

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

DEVB(PL)292

Question Serial No.

3557

Head: 82 Buildings Department Subhead (No. & title):

Programme: Buildings and Building Works

Controlling Officer: Director of Buildings

Director of Bureau: Secretary for Development

Question:

The actual minor works submissions received in 2012 is 66 517, a marked increase as compared with that of 2011. The Department further estimates the number to increase to 70 000 in 2013. It is considered that the increase in the number of minor works submissions between 2011 and 2012 was due to growing public awareness of the simplified requirement for the carrying out of minor works. Will the Department inform this Committee:

- (a) Please provide a breakdown of minor works submissions received in 2011 and 2012 by Classes I, II and III minor works;
- (b) The resources and manpower involved in dealing with this task for 2011-12, 2012-13 and 2013-14, with a breakdown by Classes I, II and III minor works;
- (c) The average processing time for each submission for 2011 and 2012, with a breakdown by Classes I, II and III minor works; and
- (d) The number of submissions turned down by the Department for 2011 and 2012, with a breakdown by Classes I, II and III minor works, and the reasons for that?

Asked by: Hon. SHEK Lai-him, Abraham

Reply:

All minor works submissions received by the Buildings Department (BD) will go through an initial processing by the BD. Submissions with incorrect information or omission of essential information will be screened out and returned to the persons who arranged for the works to be carried out. The other submissions will be processed and classified according to different classes/types/items of minor works. Where relevant requirements are met, the Building Authority (BA) will acknowledge the submissions by issuing an acknowledgement letter.

- a) The BD received 40 062 and 66 517 minor works submissions in 2011 and 2012 respectively. Among these submissions, 3 087 and 7 970 submissions were initially screened out and returned to the persons who arranged for the works to be carried out in 2011 and 2012 respectively due to incorrect information or omission of essential information in the submissions. A breakdown of the remaining 36 975 and 58 547 minor works submissions received in 2011 and 2012 respectively by classes of minor works is as follows:

| Year | Number of submissions received excluding those returned without processing | | |
|------|--|----------|-----------|
| | Class I | Class II | Class III |
| 2011 | 1 193 | 23 203 | 12 579 |
| 2012 | 2 474 | 41 899 | 14 174 |

- b) The work associated with the processing of minor works submissions under the Minor Works Control System (MWCS) has mainly been handled by the existing resources of 20 professional and technical staff of the Minor Works Unit of the BD. The existing resources of professional and technical staff in the two Existing Buildings Divisions, the Mandatory Building Inspection Division and the two New Buildings Divisions of the BD are also used for carrying out audit checks on completed minor works as part of the Divisions' overall duties to implement the BD's building safety and maintenance enforcement programme, and control of new buildings and new building works. We are thus not able to provide a breakdown of the manpower and resources solely for the processing of minor works submissions in 2011-12, 2012-13 and 2013-14.
- c) We are not able to provide the average processing time of each submission for Class I, II and III minor works as the BD does not keep statistics on the time taken in processing each submission.
- d) The number of minor works submissions which were not screened out initially, but could not be processed for acknowledgement (i.e. no acknowledgement letters were issued by the BA) by the BD in 2011 and 2012 by classes of minor works is as follows:

| Year | Number of submissions which could not be processed for acknowledgement | | | |
|------|--|----------|-----------|--------------|
| | Class I | Class II | Class III | Total |
| 2011 | 222 | 2 497 | 5 216 | 7 935 |
| 2012 | 307 | 2 819 | 1 748 | 4 874 |

(Note: As there is a lapse of time between the receipt and the processing of submissions, the above figures for 2012 may also include submissions received in 2011.)

Some major reasons for cessation to process the minor works submissions for acknowledgment include inconsistent information, the minor works concerned not being carried out by the appropriate type/class of registered contractors*, prescribed building professionals not appointed as required, and other forms of non-compliance with the simplified requirements under the MWCS.

*Different classes/types/items of minor works should be carried out by registered general building contractors or registered minor works contractors who have been registered for those particular classes/types/items of minor works involved.

Name in block letters: AU Choi-kai
Post Title: Director of Buildings
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