

# Buildings Department Environmental Report 2009



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*Developments should be sustainable towards maintaining continuity and balance of our living environment for a thriving & harmonious society.*



I am pleased to present our eleventh Environmental Report covering our environmental performance in 2009.

Year 2009 was a challenging period for Hong Kong – a noteworthy highlight being the successful hosting of the East Asian Game while it continued to be afflicted by the impacts of the credit tsunami in the global financial markets of 2008.

During the economic downturn, in collaboration with the Hong Kong Housing Society and Urban Renewal Authority, we launched the “Operation Building Bright”. A territory-wide operation to remove 5,000 abandoned signboards was also swiftly executed. These operations achieved the dual objectives of creating more jobs and improving the safety of our buildings with a goal towards sustainable built environment.

Concerted efforts have been channeled towards a sustainable and quality built environment during 2009 – we introduced the Minor Works Control System to rationalize the carrying out of minor works; took a more proactive approach to support the Government’s initiative and to facilitate the private sector’s participation in heritage conservation; proposed the Mandatory Building Inspection Scheme and Mandatory Window Inspection System to enhance building maintenance; and established a Building Record Access and Viewing On-line (BRAVO) system to allow viewing building records on-line.

We will endeavour to serve the community in providing and maintaining a quality and sustainable built environment. With the support of the people of Hong Kong, we will continue to strive towards a green living environment.

**AU Choi-kai, JP**  
Director of Buildings

## Buildings Department and the Environment

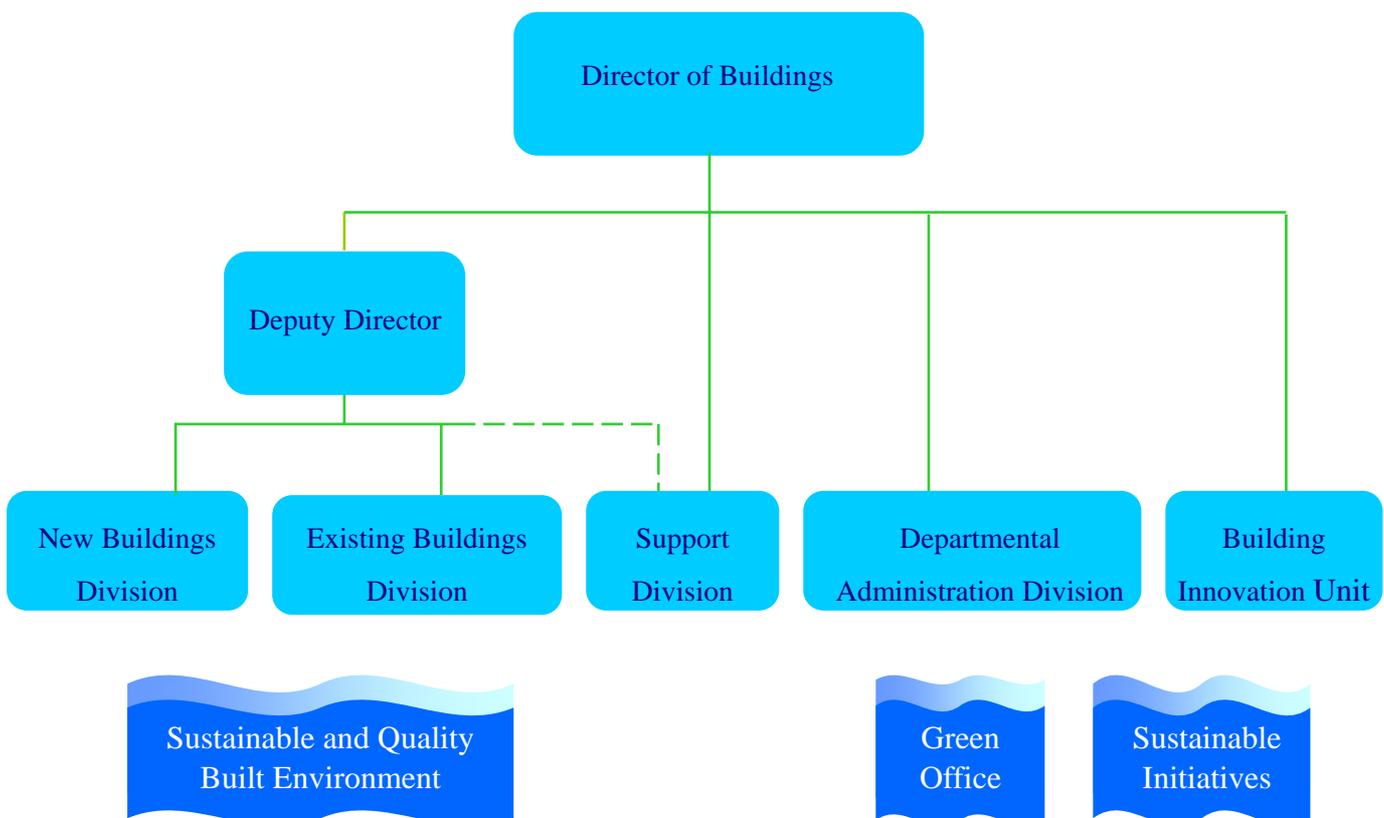
**Our Vision:** To make the built environment safe and healthy for our community.

**Our Mission:** To set and enforce safety, health and environmental standards for private buildings.

**Our Culture:** To go the extra mile in serving our customers and the community in general.

Under the ambit of the Buildings Ordinance (BO) and its subsidiary legislation, we are devoted to provide services to the public: facilitating and promoting the construction and maintenance of quality buildings in the private sector. We also take a proactive role in supporting the Government's objective of creating a better and sustainable living environment in Hong Kong.

### 1.1. Organization Chart



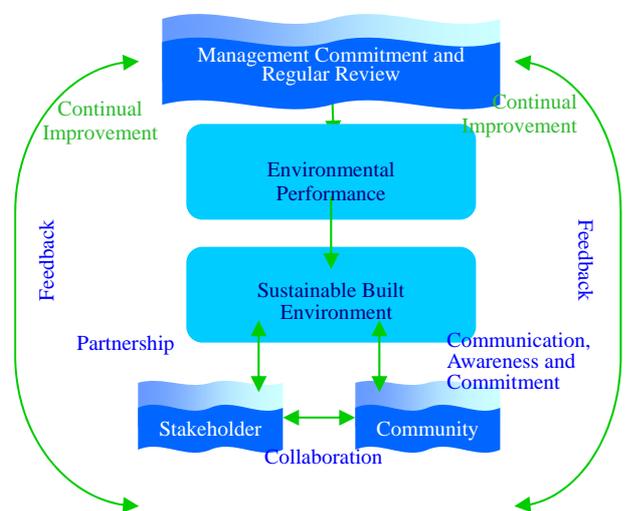
## 1.2. Management Commitment

Our commitment and approach to environmental management are established by our determination towards a sustainable environment.

We continue to review our policies and strategies to identify any potential impacts to the sustainable built environment and seek assiduous improvement in our environmental performance.

Through administering and enforcing the BO, we have the responsibility to promote building safety, to set and enforce building standards as well as to improve the quality of private building developments. We are committed to:

- (a) taking a leading role in and advocating a joint effort with the building industry and other government departments or agencies to promote a sustainable built environment in Hong Kong;
- (b) ensuring that all services and operations are developed and conducted in an environmentally responsible manner, meeting the commitments of the Clean Air Charter;
- (c) implementing good practices of green management in our workplace; and
- (d) raising the awareness of both the public and our staff of the importance of a sustainable environment in our community.



*The most important ingredients of sustainable developments are all levels of commitment and the continual development.*

## Environmental Performance

### 2.1. PROMOTING A SUSTAINABLE BUILT ENVIRONMENT

It is our strategy to set out our statutory requirements as well as administrative guidelines to support the development of a sustainable built environment and to facilitate the adaptive re-use of heritage buildings with a view to providing a quality living environment for both the present and future generations of Hong Kong.

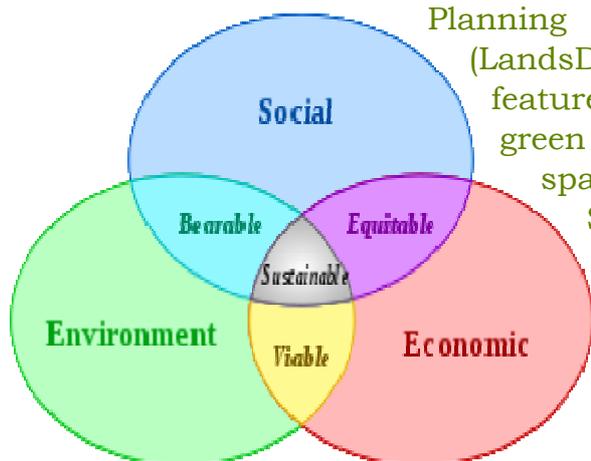
#### 2.1.1. Modernizing Building Design Standards

As an ongoing initiative of enhancing sustainable development, we continue our review of the Buildings Ordinance and allied regulations.

Targets	Performance in 2009
<ul style="list-style-type: none"> <li>● <b>Review of the Buildings Ordinance</b></li> <li>(a) To review the Building (Planning) Regulations and the Building (Construction) Regulations by including <b>provision of performance-based requirements</b> in addition to the prescriptive standards, where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>➤ The review on fire safety standards in buildings and related codes of practice was on-going. A draft Code of Practice for Building Fire Safety proposed by the consultant was being vetted by a Working Group comprising members from the professional institutions and the relevant government departments.</li> <li>➤ Review of the Building (Construction) Regulations related to loads on building, street, building works and street works had been completed. We intend to introduce the amendment regulation to the Legislative Council (LegCo) in the 2010/11 legislative session. A Code of Practice for Dead and Imposed Loads for Buildings which would provide a comprehensive guidance on loading requirements has been substantially completed.</li> <li>➤ Review of the remaining Building (Construction) Regulations was underway.</li> </ul>

Targets	Performance in 2009
<p>(b) To introduce a <b>statutory minor works control system</b> to rationalize the carrying out of minor works and to improve building safety.</p> <p>● <b>Review of the sanitary fitments, plumbing and drainage provisions for Buildings</b></p> <p>To continue with the review of the <b>current plumbing and drainage standards</b> for private buildings aiming to take cognizance of the built environment, environmental and material conservation, as well as environmental science and technologies.</p> <p>● <b>Review of the Building (Energy Efficiency) Regulation</b></p> <p>To conduct a review of the standards and scope of application as stipulated in the Building (Energy Efficiency) Regulation and the Code of Practice for <b>Overall Thermal Transfer Value (OTTV)</b>, with a view to improving the energy efficiency of buildings.</p>	<p>➤ The legislations for the minor works control system including the Buildings (Amendment) Ordinance 2008, Building (Minor Works) Regulation and Building (Minor Works) (Fees) Regulation were passed by the LegCo in 2008 and 2009. The registration of minor works contractors commenced in December 2009 and the minor works control system will be fully implemented in December 2010.</p> <p>➤ The proposed amendments to the drainage regulations and the draft Code of Practice were finalized in 2008. Preparatory work for the legislative amendments was being made.</p> <p>➤ We planned to introduce the proposed legislative amendments to the drainage regulations to the LegCo in the 2010/11 legislative session.</p> <p>➤ A working group comprising representatives from professional institutions, academia, contractor associations and relevant government departments was formed in January 2009 to conduct the review.</p> <p>➤ The review was anticipated to be completed before the 3rd quarter of 2010.</p>

## 2.1.2. Promoting Green and Sustainable Building Developments



We have since 2001 introduced, jointly with Planning Department (PlanD) and Lands Department (LandsD), incentives for developers to provide green features in new building developments for promoting green and innovative buildings and quality living space. Following “A First Sustainable Development Strategy for Hong Kong (2005)” issued by the Sustainable Development Unit under the Office of the Chief Secretary for Administration, BD has been tasked to take forward the initiative of further enhancing sustainable building design guidelines.

# Chapter 2

## Targets

- **Sustainable building design**

To commission a consultancy study to review and make recommendations to promote sustainable building design features and to draw up the corresponding **sustainable building design guidelines**.

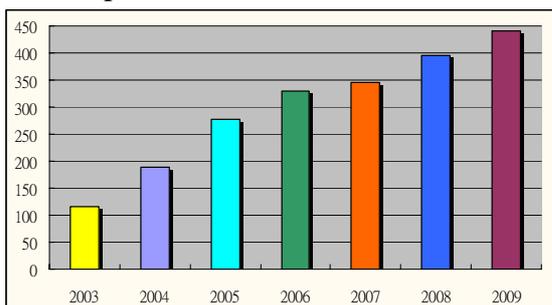


- **Promulgating sustainable practices**

To issue practice notes to promulgate building design guidelines in order to **improve the living standards**.

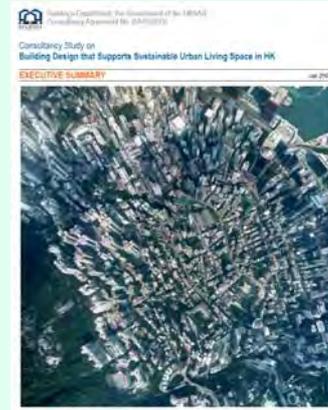
- **Wider adoption of green features**

(a) To promote **environmentally friendly construction** in private building developments.



## Performance in 2009

➤ The consultancy study was completed in January 2009.



➤ Public views on the key recommendations of the working group were sought via the Public Engagement Exercise on Building Design to Foster a Quality and Sustainable Built Environment (the Public Engagement Exercise) conducted by the Council for Sustainable Development (SDC) from June to October 2009. The way forward would be determined upon receipt of the report of the Public Engagement Exercise to be submitted by SDC by mid 2010.

➤ New Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) - ADV-32 was issued in February 2009 to provide guidelines on the provision of baby care rooms in private commercial premises (other than workplace such as office).

➤ Since the issue of the Joint Practice Notes No. 1 (JPN 1) and No. 2 (JPN 2) in 2001 and 2002 respectively by BD, PlanD and LandsD till end of 2009, a total of 440 building projects with one or more green features such as balconies, wider common corridors and lift lobbies, communal podium/sky gardens, non-structural prefabricated external walls etc., were approved by BD.

# Chapter 2

Targets	Performance in 2009
<p>(b) To monitor the <b>implementation of JPN 1 &amp; 2</b> aiming to promote green and innovative buildings.</p>	<ul style="list-style-type: none"> <li>➤ The interdepartmental working group completed the review on the effectiveness of the green features and the incentives for the provision thereof promulgated in JPN 1 and 2.</li> <li>➤ Public views on the effectiveness of green features and the incentives by means of GFA concessions for the provision thereof were sought via the Public Engagement Exercise conducted by SDC from June to October 2009.</li> <li>➤ The way forward would be determined upon receipt of the report of the Public Engagement Exercise to be submitted by SDC by mid 2010.</li> </ul>

## 2.1.3. Facilitating Conservation of the Built Heritage



We take a proactive approach to support the Government’s initiative and to facilitate private sector’s participation in heritage conservation.

Target	Performance in 2009
<p><b>Enhancing heritage conservation</b></p> <p>To conduct research on the building control regime on adaptive re-use of heritage buildings in some overseas countries with a view to formulating guidelines for compliance with building safety and health requirements for <b>adaptive re-use of and alteration and addition works to heritage buildings</b> in Hong Kong under the BO.</p> 	<ul style="list-style-type: none"> <li>➤ A dedicated team continued to offer technical advice and process building plan submissions involving adaptive re-use of and alteration and addition works to heritage buildings.</li> <li>➤ A consultancy study on “Building Design Guidelines for Adaptive Re-use of Heritage Buildings” was commissioned in 2009 to identify key elements in heritage buildings commonly found in Hong Kong that do not meet the current building safety and health standards, study relevant international legislation and practices and draw up practical solutions to achieve the equivalent building safety and health standards prescribed under the BO for adaptive re-use of and alteration and addition works to heritage buildings. The consultancy is scheduled to be completed in mid 2010.</li> <li>➤ Prior to completion of the consultancy study, we issued an interim edition of the “Practice Guidebook on Compliance with Building Safety Requirements for Adaptive Re-use of and Alteration and Addition Works to Heritage Buildings under the BO” in June 2009.</li> </ul>

## 2.1.4. Reducing Construction and Demolition Wastes

Landfills in Hong Kong will be running out of space in the early 2010's. In response, we have continued to review the current building and construction practices, and to encourage the stakeholders to minimize construction and demolition wastes.

Target	Performance in 2009
<p><b>Minimizing construction and demolition wastes</b></p> <p>To monitor the feedback of the industry in adopting <b>precast concrete construction</b> pursuant to the issue of PNAP APP-143 (previously known as PNAP 299) and PNRC 63 in 2006 promulgating guidelines for the use of this environmentally friendly construction method.</p>	<p>↻ Plan submissions for a total of 45 private development projects adopting precast concrete construction method were processed by BD in 2009.</p>

## 2.1.5. Improving Environmental Hygiene



In response to the public concerns on the possible dire consequences of building neglect and the perennial environmental hygiene problems, BD, as a core member of Team Clean, has continued to participate in improving environmental conditions of some identified blackspots through large-scale operations.

Targets	Performance in 2009
<ul style="list-style-type: none"> <li>● <b>Rectifying drainage defects</b></li> </ul> <p>To work in collaboration with the Home Affairs Department and other relevant government departments to <b>improve environmental conditions</b> of identified blackspots under the Hygiene Blackspots Clearance programme.</p>	<p>↻ The Hygiene Blackspots Clearance programme (Phase IV) under the Team Clean Operation continued in 2009. Under this programme, a total of 235 buildings were involved and some 398 unauthorized building works (UBW) were removed.</p>
<ul style="list-style-type: none"> <li>● <b>Handling water seepage problems</b></li> </ul> <p>To continue the operation of the <b>Joint Office (JO)</b> with the Food and Environmental Hygiene Department in handling public complaints about water seepage problems.</p>	<p>↻ Commencing in April 2009, JO extended its operation for another three years and continued to</p>

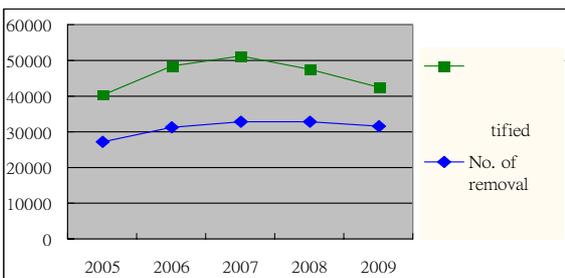
Targets	Performance in 2009
<ul style="list-style-type: none"> <li><b>Promulgating operation and maintenance practices</b></li> </ul> <p>To issue practice notes to promulgate operation and maintenance guidelines in order to improve the <b>environmental hygiene</b> and in turn the <b>living standard</b>.</p>	<p>↗ A circular letter to remind the practitioners of the need for proper operation and maintenance of man-made water system for prevention of legionnaires' disease was issued in January 2009.</p>

## 2.1.6. Promoting Timely Maintenance and Building Repair

We have in place a holistic strategy to tackle the long-standing building dilapidation problems. A Mandatory Building Inspection Scheme (MBIS) and a Mandatory Window Inspection Scheme (MWIS) are proposed as the long-term measure to address the building neglect problems, foster a building care culture in the community and contribute to a sustainable living environment.

To achieve the dual objectives of creating more job opportunities for construction sector as well as promoting building safety and improving the cityscape and living environment, the Development Bureau, in collaboration with the Hong Kong Housing Society (HKHS), the Urban Renewal Authority (URA) and the Buildings Department, has launched the Operation Building Bright to provide subsidies and technical assistance to help owners of old and dilapidated buildings carry out repair and maintenance works.

Targets	Performance in 2009
<ul style="list-style-type: none"> <li><b>Tackling UBW and rectifying building dilapidation</b></li> </ul> <p>(a) To take vigorous enforcement action to tackle UBW through among others, the <b>Blitz UBW Clearance (BUC) Operation</b> for clearance of UBW in target buildings in one go, and to rectify identified building dilapidations including drainage defects.</p>	<p>↗ 1,202 buildings were targeted for enforcement action under the BUC Operation.</p> <p>↗ 31,453 removal orders related to UBW were issued and 42,425 UBW were removed or irregularities rectified.</p>



After

Targets	Performance in 2009
<p>(b) To continue the Clearance Operation of UBW in buildings along <b>Pedestrian Streets</b> against unauthorized large glass panels, advertisement signboards and TV displays on the external walls.</p> 	<p>Commencing in 2006 until 2008, removal orders were issued against large unauthorized structures namely, glass panels, advertisement signboards and TV displays on the external wall of 393 target buildings along Pedestrian Streets. In 2009, resources were allocated to the follow-up enforcement actions of the outstanding orders issued in the preceding years. At the end of 2009, 300 removal orders were served against unauthorized glass panels, 117 removal orders were served against unauthorized advertisement signboards and one removal order was served against unauthorized TV display.</p>
<p>● <b>Clearance Operation on Unauthorized Roof Structures Ensemble (COURSE)</b></p> <p>To assist building owners to improve the conditions of their buildings by carrying out clearance of UBWs on external walls, rooftops, podiums and yards constituting safety hazard or environmental nuisance, the new operation “COURSE” commenced in late 2009. The operation would include such type of unauthorized structures in industrial buildings.</p>	<p>Commencing in December 2009, 40 industrial buildings were targeted for enforcement action under the COURSE. The issuance of removal orders related to UBWs would commence in April 2010.</p> <p>The operation continues in 2010 targeting at 350 industrial buildings in Tsuen Wan, Tuen Mun, Yuen Long, Kwai Tsing, Kwun Tong, Central &amp; Western and Eastern districts.</p>
	

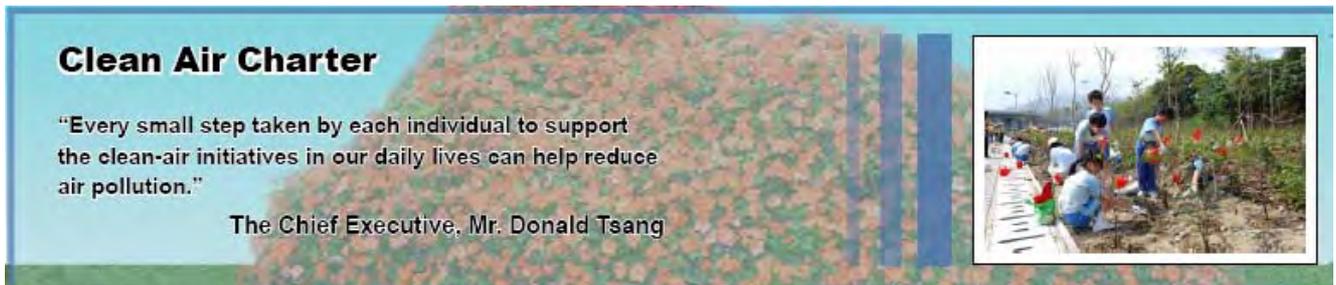
Targets	Performance in 2009
<ul style="list-style-type: none"> <li>● <b>Improving fire safety measures in certain premises/buildings</b></li> </ul> <p>To improve the existing fire safety measures in <b>prescribed commercial premises</b>, (i.e. banks, off course betting centres, jewellery shops, supermarkets and shopping arcades), as well as <b>pre-1987 commercial buildings and composite buildings</b>.</p> 	<ul style="list-style-type: none"> <li>➤ 150 prescribed commercial premises, 40 specified commercial buildings and 1,001 composite buildings were targeted for enforcement action under the Fire Safety (Commercial Premises) Ordinance Cap. 502 and the Fire Safety (Buildings) Ordinance Cap. 572.</li> <li>➤ A total of 5,942 fire safety directions were issued for improvement of the fire safety construction in such premises/buildings by upgrading to modern standards.</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Providing a comprehensive network of assistance to building owners to carry out building maintenance</b></li> </ul> <p>To advise owners and owners' corporation of the comprehensive management and maintenance works required, we continue to operate the <b>Coordinated Maintenance of Buildings Scheme (CMBS)</b> in collaboration with six other government departments.</p>	<ul style="list-style-type: none"> <li>➤ The modified CMBS with management and technical support by the HKHS was successful in motivating the building owners to take up initiative to maintain their buildings.</li> <li>➤ 150 nos. of target buildings were included in the Scheme in 2009. Sufficient time was allowed in the working programme for formulation of Owners' Corporation (OC) of those target buildings without OC.</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Providing financial assistance to building owners</b></li> </ul> <p>To continue administering the <b>Building Safety Loan Scheme</b> to provide loans to private building owners for the carrying out of repair works or removal of UBW.</p>	<ul style="list-style-type: none"> <li>➤ A total amount of HK\$ 65.8M was committed in 2009.</li> </ul>

Targets	Performance in 2009
<ul style="list-style-type: none"> <li>● <b>Mandating building inspection and maintenance</b></li> </ul> <p>To work out the implementation details of the <b>Mandatory Building Inspection Scheme (MBIS)</b> and the <b>Mandatory Window Inspection Scheme (MWIS)</b>.</p>  <p><small>Webpage: <a href="http://www.bld.gov.hk/English/services/index_MBIS_MWIS.html">http://www.bld.gov.hk/English/services/index_MBIS_MWIS.html</a></small></p>	<ul style="list-style-type: none"> <li>➤ Based on the community consensus gathered in the two-stage public consultation launched by the then Housing, Planning and Lands Bureau (HPLB) in 2003 and 2005, the then HPLB published the Report on the Public Consultation on Mandatory Building Inspection in May 2007. Taking into account the feedback from the consultation, the following preparatory work for MBIS and MWIS was in progress: <ul style="list-style-type: none"> <li>– legislation drafting. The Buildings (Amendment) Bill for introduction of the MBIS and MWIS were drafted in 2009 and scheduled for submission to LegCo in February 2010;</li> <li>– establishing the requirements and registration criteria of service providers;</li> <li>– compiling a code of practice for inspection and repair of buildings and windows;</li> <li>– compiling an internal manual for implementation and management of the MBIS &amp; MWIS; and</li> <li>– formulating implementation measures to provide financial and technical assistance to owners.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>● <b>Operation Building Bright</b></li> </ul> <p>To assist owners of dilapidated target buildings who are having difficulties in coordinating repair works, the BD in exercise of its statutory power arranges to carry out repair works in common areas of the target buildings in default of the building owners who are eligible to a grant under the Operation.</p>	<ul style="list-style-type: none"> <li>➤ Till end of 2009, BD has engaged consultants and contractors to carry out the repair works for 124 target buildings in default of the owners.</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Removal of abandoned/dangerous signboards</b></li> </ul> <p>In addition to the annual target of removal/repair of 1,600 abandoned/dangerous signboards, the BD launched a one-year special operation to remove/repair 5,000 abandoned/dangerous signboards starting from March 2009 to better protect public safety and improve the cityscape.</p>	<ul style="list-style-type: none"> <li>➤ Under this operation the BD has caused a total of 5,772 abandoned/ dangerous signboards removed/ repaired.</li> </ul>

## 2.2 IMPLEMENTATION OF GREEN OFFICE MANAGEMENT

It is our continuous target to ensure effective implementation of in-house green measures in all our offices, and to increase the awareness of our staff on green office management. We strive to fulfill the commitments set out in the Clean Air Charter to make sustained improvement to air quality.

### 2.2.1. Accomplishing the Clean Air Charter



In November 2006, the Government signed the Clean Air Charter launched by the Hong Kong General Chamber of Commerce and the Hong Kong Business Coalition on the Environment, to join forces with the business sector and the community to foster the improvement of air quality in Hong Kong. We strive to fulfill the six commitments in the Charter to implement environmentally friendly measures in our daily operations.

Commitments	Performance in 2009
<p><b>① Operate by a recognized world class standard, or the standards established by the Hong Kong/Guangdong governments on emission of air pollutants, even if it is not a requirement to do so here.</b></p>	<p>✔ In our operation, we continued to observe and comply with the ordinances and regulations on environmental protection related to our operation, where applicable.</p>
<p><b>② Use continuous emissions monitors at significant sources.</b></p>	<p>✔ This commitment was not applicable to our operation which was mainly office-based and would not generate significant air emission.</p>
<p><b>③ Publish Information on energy and fuel use, as well as total emission of air pollutants annually and timely, if emissions are significant.</b></p>	<p>✔ The source of energy and fuel consumption related to our operation included the <b>Use of Electricity</b> and <b>Vehicle Fleet</b>. Such sources produce air pollutant emission of sulphur dioxide (SO<sub>2</sub>), nitrogen oxides (NO<sub>x</sub>) and respirable suspended particulates (RSP).</p> <p>✔ Our total electricity consumption in 2009 was 2,983,175 kWh. We targeted to reduce the consumption by 2% in the coming year.</p>

Commitments	Performance in 2009
	<p><b>Estimation of the air pollutant emission:</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p><b>SO<sub>2</sub></b> <b>5,698 kg</b></p> </div> <div style="text-align: center;"> <p><b>NO<sub>x</sub></b> <b>3,460 kg</b></p> </div> <div style="text-align: center;"> <p><b>RSP</b> <b>179 kg</b></p> </div> </div> <p><b>➤ We owned a fleet of 31 vehicles and 5 of them were Hybrid Electric Vehicles. The 31 vehicles traveled 368,536 km in 2009 and the total fuel consumption was 43,708 litres of petroleum. The consumption of fuel per km was 2.4% less than that in 2008.</b></p> <p><b>Estimation of the air pollutant emission:</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p><b>NO<sub>x</sub></b> <b>332 kg</b></p> </div> <div style="text-align: center;"> <p><b>RSP</b> <b>Negligible</b></p> </div> </div>
<p><b>(4) Undertake to adopt energy-efficient measures in our operations.</b></p>  	<p><b>➤ We continued to adopt the following energy-efficient measures in our office-based and transportation operation to minimize energy consumption through:</b></p> <ul style="list-style-type: none"> <li>- Maintaining the air-conditioning temperature at 25.5°C and monitoring the room temperature regularly.</li> <li>- Encouraging our staff to dress casual and smart in summers and lightly in winters to minimize the use of air-conditioning.</li> <li>- Installing high output, energy-saving lighting fixtures (T5 fluorescent lamps) in our offices.</li> <li>- Reminding our staff to turn off lights, air-conditioners and office equipment while they were not in use by affixing “Energy Saving” stickers on power switches.</li> <li>- Enabling the hibernation mode or standby mode setting of office equipment and turning them off when they were not in use.</li> <li>- Appointing energy wardens in all divisions to ensure implementation of energy saving measures and arranging last-man-out to check and turn off all air-conditioning, lighting and office equipment.</li> </ul>

# Chapter 2

Commitments	Performance in 2009
	<ul style="list-style-type: none"> <li>- Adopting other energy saving practices such as encouraging our staff to use staircase for inter-floor traffic, controlling the use of personal electrical appliances in office, and circulating guidelines on energy saving and green tips.</li> <li>- Encouraging our staff to walk or use public transport whenever possible.</li> <li>- Sharing the use of pool car in order to fully utilize each government vehicle.</li> <li>- Reminding motor drivers to switch off idling engines.</li> <li>- Requesting motor drivers to drive at a steady speed and avoid sudden braking.</li> </ul>
<p><b>(5) Identify and encourage business-relevant measures to be taken in days when air pollution is high.</b></p>	<p> We continued to encourage our staff to adopt the following measures in our general office and transportation operation:</p> <ul style="list-style-type: none"> <li>- Sharing pool car or using public transport where possible.</li> <li>- Combining trips to maximize the use of departmental vehicles and plan routes to minimize the journey distance and time.</li> <li>- Avoiding the use of the products with high Volatile Organic Compound (VOC) content.</li> </ul>
<p><b>(6) Share air quality expertise in business with others.</b></p>	<p> We shared our experience on energy saving and pollution reduction by publishing our Environmental Report on our website. Interested parties are welcome to contact us if they wish to obtain further information or details.</p>

## 2.2.2. Promoting Smoke-free Government

With the enactment of the Smoking (Public Health) (Amendment) Ordinance on 1 January 2007, except for certain exempted areas, all indoor areas in workplace and public places are required by law to be smoke-free. We strive to comply with the Ordinance and improve indoor air quality for all our staff.



We continued to:-

- discourage smoking and protect our colleagues and the public from passive smoking to the maximum extent possible; and
- improve the working environment for all our staff.

Targets	Performance in 2009
<p><b>Promoting Smoke-free policy</b> To issue guidelines to ensure that the statutory requirements of <b>smoking ban</b> could be fully complied with.</p>	<p>➤ The Administration Circular issued in May 2008 continued in force to remind all staff of the need to observe the statutory requirements and set out the departmental instructions in compliance with the government’s smoke-free policy. Failure to observe such instructions might lead to disciplinary action.</p> <p>➤ Each Section/Unit head nominated an officer as their venue manager to undertake the monitoring role to ensure the smoking ban was properly implemented in our office.</p>

## 2.2.3. Moving towards a Paperless Office

We are taking advantage of the information technology to move towards a paperless office by introducing computerized management systems and encouraging communication within the workplace as well as with our stakeholders and public via electronic means.



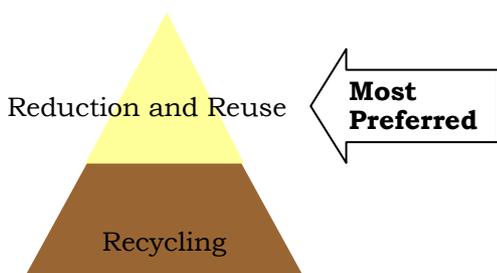
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(c) To accept **submission of documents in electronic format.**

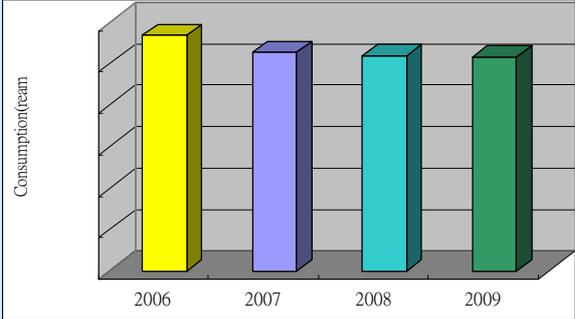
By virtue of the Electronic Transactions Ordinance, we continued to accept simple electronic submissions under the BO through our e-Counter.

Targets	Performance in 2009
<ul style="list-style-type: none"> <li>● <b>In our workplace</b></li> </ul> <p>(a) To disseminate information and to introduce more greenhouse measures through increasing usage of <b>LAN</b> as a communication platform.</p>	<p>➤ We continued to disseminate information through electronic notice board, BD Local Area Network (LAN) and emails. In-house surveys via electronic questionnaires facilitated the collection and compilation of information in an environmentally friendly manner. Discussion forums were set up for knowledge sharing among our staff in a paperless environment. Funding had been secured in 2009 for the upgrading of our email system in 2010 to provide advance functions to improve collaboration of work via the email network.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p style="text-align: center; margin: 0;"><b>Electronic Notice Board</b></p> <ul style="list-style-type: none"> <li>Notices</li> <li>Circulars</li> <li>Newsletters</li> </ul> </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p style="text-align: center; margin: 0;"><b>BD's LAN</b></p> <ul style="list-style-type: none"> <li>Office Instructions</li> <li>Office Manuals</li> <li>Discussion forums</li> <li>Questionnaires</li> </ul> </div> </div>
<p>(b) To implement the <b>Accessibility Program</b> to provide all staff with email address.</p>	<p>➤ All our staff were provided with email addresses for communication. More e-services were hosted in the Departmental Portal and a high speed WAN Link has been maintained to allow dissemination of information via multi-media files.</p>
<p>(c) To implement the <b>electronic leave system (e-Leave)</b></p>	<p>➤ E-Leave continued to provide speedy and paperless leave application and processing services for all our staff.</p>

## 2.2.4. Saving Resources



**The best approach to manage waste is “reduction” at source. We adhere to the principles of “Reduction, Reuse and Recycling” in the Department to minimize waste produced from our office operation.**

Targets	Performance in 2009											
<p><b>Reduction</b> ↗</p>	<p>Our total paper consumption in 2009 was reduced slightly by 0.5% to 25,784 reams in comparison to the consumption in 2008.</p> <p>↗ We reduced the use of paper by:</p> <ul style="list-style-type: none"> <li>- Adopting double-sided printing and photocopying.</li> <li>- Using emails instead of paper memos and faxes for internal and external communications.</li> <li>- Minimizing the production of hardcopies of documents.</li> <li>- Sending e-cards.</li> </ul> <p>↗ Recycled paper in lieu of virgin paper had also been increasingly used in the Department. In 2009, 47% of the total amount of paper consumed was recycled paper.</p>	 <table border="1"> <caption>Paper Consumption (reams) by Year</caption> <thead> <tr> <th>Year</th> <th>Consumption (reams)</th> </tr> </thead> <tbody> <tr> <td>2006</td> <td>~26,000</td> </tr> <tr> <td>2007</td> <td>~25,800</td> </tr> <tr> <td>2008</td> <td>~25,700</td> </tr> <tr> <td>2009</td> <td>25,784</td> </tr> </tbody> </table>	Year	Consumption (reams)	2006	~26,000	2007	~25,800	2008	~25,700	2009	25,784
Year	Consumption (reams)											
2006	~26,000											
2007	~25,800											
2008	~25,700											
2009	25,784											
<p><b>Reuse</b></p>	<p>↗ We promoted the reuse of resources by:</p> <ul style="list-style-type: none"> <li>- Encouraging our staff to use blank side of used paper for drafting, filing and printing.</li> <li>- Reusing envelopes for internal circulation.</li> <li>- Using ball pens with refills.</li> <li>- Placing paper with a blank side near high paper usage equipment e.g. photocopying machines, to facilitate reuse.</li> </ul> <p>↗ A total of 648,100 nos. of envelopes were consumed in 2009 which was 46% of the consumption in 2008.</p>											
<p><b>Recycling</b></p>	<p>↗ We collected recyclable waste materials by:</p> <ul style="list-style-type: none"> <li>- Placing collection bags in offices for recycling of waste paper.</li> <li>- Placing recycling boxes near high paper usage equipment in our workplaces.</li> <li>- Requesting our staff to return used printer cartridges to the Supplies Unit.</li> </ul>	 <p>↗ With support from our staff, we collected a total of 8,784 kg waste paper and 2,297 units of used printer cartridges for recycling in 2009.</p>										

# Chapter 2

## 2.2.5. Procuring Green Products

**We purchased green products to save the Earth and also to support the recycling industry.**



Pencils made of recycled materials



Office equipment with energy saving functions



Recycled paper



Rechargeable batteries

## 2.3. EDUCATION AND TRAINING

It is our belief that the success of moving towards sustainability depends upon the degree of all levels of commitment across the community.

### 2.3.1. Educating the Public on Sustainability

On top of engaging the community in the process of formulating strategies conducive to sustainable development, we instil the concept of timely maintenance of existing buildings and green buildings into the public through our publicity programmes.

Target	Performance in 2009
<p>To sustain public education and <b>publicity campaign</b> on the need for ensuring building safety, fire safety and timely maintenance of buildings.</p>	<p>The fifth Building Safety Carnival, jointly organized by BD, HKHS and URA took place on 17 January 2010.</p> 

### 2.3.2. Training our Staff

Our training and development programme places great emphasis on equipping our staff to play appropriate roles in facilitating sustainable developments by offering a variety of training courses on the subject.

Environmental Protection Department was invited to deliver a green talk on “Air Quality Objective” and “Green Office & Green Living” in November 2009 to equip our staff with useful knowledge and practical tips which helped raise their awareness and facilitate developing good habits on environment protection.

# Chapter 2

Target	Performance in 2009
<p>To provide more than 500 training man-days on topics related to green building, sustainability and building repairs in 2009.</p>	<p><b>32</b> local seminars / courses / conferences on environmental issues and building repairs were arranged to provide <b>402</b> training man-days. <b>6</b> site visits to environmentally friendly and innovative buildings were organized to provide <b>114</b> training man-days. <b>2</b> overseas duty visits were made for attending international conferences on sustainable and innovative buildings.</p> <div data-bbox="647 555 1011 797"></div> <div data-bbox="1104 555 1468 797"></div>

## Way Forward

In addition to climate change and global warming issues, we also recognize that, in recent years, there is increasing public concern on the impact of building design on our quality of life, such as air quality, visual harmony and community interaction. Public views were sought through the Public Engagement Exercise on Building Design to Foster a Quality and Sustainable Built Environment conducted by the Council for Sustainable Development from June to October 2009. The way forward for the sustainable building design would be determined upon receipt of the report on the Public Engagement Exercise in 2010.

Moving forward, we will continue to:

- Update and upgrade the building design standards to achieve positive environmental outcomes
- Promote green, eco-efficient and sustainable building designs and developments which reduce environmental impacts in terms of energy, carbon, waste and water
- Facilitate preservation of identity and culture of the built heritage
- Promote building hygiene and improve building maintenance
- Implement green office management
- Educate our staff and the public in social responsibility and practices to contribute towards sustainability

Rapid environmental deterioration and climate change have become some of the biggest challenges faced by the human race. Such changes are not due to naturally occurring phenomenon but largely arising from human actions. Many believe the situation is still reversible. We must act NOW, for the well-being of our future generations depends on it. Let us join hands to make our world a better and harmonious place to live. Your views and suggestions are most welcome. It will help formulate our sustainable policies and strategies and support our continual improvement.

### Thank you for reading our report

This report is also available for viewing at our website  
[http://www.bd.gov.hk/english/documents/index\\_env.html](http://www.bd.gov.hk/english/documents/index_env.html) (English version) or  
[http://www.bd.gov.hk/chineseT/documents/index\\_env.html](http://www.bd.gov.hk/chineseT/documents/index_env.html) (Chinese version)

For any suggestions, please contact us via one of the following means:

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Hotline : 2626 1616

(BD hotline is handled by “1823 Call Centre”)

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