GPA suggested that BMO could make reference to this practice, i.e. for those who wished to use the loading and unloading area, the application should be submitted via B/Ds to BMO. Mr NC Yim, GPA supplemented that members could make reference to GPA's memo

entitled “Temporary parking of visiting government vehicles at JUBs” dated 9.6.2015.

[*Post-meeting note:* GPA also issued a memo on 29.7.2015 to promulgate the procedures for requesting a temporary parking space at JUBs for government vehicles while their duty journeys were not to visit a department in the JUB concerned and set out the new requesting procedures. As for temporary parking of government vehicles visiting a department in JUB, the procedures set out in the existing guidelines “Procedures for handling requests from visitors for temporary parking at joint-users office buildings” which have been in force since June 2014 (vide GPA’s memo of 11.6.2014) should continue to be followed.]

14. Upon enquiry of the Chairperson (Acting), members expressed no objection to setting the objective yardstick to be 30 minutes. For sake of clarity, the Chairperson (Acting) asked BMO to issue a notice as soon as practicable so as to convey the message to all people that the area concerned was for the sole purpose of loading/unloading purpose pursuant to the engineering conditions imposed by LandsD. The meeting resolved and agreed that the present purpose of uses of the loading/unloading area should be maintained.

[*Post-meeting note:* BMO issued the notice on 11.4.2016 vide *Appendix IV*. Subsequently, BMO observed irregularities on occasions, and had been liaising with the department(s) concerned. BMO issued an e-mail on 27.4.2016 to DO(C&W)/HAD to draw its attention that a visitor of its department has parked his car into the loading and unloading area for a prolonged period of time on 21.4.2016 without permission by staff of BMO. No application from the visitor had been handled by DO(C&W)/HAD for that incident. BMO was also liaising with GPA and BMC to deter user departments from using the loading and unloading area exceeding 30 minutes.]

User dep’ts

*BMO
GPA*

(d) Fire drill

15. Ms Joyce Chen, BMO informed members that the last fire drill had been conducted on 17.12.2015. Out of 1 622 staff working in Harbour Building, 750 staff had indicated to join the drill and 620 staff (83%) had participated in the drill. The fire drill had been completed smoothly within 15 minutes.

(e) Public address system

Distribution list

Chairperson, BMC

Members, BMC

BMO

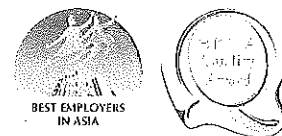
General Registry

Marine Department

Ref: L/M 11/2016 in MDHQGR 1-55/2



豐盛創建成員 Member of FSE Holdings



檔案編號：GPA/HK1/HB/N007/16

致 海港政府大樓各用戶：

有關：使用上落客貨處安排

鑒於近日接獲投訴有關上落客貨處被濫用的情況，並為各部門提供均等及公平使用上落客貨處，現特此提醒各用戶，根據地政總署於撥地工程條款中，已闡明現有上落客貨處除了用作海港政府大樓上落客貨用途外，不得作其他用途。

在 2016 年 2 月 26 日大廈管理委員會會議中，重申上述地政總署撥地工程條款，各委員明白並同意遵從有關條款，為了使各用戶均可基於公平使用上落客貨處的原則，謹通知各用戶由本通告日起，所有車輛不得停留於上落客貨處逾 30 分鐘。如有車輛超時停留於上落客貨處，有關紀錄將交予申請部門跟進處理。現夾附最新修訂的“使用上落客貨處申請表”，供有需要人士作申請使用。

如倘有查詢，請致電 2852 3006 與管理處職員聯絡。

敬請各用戶遵守以上原則，多謝合作。

海港政府大樓管理處 謹啟

2016 年 4 月 11 日

Ref.: GPA/HK1/HB/N007/16

To All Users of Harbour Building

11 April 2016

Re : Arrangement of Loading & Unloading Area

In view of the recent complaint about abuse of using the loading & unloading area, and with a view to facilitating respective user departments to use the loading and unloading area on an equitable and fair manner, this notice is to remind all user departments that pursuant to the Engineering Conditions of District Lands Office, the existing loading and unloading Area shall not be used for any purpose other than for loading / unloading purpose for Harbour Building.

At the Building Management Committee (BMC) meeting of 26 February 2016, it was reiterated that according to the said Engineering Conditions, the purpose of the loading/unloading area shall not be used for any purpose other than for loading/unloading purpose and the BMC members understood and agreed to abide by. In addition, on the principles of equity and fairness in using the loading and unloading area, this is to promulgate that all vehicles **are not allowed** to stay at the loading and unloading area exceeding **30** minutes with effect from the date of this notice. In case of irregularities observed, relevant records would be referred to the department concerned for follow-up action. A latest version of “Loading and Unloading Bay Application Form” is appended herewith.

For enquiries, please contact the Building Management Office at ☎ [REDACTED]

Thank you for your cooperation.

富城物業管理有限公司 Urban Property Management Limited Building Management Office

海港政府大樓管理處 Harbour Building Management Office : 香港中環統一碼頭道38號海港政府大樓地下 Building Management Office, G/F, Harbour Building, 38 Pier Road, Central, Hong Kong.

電話Tel: [REDACTED] 傳真Fax: [REDACTED] 網址Website: www.urban.com.hk

富城集團「最佳品質管理」—「香港區管理獎—大獎」得主、香港品質保證局國際證書得主及香港Q-Mark服務證書得主、「最佳人力管理」—「亞洲」及「香港」大獎得主、「領主金獎白金大獎」得主、EBC人才金獎 1st 及「傑出業績」得主及人力資源獎—「最佳管理文化獎」得主
「最佳品牌管理」—香港房屋委員會「最佳物業管理公司」大獎得主、「最佳設施管理」—香港設施管理協會「最佳設施管理獎」得主、「最佳設施管理」—「香港環保金獎」得主及香港Q-Mark管理證書得主、「最佳設施管理」—「亞洲」、「客戶關係管理」及「全球品牌」大獎得主
「最佳企業公民」—「商界領袖獎」得主、「最佳品牌獎」—「最佳大中華企業品牌年獎」得主、「最佳企業品牌」—「資本雜誌」及「資本企業獎」得主、資本—「智選品牌大獎」得主及香港生產力促進局「最佳企業品牌」得主、「最佳品牌獎」—「香港超級品牌」及「香港再創品牌」得主
Urban Group Best in Quality Management—HKMA Quality Award—Overall Winner, HKQAA Corporate Certificate and FHKI Hong Kong Q-Mark Service Certificate • Best in People Management—Asia and Hong Kong Award, Employers Gold Star Award • Platinum Award
ERB Manpower Developer 1st & Outstanding Employer and HR Awards • Best Change Management Practices Award • Best in Property Management—HKMA Best PMA Award • Best in Facility Management—HKIFM Best Managed Facility Gold Award • Best in Green Management—Eco-Business Award and FHKI Hong Kong Green Mark Certificate • Best in Operations Management—Best Practices in Innovation, CRM and Leadership by Example • Best in Corporate Citizenship—Caring Company Certificate • Best in International Branding—Prime Award for Best Brand Enterprise in Greater China • Best in Corporate Branding—Capital Magazine Outstanding Enterprise Award, Capital Weekly ProChoice Award and HKPC The Best Brand Enterprise Award • Best in Business Branding—Superbrands HK and Business Superbrands HK

海港政府大樓 使用上落客貨處申請表

項目	須填寫資料
申請使用日期	
申請使用時間	至
申請部門 (姓名及職位)	
申請部門電話號碼及傳真機號碼	
司機姓名及電話	
車牌號碼	
使用原因	
申請部門蓋印/簽名	
申請日期	

- 備註：
1. 車輛不得停留於上落客貨處超過 30 分鐘。
 2. 如有車輛超時停留於上落客貨處，有關紀錄將交予申請部門跟進處理。

以下由管理處職員填寫：

*上述車輛上落客貨處申請已獲接納，使用上/落客貨處號碼是 1 / 2 。

*由於上述時段內未有空置的上落客貨處，故此未能接納上述申請。

管理處確認蓋印	
回覆部門日期	

*請刪去不適用者

收集個人資料聲明

- (甲) 在本表格提供的資料，將用於辦理有關審批你在本申請表中所提出的申請及其他相關管理事務。
- (乙) 你在本表格提供個人資料，純屬自願。不過，為你的利益着想，請在本表格填寫全面及準確的資料。如提供的資料有所遺漏或不準確，可能令本署未能從速處理或無法處理你在本申請表中所提出的申請及有關事宜。
- (丙) 你有權要求查閱和改正你在本表格提供的個人資料。如要查閱或改正資料，你可以書面向政府產業署署長〔經辦人：部門主任秘書〕提出要求，地址為香港灣仔告士打道 5 號稅務大樓 31 樓。

中西區區議會



CENTRAL & WESTERN DISTRICT COUNCIL

檔 號： C&WDO
電 話： 2852 3477
傳真號碼： 3691 8024 / 2542 2696
電子郵址： shing_fung_chan@had.gov.hk

香港中環統一碼頭道 38 號
海港政府大樓 11 樓

電郵信件(共 2 頁)

中西區區議會
主席、副主席及各議員


主席、副主席及各位議員：

海港政府大樓上落貨位安排

秘書處剛收到海港政府大樓管業處的通知，表示海港政府大樓的兩個上落貨位只容許申請人短暫上落貨停泊，申請人的車輛於上落貨結束後，必須將車輛駛離海港政府大樓或相關上落貨位，不可長時間停泊在泊位內。

現按主席的意思，附上管業處的通告，以供各位參閱。

謝謝！

中西區區議會秘書
(陳成豐  代行)

附文件

副本分送：高級行政主任(區議會)

二零一四年五月十四日

Notice 通告

Until Further Notice

直至另行通知

Post Until

此通告張貼至 GPAH/14/N012

管業處電話： [REDACTED]

海港政府大樓各用戶：

上落貨位安排

本政府大樓的兩個上落貨位只容許申請人短暫上落貨停泊，申請人的車輛於上落貨結束後，必須將車輛駛離海港政府大樓或相關上落貨位，不可長時間停泊在泊位內。

不便之處，敬請各用戶見諒。如各用戶有任何查詢或需要協助，請致電 [REDACTED] 與管業處職員聯絡。

海港政府大樓管業處

二零一四年五月十四日

14 May 2014

Ref No: GPAH/14/N012

All Users of Harbour Building,

Arrangement of Loading & Unloading Bays

This is to inform all users that the two **loading & unloading bays** of this building allow activities of **loading and unloading, for a short period of time only**. Applicants must drive their vehicles away from the bay once their loading and unloading activity ends, long time parking in the bays is NOT allowed.

We apologize for any inconvenience so caused. Should you have any queries, please feel free to contact our management office at [REDACTED]

Harbour Building Management Office



SYNERGIS 新昌
total management solutions 整全管理

Distribution

Customs & Excise Department	(Attn: Mr. K F LAM)	Fax: [REDACTED]
Department of Health		
-Orthodontic Clinic	(Attn: Dr. Kenneth TSANG)	Fax: [REDACTED]
-Dental Clinic	(Attn: Ms. LEE Kit-man)	Fax: [REDACTED]
Food and Environmental Hygiene Department	(Attn: Mr. LEE Yec-kwong, Benedict)	Fax: [REDACTED]
Home Affairs Department		
-District Office (Central & Western)	(Attn: Miss Jessica TSANG)	Fax: [REDACTED]
-District Office (Island)	(Attn: Mr. Peter YAU)	Fax: [REDACTED]
Immigration Department	(Attn: Mr. LAM Chung-man)	Fax: [REDACTED]
Independent Commission Against Corruption	(Attn: Ms. WONG Kit-lam, Nadia) Mr. LAU Kwong-man	Fax: [REDACTED]
Information Services Department	(Attn: Mr. Arthur TONG)	Fax: [REDACTED]
Labour Department	(Attn: Miss Crystal KWOK)	Fax: [REDACTED]
Lands Department		
-District Lands Office (Islands)	(Attn: Miss Janice YUNG) Mr. WONG Wai-chi	Fax: [REDACTED]
-District Survey Office (Islands)	(Attn: Mr. FUNG Siu-lam)	Fax: [REDACTED]
-Squatter Control/Islands Office	(Attn: Mr. KWAN Wing-chuen)	Fax: [REDACTED]
Leisure and Cultural Services Department	(Attn: Miss Peggy KWOK)	Fax: [REDACTED]
Social Welfare Department	(Attn: Miss FUNG Poh-wing, Vanessa)	Fax: [REDACTED]
Transport Department – General (S/F)	(Attn: Mr. Ivan TONG)	Fax: [REDACTED]
Transport Department – Cross Boundary Unit (10/F)	(Attn: Mr. Paul CHAN)	Fax: [REDACTED]
Government Property Agency	(Attn: Mr. WONG Ng-chau, Tony) Mr. N C YIM	Fax: [REDACTED]
Property Services Branch/Architectural Services Department	(Attn: Mr. Peter MAK) Mr. S W CHENG Mr. H T LAW Mr. K Y WONG	Fax: [REDACTED]
	(Attn: Mr. Chris NG) Mr. Simon CHAN	Fax: [REDACTED]
Electrical and Mechanical Services Department	(Attn: Mr. W Y YUEN) Mr. F S LEUNG Mr. K H TONG	Fax: [REDACTED]
Synergis Management Services Limited	(Attn: Mr. Daniel TSOI) Mr. Rock CHAN Mr. Desmond LO Mr. H K LAM	Fax: [REDACTED]

c.c. DS

SEO(P&G)

EO(P)2

SCO/G

HARBOUR BUILDING (HB)
BUILDING MANAGEMENT COMMITTEE (BMC)

Notes of Meeting

Date : 18 July 2014 (Friday)
Place: Conference Room A, 24/F, Harbour Building
Time: 10:30 a.m.

Present

Chairperson :	Mr. Jack CHAN	Marine Department (MD)
Members :	Mr. K.F. LAM	Customs & Excise Department (C&ED)
	Mr. WAN Ka-fai <i>(on behalf of Dr. Kenneth TSANG)</i>	Department of Health (DH), Orthodontic Clinic
	Ms. Grace KO <i>(on behalf of Mr. LEE Yee-kwong, Benedict)</i>	Food & Environmental Hygiene Department (FEHD)
	Miss TANG Lai-yuk, Cindy <i>(on behalf of Miss Peggy KWOK)</i>	Leisure & Cultural Services Department (LCSD)
	Mr. Williams TSUI <i>(on behalf of Mr. LAM Chung-man)</i>	Immigration Department (ImmD)
	Mr. Abel YEUNG	Home Affairs Department (HAD), District Office (Islands) (IsDO)
	Ms. Nadia WONG	Independent Commission Against Corruption (ICAC)
	Mr. Arthur TONG	Information Services Department (ISD)
	Mr. Rocky CHOW	Labour Department (LD)
	Mr. WONG Wai-chi <i>(on behalf of Miss Janice YUNG)</i>	Lands Department (Lands D), District Lands Office (Islands)
	Mr. CHENG Ching-yung	Lands D, District Survey Office (Islands)
	Mr. KWAN Wing-chuen	Lands D, Squatter Control/Islands Office
	Ms. Monita TAM	MD
	Ms. Ethel YUEN <i>(on behalf of Miss Vanessa FUNG)</i>	Social Welfare Department (SWD)
	Ms. LEUNG Suk-kuen, Daisy <i>(on behalf of Mr. Paul CHAN)</i>	Transport Department (TD), Cross Boundary Unit
Secretary:	Ms. Alison WONG	MD
Notestaker:	Miss C.W. WAN	- ditto -

In attendance

Miss Daphne CHAN	MD
Ms. Melissa LUI	- ditto -
Mr. W.L. YUEN	Electrical and Mechanical Services Department (EMSD)
Mr. K.H. TONG	- ditto -
Mr. Anthony WONG	Government Property Administrator (GPA)
Mr. S. W. CHENG	Architectural Services Department (ASD)
Mr. Rock CHAN	Synergis Management Services Limited [Building Management Office (BMO)]
Mr. Desmond LO	- ditto -
Mr. H. K. LAM	- ditto -

Absent with apologies

Dr. CHOY Yuk-keung, Augustin	DH
Mr. Ivan TONG	5/F, TD
Miss Rita LAI	District Office (Central & Western), HAD
Miss Jessica TSANG	- ditto -

Action

I. INTRODUCTION

1. The Chairperson welcomed all to the meeting.

II. CONFIRMATION OF NOTES OF LAST MEETING

2. The notes of the last meeting held on 15.11.2012 had been circulated to Members for comment on 27.3.2013 and no comments on the notes had been received. The notes of last meeting were confirmed without amendments.

III. MATTERS ARISING FROM PREVIOUS MEETING

(a) Refurbishment Projects

3. Mr. H.K. LAM of BMO reported that the Phase two refurbishment project had been completed. On the other hand, the refurbishment of the external walls of 4/F and above would start only after the replacement of the gondola was completed as the existing gondola had ceased operation due to the

ASD

Force had suggested that the following actions to prevent reoccurrence of similar incident:-

- (a) to intensify security patrols;
- (b) to ensure the doors to the back staircase were locked from outside all the time;
- (c) to keep the CCTV tapes taken for at least 30 days for record purpose;
- (d) to install metal bars above the suspended ceiling between rooms; and
- (e) to install CCTV cameras at the lift lobby of each floor.

18. Mr. Rock CHAN of BMO said that suggestions (a) to (c) above had been put into implementation and that individual user departments could consider suggestion (d) and liaise with ASD direct for installation if required. Regarding suggestion (e), it was proposed that 2 nos. of CCTV cameras be installed at each floor capturing the entrance to the office areas. The system would be monitored by BMO and the installation of CCTV cameras would be arranged by GPA. He invited comments from Members on the necessity of installing CCTV cameras at each floor as CCTV cameras had already been installed in all lifts and main entrances and exits of HB.

19. The Chairperson commented that this theft case might be considered as an isolated incident and there were no similar incidents in the past few years. He also expressed reservation in the effectiveness of installing CCTV cameras as there was a CCTV camera installed at the corridor at the material time of the theft. Moreover, taking into account the high installation/recurrent costs, it might not be cost effective to install the CCTV cameras on each floor. After discussion, Members agreed that there was no need to install CCTV cameras at each floor. Mr. Anthony WONG of GPA said that they would relay BMC's decision to CPB accordingly.

GPA

(c) Arrangement of the Loading and Unloading Bays Adjacent to the Eastern Entrance of the Harbour Building

20. Mr. Anthony WONG of GPA said that the two loading and unloading bays adjacent to the eastern entrance of the Harbour Building were granted by LandsD through temporary land allocation solely for temporary loading and unloading activities instead of private parking. Mr. Rock CHAN of BMO

explained that according to the current practice, if user departments wished to use the bays temporarily, they were required to apply to BMO for approval in advance. However, BMO noticed that the bays were constantly occupied by some user departments for private parking purpose and that had to be rectified according to the conditions of the land grant. Mr. Anthony WONG of GPA requested Members to relay this message to their staff.

21. The Chairperson suggested BMO to issue clear guidelines on the usage of the bays to all user departments in order to facilitate them to disseminate the message to their staff. Mr. Abel YEUNG of HAD also suggested that signage or road surface marking should be displayed clearly at the bays to indicate that they were solely used for temporary loading and unloading activities and that private parking was not allowed. Mr. Anthony WONG of GPA would liaise with ASD for the addition of signage/road marking.

BMO

GPA

V. ANY OTHER BUSINESS

(a) Provision of Stackable Chairs Outside the ImmD Office on 2/F

22. Mr. Williams TSUI of ImmD said that in view of the large number of applicants queuing up outside the ImmD every morning, ImmD would like to provide stackable chairs along the wall outside at the lift lobby on 2/F. As common area of HB was involved, he would like to seek Members' comments on the proposed arrangement.
23. Members had reservations on the proposal as the arrangement might bring about security and safety problems in the common area and might invite unnecessary disputes with the public.

VI. DATE OF NEXT MEETING

24. The meeting was adjourned at 12:30 pm. The date of the next meeting would be announced in due course.