

Buildings Department Sustainability Report 2018



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DIRECTOR'S MESSAGE

We are pleased to launch the Sustainability Report 2018 of the Buildings Department (BD).

2018 marked an important milestone of our sustainability journey, when BD celebrated its 25th anniversary of establishment. Being a government department responsible for developing and enforcing building standards, BD is committed to promoting the safety, health, and environmental performance of private buildings, while continuing to uphold the quality of building development.

As at 2018, the total number of local private buildings in Hong Kong exceeded 40,000, with around one-sixth of which being residential or commercial buildings aged 50 years or above. As such, there has been an increasing demand for building inspection and enforcement. We offer professional assistance to building owners, the industry, and the general public, in areas like processing building plans and applications for registration and licences, record retrievals, advice and investigation, as well as emergency services. When Super Typhoon "Mangkhut" hit Hong Kong in September 2018, we issued special reminders to the industry and trade on building safety, placing special focus on the integrity of scaffoldings and tower cranes in construction sites.



BD proactively collaborates with professionals of the industry in the plan approval and construction process. We take enforcement actions against dangerous buildings and unauthorised building works, promote building care and maintenance, and administer building safety loans.

We keep abreast of new technologies to advance local building development and reduce the environmental impact of construction works. Besides promoting green building features and environmental assessment, we also support the adoption of Building Information Modelling and Modular Integrated Construction in building projects. These innovative construction methods can minimise construction waste and nuisance to surroundings, while increasing efficiency and site safety.

Through our daily operations, BD connects closely with the community. Beyond traditional enquiry channels, we also take advantage of digital social media, posting 20 Friday Tips (Friday 冷知識) and 18 Tuesday Mr Building

Notices (星期二樓 sir) on Facebook in 2018. Our E-learning Centre hosted the first webinar in 2018 to disseminate information on building safety to registered members of the public. We also organised a large-scale family event named "Building Safety Board Game Play Day" for the first time, attracting over 7,000 participants.

The support from our staff and stakeholders is an indispensable element for BD to fulfil sustainability commitments while ensuring safety and health of built environment. Entering a new era, we will continue to "Go the Extra Mile" to build a sustainable future for our community.

Mr YU Tak-cheung, JP

Director of Buildings

ABOUT THIS REPORT

The Buildings Department (BD) of the Government of Hong Kong Special Administrative Region (HKSAR) is pleased to present the 3rd annual sustainability report (this Report) which manifests our ongoing and continuous commitment to sustainability. This Report provides an overview of our sustainability performance during calendar year 2018, detailing our approach, key material environmental and social topics that are relevant to our operations and stakeholders, as well as our achievements in the context of sustainable development. In the preparation of this Report, we attached great importance in upholding the reporting principles stipulated in the Global Reporting Initiative Sustainability Reporting Standards (GRI Standards), the prevailing international standards for sustainability reporting.

Scope

This Report covers the significant environmental, social and economic aspects of BD's activities and operations from 1 January 2018 to 31 December 2018. There were no significant changes with regard to the nature of departmental operations, size or its supply chain during the reporting period. Unless otherwise stated, financial data presented are for the financial year ended 31 March 2019. All monetary values are presented in Hong Kong Dollars.

Principles

This Report has been prepared in accordance with the GRI Standards: Core option. To ensure reporting quality, reporting principles of GRI Standards for defining report content and quality have been applied in this Report. Please refer to the GRI Content Index of this Report for cross-referencing relevant disclosure indicators to corresponding sections of this Report.

Assurance

This Report has been verified by an independent third party to ensure accuracy, credibility and reliability of the information disclosed, as well as to ensure adherence to the reporting standards. The Independent Assurance Statement is presented at the end of this Report.

SUSTAINABLE ORGANISATION

Established in 1993, the Buildings Department (BD) has been aiming to promote building safety; set and enforce safety, health and environmental standards for private buildings; as well as improve the quality of our built environment, under the remit of the Buildings Ordinance (BO) [Cap. 123]. In addition to upholding our core responsibilities, we actively support relevant Government initiatives and policies and strive to become a sustainable organisation.

Services and Organisation

A range of services is provided to the owners and occupants of existing and new private buildings in Hong Kong through the enforcement of the BO. Some of our core services are outlined as follows:



Processing applications for and monitoring the construction of new buildings as well as alteration and addition works

Promoting timely maintenance of buildings through implementing the Mandatory Building Inspection Scheme and Mandatory Window Inspection Scheme

Improving the fire safety provisions of existing buildings

Advising licensing authorities on licence applications from building safety point of view

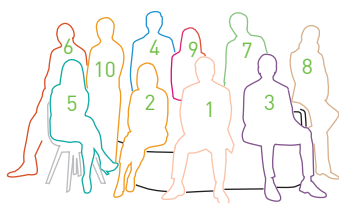
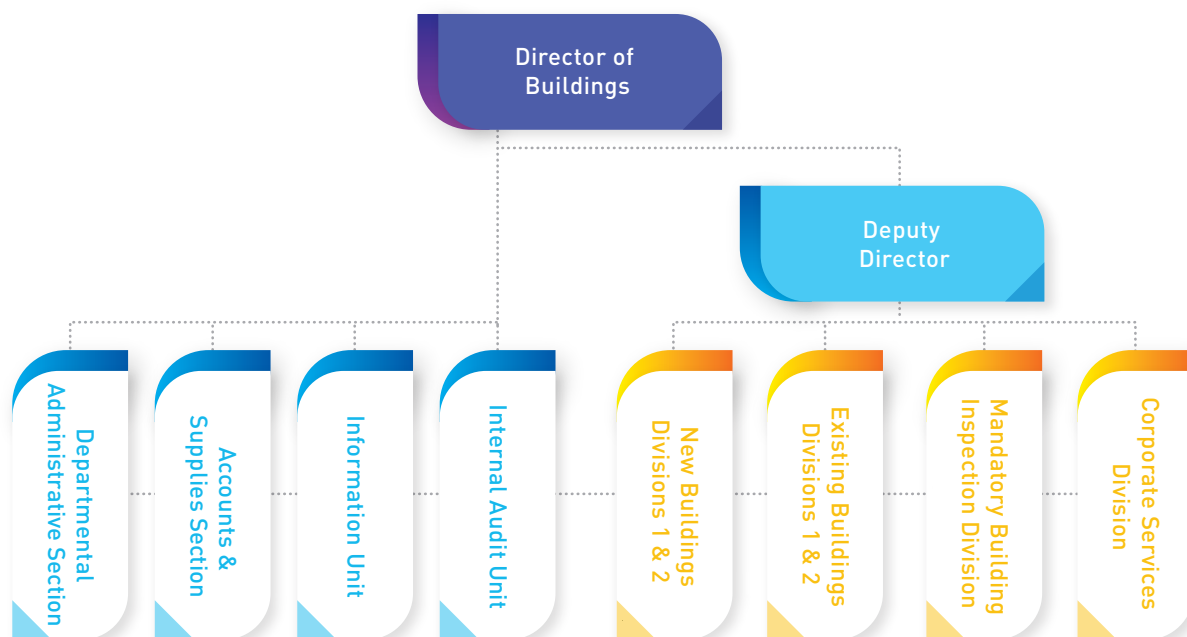
Taking enforcement actions against dangerous and newly erected unauthorised building works, dangerous buildings and slopes, defective drains and signboards

Processing minor works submissions under the simplified requirements of the Minor Works Control System

Maintaining a 24-hour emergency services to deal with emergencies affecting the safety of private buildings

Conducting regular reviews of regulations and standards to ensure that the building control system is commensurate with the advancement in technology and the needs of the society

BD's Organisation Chart

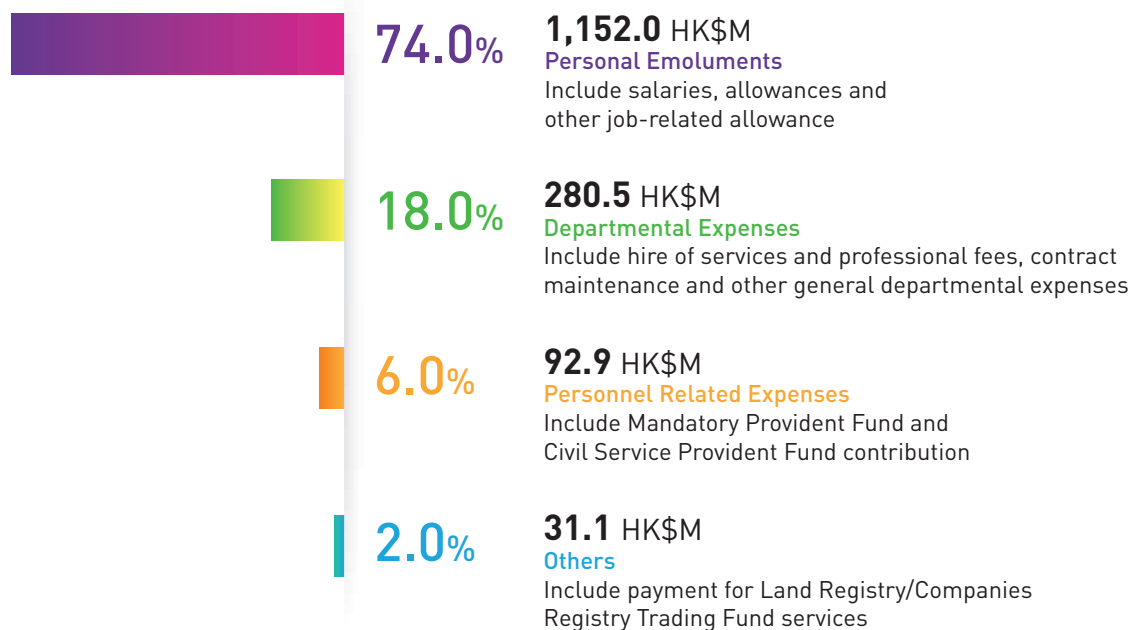


1. Mr YU Tak-cheung, JP
(Director of Buildings)
2. Ms Yu Po-mei, Clarice
(Deputy Director of Buildings)
3. Mr HO Chun-hung
(Assistant Director, Existing Buildings 2)
4. Mr NG Kin-shing, Ken
(Assistant Director, Mandatory Building Inspection)
5. Ms CHAN Chui-mei, Grace
(Senior Treasury Accountant)
6. Mr TAM Wing-cheung, Tommy
(Assistant Director, Corporate Services)
7. Mr HO Hon-kit, Humphrey
(Assistant Director, New Buildings 2)
8. Dr HUI Ming-fong
(Assistant Director, Existing Buildings 1)
9. Ms CHEUNG Yuk-ching, Karen
(Assistant Director, New Buildings 1)
10. Mr WU Tin-hung, Patrick
(Departmental Secretary)

Scale of BD

Operating Expenditure

A breakdown of BD's actual expenditure from 1 April 2018 to 31 March 2019 is detailed as follows:



Key Figures in 2018

New Buildings:

Number of plan submissions processed:

19 741

First consent to commence different types* of works of development projects issued:

467

Occupation permits issued :

236

Gross floor area (GFA) of completed new buildings:

**Approximately
2 600 000m²**

* Demolition, site formation, foundation and superstructure works

Existing Buildings:

Reports received about dangerous buildings, hillsides, advertising signs, unauthorised building works and defective drains:

49 346

Statutory orders/notices issued on dangerous buildings, investigation on buildings defects, hillsides, buried services investigation, advertising signs, unauthorised building works, defective drains and prescribed inspection/repair for buildings/windows:

45 542

Advisory letters issued on building defects, unauthorised building works and defective drains:

4 297

Compliance with statutory orders/notices issued on dangerous buildings, hillsides, investigation on building defects, buried services investigation, advertising signs, unauthorised building works, defective drains and prescribed inspection/repair for buildings/windows:

62 675

Compliance with advisory letters issued on building defects, unauthorised building works and defective drains:

572

Charters and Memberships

Our responsibilities extend well beyond our workplace duties. Over the years, we have been actively engaging various professional bodies and external associations and committees to facilitate information exchange with the wider community, as well as to provide professional and technical advice to support initiatives on building safety and standards through the following memberships.

Involvement in External Associations and Committees	Classes of Membership
World Organisation of Building Officials	Founding member
Hong Kong Green Building Council (HKGBC)	Associate member
	Advisor of Green Labelling Committee
University-Government-Industry Consortium for Sustainable Urban Development	Founding member
Hong Kong Zero Carbon Partnership	Corporate member
Construction Industry Council (CIC)	Member
	Chairman of Committee on Environment
	Member of Construction Innovation and Technology Application Centre
Hong Kong Housing Society Supervisory Board	Ex-officio member
Board of Urban Renewal Authority	Ex-officio member
Hong Kong/Guangdong Joint Working Group on Environmental Protection and Combating Climate Change	Member

Alongside our affiliation with external organisations, we are also signatories to various environmental charters and stewardships to support industry best practices and local governmental initiatives.

Name of Charter or Stewardship	Year of Joining
Clean Air Charter	2006
Greening Partner Charter which is organised by the Greening, Landscape and Tree Management Section of Development Bureau	2013

Management Mechanism

To align with the Government's sustainability agenda, we make achieving excellence in sustainability an ongoing commitment at BD. As such, we endeavour to cultivate a culture of sustainable development within and beyond the organisation through a robust sustainability management mechanism. Led by the Director of Buildings, the senior management of BD, which comprises a Deputy Director and six Assistant Directors, shoulders the primary responsibility for decision-making on important policies relating to

daily operation and sustainability. The approach of collaboration and harmonisation is embedded in the mechanism that drives our implementation of sustainability-related initiatives and our continuous improvement on sustainability performance. Existing policies and environmental performance are under regular review by identifying potential impacts and room for improvement. The mechanism facilitates cross-level interaction between BD and stakeholders and community engagement.



Managing Our Supply Chain

At BD, our supply chain mainly involves external consultants and contractors who provide products and services in relation to building installation, operation and maintenance. We are committed to ensuring that all our consultants and contractors perform their duties in a professional and responsible manner that is fully compliant with relevant statutory requirements. We also engage suppliers to provide computer products and telecommunication services, public education and promotion efforts, office equipment and stationery. Successful suppliers are required to follow green specifications criteria as far as possible.

Managing Our Risks

The pursuit of a safe built environment for Hong Kong is an ongoing quest for BD. As such, it is imperative for us to properly manage sustainability-related risks to ensure that the services and operations we provide have taken a range of social and environmental aspects into consideration. To minimise potential risks associated with building safety, for examples, we serve statutory notices requiring owners to carry out prescribed inspections and prescribed repairs of their buildings and windows.

Stakeholder Engagement

We value an open dialogue with our stakeholders in evaluating our sustainability performance and assuring that our performance meets the expectations and needs of both stakeholders and the wider community. Our basis for identifying and selecting internal and external

stakeholders to engage rest upon their relevance to BD's daily operations and implementation of sustainable strategies. The following table summarises the channels we take to engage our internal and external stakeholders.

Our Key Stakeholders	Engagement Channels*
 Staff Members	Staff/management meetings/grade consultative groups Training Intranet Stakeholder engagement exercises+ Annual performance appraisals
 Government Departments or Agencies	Cross-departmental meetings Charters and schemes
 Legislative Council (LegCo) and District Council (DC) Members	LegCo Development Panel Meetings DC Meetings
 Industry Associations	Advisory and statutory bodies/committees Stakeholder consultation Sustainability report Briefings/seminars
 Building Professionals	Advisory and statutory bodies/committees Stakeholder consultation Sustainability report Briefings/seminars
 Non-governmental Organisations	Sustainability report
Media	Press releases Social media
 General Public	Press releases Social media Customer satisfaction surveys Stakeholder engagement exercises+ Building Safety Week/Building Safety Symposiums/public talks/seminars

*Majority of the engagement channels take place at least once every year.

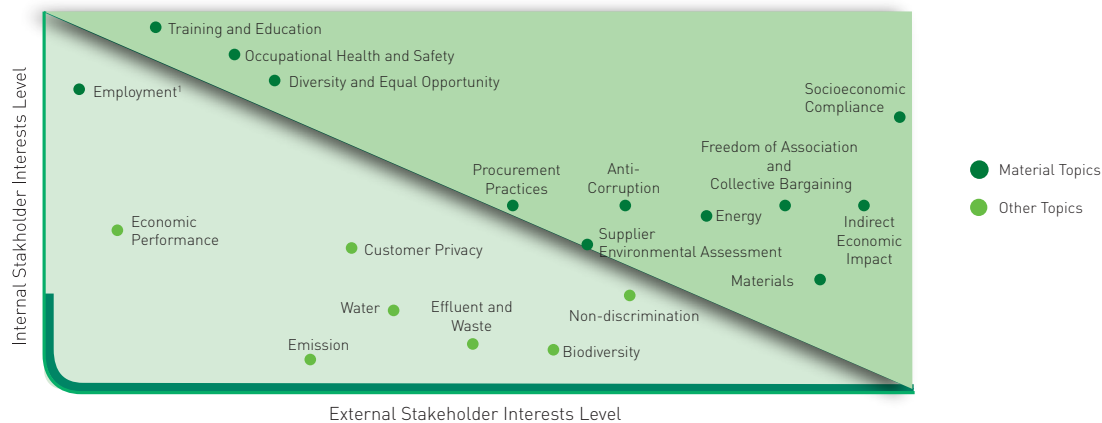
+Stakeholder engagement exercises were undertaken specifically as part of the report preparation process.

Material Topics

During the preparation of this Report, we invited an independent consultant, the Hong Kong Productivity Council (the Consultant), to design and conduct a stakeholder engagement exercise to identify environmental, social and economic topics that have significant impacts on or that are significantly influenced by our operations and stakeholders. Different stakeholder groups have been engaged since 2017 to solicit their views on various topics relating to BD’s economic, environmental and social performance. During the year under review, we engaged three stakeholders groups – staff, suppliers and the public – to participate in questionnaire surveys, focus group and face-to-face interviews, which were conducted by the Consultant.

Subsequently, they analysed and evaluated the feedback to improve BD’s sustainability management mechanism and advise our sustainability strategies.

The reporting boundaries, i.e. where the impacts occur, including BD’s offices, facilities and our supply chain, were also assessed to define the reporting contents. All topics identified are under the operations of BD. To define the topic boundary, relevant sustainability topics have been mapped in a materiality matrix according to stakeholders’ levels of interest to the topic. Topics above the cut-off line of the materiality matrix are regarded as material. 12 material topics have been identified among 19 relevant sustainability topics.



Material Topics	
Economic	Indirect Economic Impacts
	Procurement Practices
	Anti-Corruption
Environmental	Materials
	Energy
	Supplier Environmental Assessment
Social	Employment ¹
	Occupational Safety and Health
	Training and Education
	Diversity and Equal Opportunity
	Freedom of Association and Collective Bargaining
	Socio-economic Compliance

¹ BD values employees as our most valuable asset, thereby identifying Employment as a material topic.

During the stakeholder engagement exercise for this Report, some common key areas arose. We highly appreciate and value the feedback from our

stakeholders. Through the stakeholder engagement exercise, we have responded to the feedback provided by our stakeholders.

Key areas raised	Some remarks and comments from our stakeholders	Our responses and actions
Application of technology and innovative solutions for operations and building works	Stakeholders anticipated an increasing uptake of new technologies and applications within the organisation.	We formulated streamlined measures and guidelines on Building Information Modelling and Modular Integrated Construction (MiC) submissions for building proposals to facilitate wider adoption by the industry. (See details in the chapter on Sustainable Built Environment)
	Stakeholders suggested to continuously promote the e-submission portal within the industry to facilitate paperless submission of buildings plans and documents.	We introduced the Electronic Form Submission System (EFSS) in 2016. We are preparing for the development of a new electronic submission system - Electronic Submission Hub - for processing electronic building plans and documents as well as applications from the public, registered building professionals and registered contractors. (See details in the chapter on Green Office)
Environmental Performance	Stakeholders welcomed the guidelines on sustainable building design (SBD Guidelines). It was suggested that BD could foster wider adoption of the guidelines.	We conducted briefing seminars and experience sharing sessions to support stakeholders and building professionals on the application of the SBD Guidelines. (See details in the chapter on Sustainable Built Environment)
	Stakeholders appreciated the effort of BD in transiting to paperless operation. It was suggested to disclose specific targets to strive for excellence in environmental performance.	We can consider to set environmental targets and report on the progress in the future.
Communications with Suppliers and the Public	It was suggested by stakeholders that BD should organise more promotional activities to introduce the Department.	We play an active role in reaching out to the community and to communicate our work and services to the public. (See details in the chapter on Sustainable Built Environment)
	Stakeholders suggested BD to help identify the skills needed for the industry so that training suppliers could provide better training choices to the market.	We continue to make efforts to identify key areas for enhancing industry practices.

SUSTAINABLE BUILT ENVIRONMENT

We strive to ensure the safety, liveability, and sustainability of both new and existing private buildings, while placing great attention to conserve and revitalise our built heritage. In order to uphold building safety and care, we regard the participation of the public to be very important for fostering a sustainable built environment in Hong Kong. As such, we proactively engage the community through a wide range of events, programmes, and initiatives.

Safe and Sustainable New Buildings

BD is committed to strengthening building standards to ensure the safety, environmental performance, and efficiency of construction methods of new buildings.

Optimising Building Standards

BD constantly examines the BO and its subsidiary regulations in various aspects, aiming to enhance the sustainability of new buildings.

Construction and Planning

To respond to the feedback from our stakeholders, we plan to propose amendments to the Building (Construction) Regulations to the Legislative Council in 2019/2020. We have also commissioned a consultancy study to review the Building (Planning) Regulations, expecting to establish performance-based standards to boost and promote the adoption of modern and innovative building designs.

Sanitary Fitments, Plumbing and Drainage

Upon the completion of a consultancy study with relevant stakeholders, BD has been revising prescriptive requirements in the current plumbing and drainage standards for private buildings. A two-phase legislative amendment has been in progress to enhance the Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations, which includes:

- Phase I (implemented in December 2015): amendment on the standards of provisions of sanitary fitments for female; and
- Phase II (at law drafting stage): facilitating the adoption of a performance-based regulatory system.

Energy Efficiency of Buildings

To complement the Energy Saving Plan for Hong Kong's Built Environment 2015~2025+ published by the Environment Bureau, a review on the existing Overall Thermal Transfer Value (OTTV) under the Code of Practice for Overall Thermal Transfer Value in Buildings (OTTV Code) and the Building (Energy Efficiency) Regulation was completed in 2017 by the Technical Committee on Design and Construction Requirements for Energy Efficiency of Buildings (TC on EE). Taking into account the recommendations by the TC on EE, we have planned to consult the industry and tighten the current OTTV standards. In addition, a comprehensive review/update of the current OTTV Code will be carried out.

Seismic-resistant Building Design

To ensure that local building regulations keep pace with international standards, we have commissioned a consultancy study on seismic-resistant design standards that would help enhance the safety of building structures in the event of an earthquake. The formulation of a Code of Practice on Seismic-resistant Design Standards for Buildings in Hong Kong is already underway, which will serve as a technical guideline

for determining seismic actions on buildings as well as the pertinent design and construction of seismic-resistant buildings in Hong Kong. Representatives from multiple sectors, including government departments, industry experts, academics, and local practitioners, have formed a Steering Committee to oversee the consultancy study and the development of the code of practice, and to advise and make recommendations to the Director of Buildings on matters related to the consultancy study. The extant BO and its subsidiary regulations would be reviewed and legislative amendments would be proposed, if necessary, for the introduction of the seismic-resistant design standards.

Promoting Green Building Developments

Since 2001, BD has been working with the Planning Department and the Lands Department to offer incentives for developers to adopt green features in new building developments, with an aim to improve the environmental performance of buildings and promote quality living space.

Promoting Sustainable Building Designs

As part of our plan to enhance building standards, we take a proactive approach to continuously review our codes of practice and requirements on building designs and construction. With an aim to improve quality and sustainability of local building developments, we have revised various Practice Notes for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) in 2018, including:

- PNAP ADV-22 on regulating felling or transplanting of trees;
- PNAP ADV-32 on encouraging the provision of baby care rooms and lactation rooms in commercial buildings;
- PNAP APP-62 on controlling the building works in the vicinity of sewage and drainage tunnels; and
- PNAP APP-146 on ensuring the safety of large metal gates.



Three Key Building Elements of SBD Guidelines

The SBD Guidelines set out three key building design elements on enhancing the environmental sustainability of our living space with an aim to improve air ventilation, increase greenery, and mitigate heat island effect of the built environment. Compliance with the SBD Guidelines is one of the prerequisites for building projects to obtain exemption for green/amenity features, as well as non-mandatory/non-essential

plant rooms and services from gross floor area (GFA) calculations under the GFA concession policy. The maximum concession is set at 10% of the total GFA of the development.



Encouraging Provision of Greenery in Common Areas



Promoting Sustainable Building Design



Participating in Building Environmental Assessment

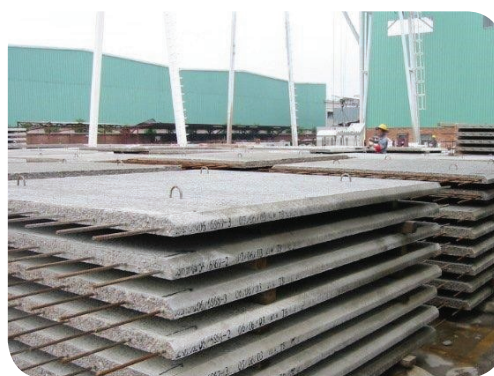
In recognition of achievements in applying green standards, we welcome and support the adoption of Building Environmental Assessment Method (BEAM) Plus, a rating system that covers the design and construction of new buildings. The ratings of all completed buildings which have been granted with GFA concessions are available on BD's website. With a view to further promoting green buildings, we are conducting an on-going consultancy study to review the current GFA concessions mechanism to further enhance the environmental performance of our new building developments.

Reducing Construction and Demolition Wastes

BD remains steadfast in collaborating with stakeholders to reduce Construction and Demolition (C&D) waste by reviewing and promoting environmentally friendly construction methods. We make continuous effort to improve current building designs and construction practices by encouraging more extensive application of precast concrete construction. Different validation schemes, such as those for unauthorised household minor works and signboards, are also established to further minimise unnecessary waste.

Facilitating MiC

BD has introduced measures to encourage wider adoption of MiC technology in Hong Kong, in view of its significant sustainability benefits in comparison with the traditional site-based construction approach. These benefits include enhancing construction safety, quality, and productivity, as well as minimising construction waste, time and nuisance onsite. BD's relevant measures include a pre-acceptance mechanism set up in late 2017 for granting in-principle acceptance (IPA) to individual MiC systems/components so the industry could have confidence in using MiC systems/components in their development projects. By 31 December 2018, BD had received 11 IPA applications,



147 plan submissions adopting precast concrete construction were processed

with 4 MiC manufacturers successfully enlisted in the BD's List of Accepted MiC Systems. BD is also exploring the possibility to extend the current GFA concession policy for encouraging green and innovative buildings to cover buildings adopting MiC.



Delivery of MiC module to site

Sustaining the Wellbeing of Existing Buildings

Maintaining the wellbeing of existing buildings is an important part of our services. We continue to promote the importance of environmental hygiene, reduce the risks brought about by unauthorised building works (UBWs), promote fire safety, proper maintenance of old buildings, drainage and slopes, as well as tackling problems relating to building neglect and dilapidation.

Tackling UBWs and Rectifying Building Dilapidations

BD takes enforcement actions in response to public reports received and undertakes large-scale operation (LSO) to tackle UBWs and rectify building dilapidations, including drainage defects.



12 819

removal orders issued in 2018



931

repair/investigation orders issued in 2018



27 534

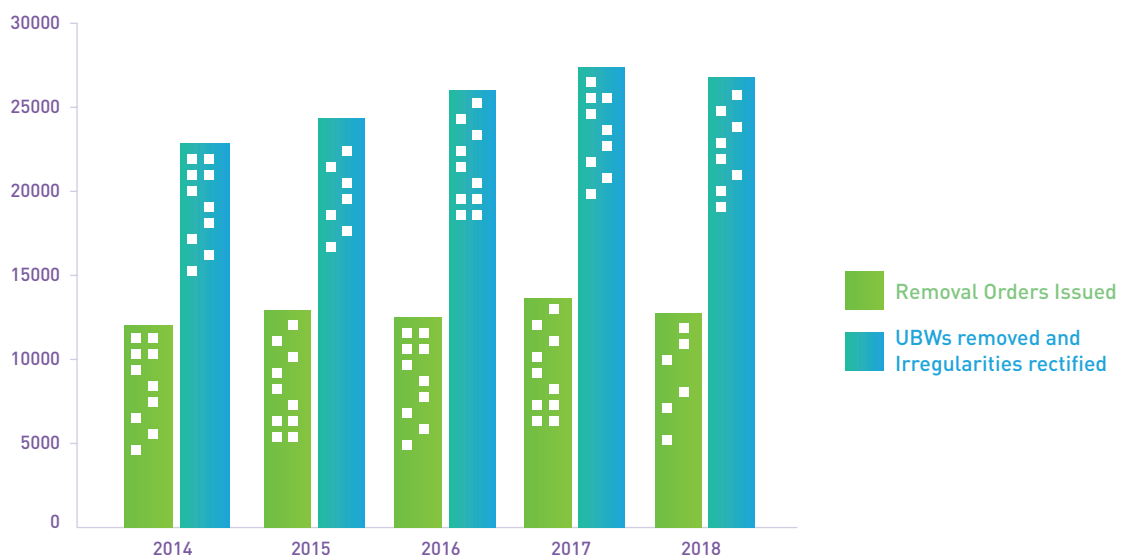
UBWs removed and irregularities rectified in 2018



1 125

buildings/premises repaired in 2018

UBWs Clearance Operations from 2014-2018



Clearance of Unauthorised Signboards

Unauthorised signboards can pose potential safety risks to the public. We respond to reports on unauthorised, dangerous or abandoned signboards and also mount clearance operations to remove these signboards.

BD has been implementing the Signboard Validation Scheme (SVS) since 2013 to enhance the safety of existing unauthorised signboards. In this regard, we take enforcement actions in selected target street sections to encourage signboard owners to join the SVS or to remove their unauthorised signboards.



1 489

unauthorised signboards
removed/ validated in 2018



1 286

abandoned/dangerous
signboards removed/repared
in 2018



290

signboards validated (overall figure
as at 31 December 2018)

Clearance of Unauthorised Roof Structures Ensemble

To eliminate safety hazards and environmental nuisances, BD has identified domestic and composite buildings targeted for clearing of UBWs on rooftops, flat roofs, yards and lanes through LSOs.



80

target domestic/composite
buildings selected for LSOs in 2018

7 333

removal orders issued in 2018

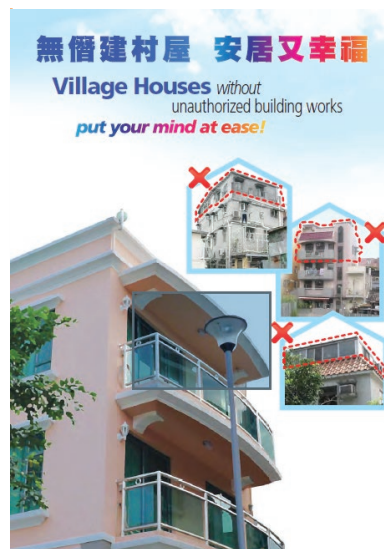


4

repair/
investigation orders issued in 2018

Tackling UBWs in New Territories Exempted Houses (NTEHs)

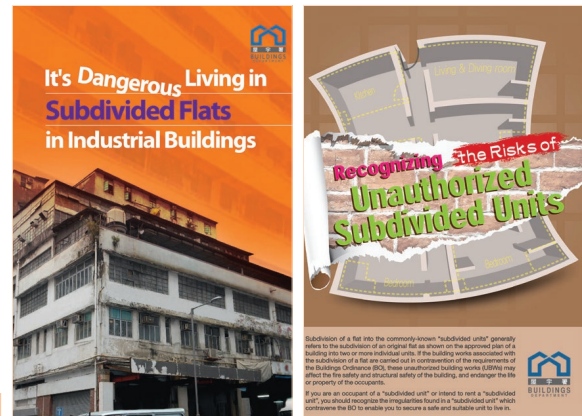
Since 1 April 2012, an enhanced enforcement strategy to combat UBWs in NTEHs has been implemented. Enforcement actions have been taken against UBWs of particular features: posing obvious hazards or imminent danger, under construction or newly completed, and not posing imminent risk but constituting serious contravention of the law and imposing high potential risks. BD also introduced a one-off Reporting Scheme to curb the emergence of new UBWs, and to safeguard the structural safety of buildings. To encourage the use of green facilities, BD has provided clear guidelines on specified green and amenity facilities in NTEHs. Green and amenity facilities in NTEHs that meet certain criteria, such as small-scale solar energy installations and rooftop gardening trellis, are allowed to stay or be installed in the future.



573 removal orders related to UBWs in NTEHs issued in 2018

LSO on Inspection of Sub-divided Flats (SDFs)

As one of BD's core responsibilities, we take enforcement actions against building irregularities associated with SDFs. Apart from responding to reports, BD also conducts LSOs against SDFs. The LSOs conducted in 2018 involved domestic, composite and industrial buildings. For those residents who have to move out from illegal domestic premises in industrial buildings due to our enforcement actions, relocation allowance is available through an assistance programme funded by the Community Care Fund.



Promotional Advertisements related to SDFs



100

target buildings in 2018



1 798

SDFs inspected in total in response to reports and through LSOs in 2018



249

SDFs rectified of irregularities in 2018

Rectifying Water Seepage Problems

BD has been collaborating with the Food and Environmental Hygiene Department (FEHD) since 2014 in addressing water seepage problems. A consultancy study on the latest technological methods on identifying sources of water seepage in buildings was completed in 2018. Since June 2018, the Joint Office (JO) set up by FEHD and BD has applied new testing technologies, such as infrared thermography and microwave tomography, in water seepage investigation in three pilot districts (i.e. Kowloon City, Wanchai and Central and Western).

Promoting Building Maintenance and Repairs

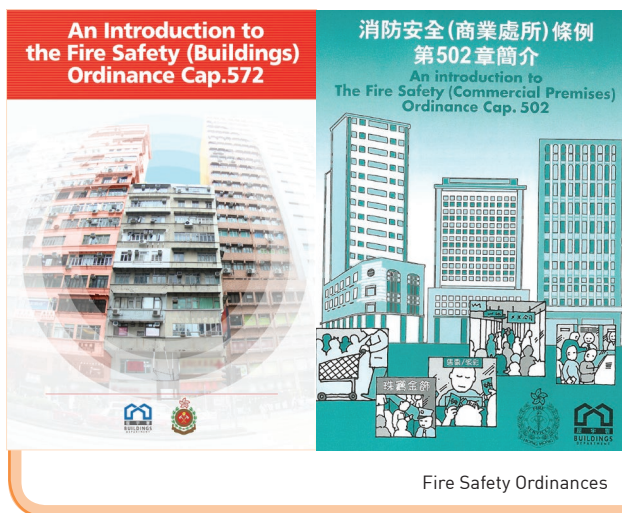
BD strives to ensure a safe and sustainable living environment by putting in place a holistic strategy, including promulgating guidelines, implementing different schemes, and providing financial and technical assistance for carrying out building repair and maintenance works, in order to manage risks associated with long-standing building neglect and dilapidation.

Promulgating Guidelines to Facilitate Operation and Maintenance

We constantly keep practitioners informed, via PNAPs and circular letters, about provisions on building designs, so as to facilitate future repair and maintenance works, and to enhance environmental hygiene. Based on views and comments received from the industry, we are developing a code of practice on design for safety for external maintenance, and will consult the industry in early 2019.

Ensuring Fire Safety

BD highly values the importance of fire safety of buildings. Under the Fire Safety (Commercial Premises) Ordinance [Cap. 502] and the Fire Safety (Buildings) Ordinance [Cap. 572], we continue to inspect existing fire safety measures in prescribed commercial premises, including banks, off-course betting centres, jewellery shops, supermarkets and shopping arcades, as well as pre-1987 commercial buildings and composite buildings for enforcement actions.



Fire Safety Ordinances



50

prescribed commercial premises inspected in 2018



20

specified commercial buildings inspected in 2018



406

composite buildings inspected in 2018



4 645

fire safety directions/fire safety improvement directions issued to require improvement of the fire safety construction in 2018



600

fire safety directions/fire safety improvement directions complied with in 2018

Mandatory Building and Window Inspection Schemes

Under the Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme (MWIS), owners of buildings aged 30 or above (except domestic buildings not exceeding 3 storeys) are obliged to conduct MBIS, whereas owners of buildings aged 10 or above (except domestic buildings not exceeding 3 storeys) are obliged to conduct MWIS. Through promotional activities and listening to the feedback from stakeholders and the community, we continue to offer support to owners and stakeholders and optimise the execution of the MBIS and the MWIS. In 2018, 427 buildings were selected for both MBIS and MWIS, while 8 buildings were selected for MWIS only.

Communicating with the Public



19 district briefing sessions were held to explain the details of the MBIS and MWIS and the assistance packages available to eligible building owners

33 briefing sessions and seminars were conducted for building owners, owners' corporations and the industry upon invitation

4 briefing sessions for the "Central Platform on Building Management" organised by the Home Affairs Department were attended



The Code of Practice for MBIS and MWIS 2012 was updated in April 2018 in response to feedback received from practitioners and stakeholders

Operation Building Bright (OBB) Programme

First launched in 2009 and in collaboration with the Hong Kong Housing Society (HKHS) and the Urban Renewal Authority (URA), the OBB programme has provided financial and technical assistance to eligible owners of old and dilapidated buildings with difficulties in coordinating repair and maintenance works. The programme has not only increased job opportunities for the construction sector and promoted building safety, but also improved the cityscape and living environment. Consultants and BD's contractors would be engaged to carry out repair works in default of the owners. A total of 1 274 buildings had already benefited by default action from the OBB programme as at the end of 2018.



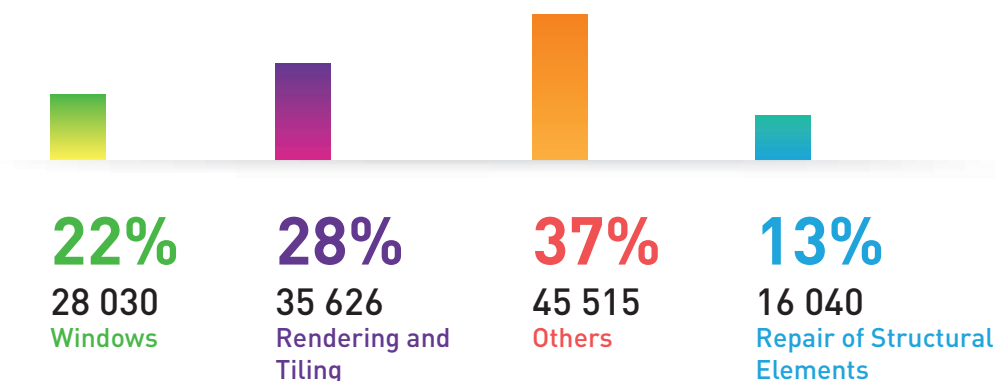
1 building completed repair works in 2018 under the OBB programme

In October 2017, the Chief Executive announced in her Policy Address that the Government planned to launch OBB 2.0 at a cost of \$3 billion to enhance the provision of direct technical and financial assistance to needy owners to help them comply with MBIS requirements. We have been engaging consultants and BD's contractors to carry out inspection and repair works in default of the owners, and a total of 70 buildings have benefited from this initiative by default action as at the end of 2018.

Minor Works Control System (MWCS)

The MWCS has been in place since 31 December 2010 to provide building owners lawful, simple, safe and convenient means to carry out small-scale building works.

Minor Works Submissions in 2018



The Household Minor Works Validation Scheme has been established under MWCS to facilitate building owners in retaining, after validation, minor household installations constructed without prior approval from BD before the full implementation of MWCS. This approach can help minimise unnecessary removal works and the waste generated therefrom.

The scope of MWCS was proposed to be extended by designating more minor works items such as erection of various green features to promote a green and quality built environment, installation of retractable awnings and water tanks to offer greater convenience to the public and the industry, repair of curtain walls and waterproofing layers, and erection of external

metal structures to facilitate building maintenance. The proposed legislative amendments to the Building (Minor Works) Regulation were in progress in 2018 and stakeholders were consulted to solicit their opinions.

Validation of **455** minor household installations (overall figure as at 31 December 2018)



Round-the-clock Emergency Services

BD maintains 24-hour emergency services to handle emergency enquiries regarding the safety of private buildings. Our Emergency Control Centre (ECC) is activated upon hoisting of Tropical Cyclone Warning Signal No. 8 and in times of severe and prolonged rainfall or other natural disasters affecting private buildings or slopes. ECC staff coordinate professional services to address dangerous buildings, signboards, hillsides and scaffolding situations.

In addition to the circular letters on flood prevention measures and safety of scaffolding works during rainy and typhoon season, BD also issued circular letters to remind relevant building professionals and industry

stakeholders to take proper precautionary measures to ensure building safety when Super Typhoon “Mangkhut” was approaching Hong Kong in September 2018. After the typhoon, BD mounted a territory wide operation to clear dangerous appendages, signboards and windows etc. Mobilising BD’s contractors working day and night, a total of 325 defective signboards, 145 dangerous appendages, 194 defective windows, 144 cases of external wall defects and 43 incidents of defective scaffolding were removed/rectified to restore safety of our private buildings and streets.



Officers on duty at the ECC



Emergency action involving a dangerous signboard

Emergency Cases in 2018



1 323

Emergency cases undertaken by BD
(including cases handled by ECC)



198

Cases involved contractor's actions



76%

During office hours

22%

Outside office hours

2%

Emergency shift under ECC

Providing Financial Assistance to Building Owners

BD provides financial assistance to building owners through our Building Safety Loan Scheme (BSLS). The BSLS provides loans to private building owners for the implementation of repair works or removal of UBWs.



460

BSLS applications were approved in 2018



HK\$38M

was committed in 2018



Building Safety Loan Scheme

Conservation of Heritage Buildings

Heritage buildings are valuable and unique assets which have witnessed the history and development of our city. BD continues to join hands with different government departments and the community to conserve heritage buildings.

Supporting Government's Initiatives

BD fully supports the Government's initiative to revitalise public historic buildings through a partnership scheme. We also facilitate the adaptive reuse of private historic buildings without compromising building safety and health requirements under the BO. Our Heritage Unit offers technical advice and pre-submission enquiry service to facilitate approval of building plan submissions involving adaptive reuse of historic buildings and the alteration and addition works.

Setting Guidelines for Heritage Conservation Projects

BD has issued the "Practice Guidebook for Adaptive Re-use of and Alteration and Addition Works to Heritage Buildings 2012" (the Practice Guidebook) with an aim to provide guidelines on design options and showcase successful projects to encourage and facilitate building practitioners and private owners to adaptively reuse historic buildings. To keep the Practice Guidebook up to date, a Technical Committee on Building Safety and Health Requirements for Historic Buildings under the BO organises regular meetings to collect users' feedback on the Practice Guidebook for future refinement and to share experience on successful revitalisation projects. The Practice Guidebook was further enriched in 2018 with more successful heritage conservation projects as case references.



After revitalisation, Tai Kwun (the historic Central Police Station Compound) becomes a centre for heritage and arts



Haw Par Mansion after revitalisation

Engagement with the Community

Engaging stakeholders and the public is an indispensable part of enhancing awareness of building safety and fostering a building care culture. To this end, we are committed to raising public awareness by launching different community educational activities.

Building Safety Week 2018

From 15 to 20 April 2018, we successfully organised the Building Safety Week 2018 with a theme of "Care about building safety - Build our sweet homes in unity". A series of activities, including the Building Information Centre Open Day, public talks, symposium, games, and competitions, were organised for this annual public event. About 450 guests joined the Building Safety Symposium 2018, including building professionals, members of the building management sector, government officials, and academic representatives, to exchange their views and experience on building safety matters.



>1 700 Visitors

Opening Ceremony

>500 Guests

Building Safety Symposium

>38 500 Visitors / Views

Exhibition / TV Programme

Building Safety Talks



41 sessions

for educational sectors

1 session

for building owners and the industry

18 sessions

for general public

Building Safety Pioneer Programme (BSPP)



66

Building Safety Pioneers (BSPs) appointed

7

Visits arranged

5

Activities held

6

Promotional videos produced

“Building Safety on Board” Board Game Design Competition



2 200

Entries received

Building Safety Advanced Certificate Course



1

Course in 2018

Overall Satisfaction Rate

>90%

222

Certificates issued for participants

In celebration of BD's 25th anniversary, we specially organised the Building Information Centre (BIC) Open Week and Building Safety Board Game Play Day to promote building safety and to share our knowledge with the public.

Building Information Centre Open Week



The BIC Open Week, held from 1 to 8 August 2018, was a special event to celebrate BD's 25th anniversary. Apart from a visit to our old office site, Murray Building, a series of talks and a forum were held to strengthen our connection with the public. The talks and forum provided important information on building safety to the public, such as advice on organising building inspection and repair for buildings with multiple ownership, information on procurement of inspection and repair contracts, tips on the appointment of registered building professionals and contractors, detailed requirements on building and window inspections and repair, as well as fire safety related issues.



BD colleagues visit Murray Building



Forum for the general public

Building Safety Board Game Play Day

The Building Safety Board Game Play Day was successfully held on 23 September 2018. A large-scale chessboard based on the winning entry of the "Building Safety on Board" competition with other fun games were set up at D.Park in Tsuen Wan. Over 7 000 visitors came to our event to learn more about building maintenance and repair in a joyful and interactive way.



Through parent-child participation in board games with the theme of building safety designed by students, we enriched the public's knowledge on building maintenance and repair.

Promotion across Multiple Channels

To enhance community awareness on the importance of building safety and timely maintenance, we continued to employ a wide array of mainstream channels such as newspapers, radio and television channels, to disseminate building safety messages. On top of traditional media networks, we utilise media platforms including mobile applications, Facebook, Instagram and YouTube to share important information with stakeholders and our young generation. We also publish the Building Safety Quarterly newsletters and distribute them to property management companies.

Promotional Channels to the Public

Broadcasts

Eight TV Announcements in the Public Interest (APIs) were played at the Mass Transit Railway (MTR) stations and train compartments, on digital panels at bus stops, and via online media platforms during the year to promote building safety messages to the general public. One new TV API was produced in September 2018 to increase public awareness on the SVS.



E-Learning Centre



E-Learning Centre is a web-based platform for property owners, owners' corporations, and representatives of property management companies to learn more about building safety. They may also participate in the online Building Safety Certificate Course. In October 2018, BD organised the first live-chat session to respond to real-time enquiries from participants.



BD Mobile Applications

We have developed a smartphone mobile application – “Quick Guide for MBIS/MWIS”, to help users understand how to organise building and window inspection and repair works under MBIS and MWIS. In addition, another mobile application – “Quick Guide for Minor Works” is also available to provide users with useful information for carrying out minor works.



Outdoor Banner and Posters

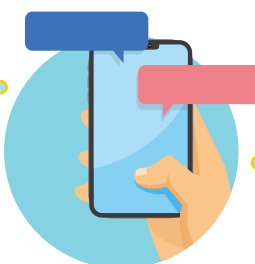
A poster titled “Keep Your Sign Join Signboard Validation Scheme” was displayed inside MTR train cars, buses, and trams, as well as at bus stops, tram stops, community centres of the Home Affairs Department, and various poster sites of the Information Services Department, to raise public awareness for the proper way to retain existing signboards.

The banner “It’s Dangerous living in Subdivided Flats in Industrial Buildings” was displayed on the sides of minibuses to highlight the importance of choosing flats which are safe for living.



Publications

Building Safety Quarterly newsletters and the Monthly Digest were published during the year to share useful information and facilitate communication with our stakeholders. The newsletters cover topics on building safety, reminders for practitioners, and updates of building safety activities, whereas the Monthly Digest provides statistical data on BD’s building control output under the BO.



Pamphlets

In 2018, a layman’s guide was produced to enable property owners to better understand the requirements for complying with the statutory notices served under the MBIS.



Social Media

BD maintains a Facebook page, an Instagram account and a YouTube channel to provide safety tips and event updates to the public.

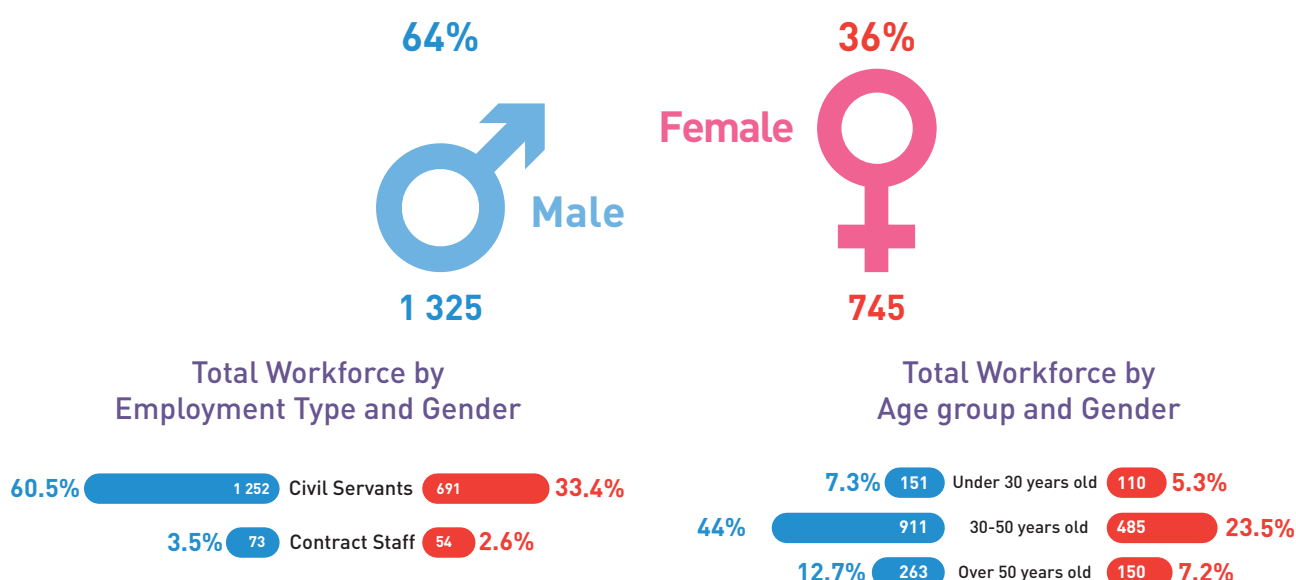


HUMAN CAPITAL STRATEGY

The BD workforce is our most valuable asset and it is the ultimate driving force for the department's sustainable development. We are devoted to attracting and retaining high quality talents while striving to provide a supportive and people-oriented workplace for our staff. In this regard, we have developed a comprehensive strategy for our human capital management, which covers employment practices, ethics and integrity, training and development, knowledge management, workplace safety, staff well-being, and community contributions.

Employment Practice

As at 31st December 2018, we have 2 070 staff members carrying out duties in various offices.



We strictly abide by all relevant laws and regulations related to staff employment, as stipulated in the Guidebook on Appointments issued by the Civil Service Bureau. As an equal opportunity employer, we shoulder the responsibility of ensuring that all employees enjoy equal rights and opportunities in recruitment, remuneration, benefits, promotion and compensation without any kind of discrimination, such as disability, sex, marital status, pregnancy, age, family status, sexual orientation and race. We have a zero tolerance policy

towards child labour and forced labour across all our operations, which is also applicable to our consultants and suppliers. Should our staff raise any concerns on unlawful labour practices, channels are available for them to report to their seniors or the Departmental Administration Section directly. All reported cases will be reviewed and investigated independently, and appropriate actions will be taken in case of any violation of regulations.

To ensure all staff members are evaluated and rewarded based on their performance and competence, every staff member will undergo a performance appraisal each year.

Ethics and Integrity

Our staff members must adhere to a high standard of ethics and professional integrity. We are in strict compliance with the Prevention of Bribery Ordinance and all relevant government and departmental guidelines. In addition, we have set out the internal framework and requirements for the declaration of private investments, avoidance of conflict of interest, and acceptance of advantages and benefits. Staff training on topics associated with anti-corruption and professional integrity are arranged regularly. No convicted cases related to corruption were recorded during the reporting year.



Training and Development

We require a competent and well-trained workforce to keep abreast of the fast-changing world so we can respond to multiple environmental challenges and maintain strong internal strength within BD. With that in mind, we are always on a quest to upgrade the overall competence and skills inside BD through continuous learning and development. We have a Training and Development Policy in place to enable staff to acquire knowledge, skills, abilities and attitudes, so as to enhance individuals' competence and performance to meet operational requirements.

We organise targeted and diversified in-house training programmes and provide subsidies for staff members who attend external training. Employees are encouraged to receive training related to building sustainability, heritage conservation, occupational safety and health as well as personal capabilities, such as stress management. During the reporting year, we supported our staff's development through regular in-class training and local site visits, while also organising study missions outside Hong Kong.



Local site visit: Three Runway System at Hong Kong International Airport

On 8 August 2018, around 15 BD staff members joined a technical visit to the airport to gain a deeper understanding of the three-runway system (3RS) and its operation. They were briefed on Hong Kong's first ever application of the Deep Cement Mixing (DCM) technology for the 3RS reclamation works. The visit concluded with a site walk-over to two of the barges: DCM barge and Low Headroom DCM barge.



A group photo at the DCM barge.

Overseas Duty Visit: 3rd Annual Construction Excellence in Singapore

In November 2018, three staff members participated in seminars and workshops at the "3rd Annual Construction Excellence: Prefab, Precast and Modular Buildings" in Singapore. During the three-day event, they learnt more about state-of-the-art MiC models and construction methods, design challenges, and requirements associated with the prefabrication and

MiC methodology. Our staff also delved into a range of technologies, from 5D BIM application, laser scanning and augmented reality, computer-aided manufacturing, to robotic and artificial intelligent application.

Knowledge Management

In view of the demand for internal information sharing and the advancement of digital technologies, we commenced an Electronic Information Management Strategy study in 2014, aiming to continuously improve the communication and management of knowledge-based information within BD. A "BD Knowledge Hub" has been set up to centrally store knowledge-based information for staff reference. Enabling our staff to create, share, learn and use resources and information more effectively, our Research & Development Unit collects, updates and uploads useful information to the Hub regularly.

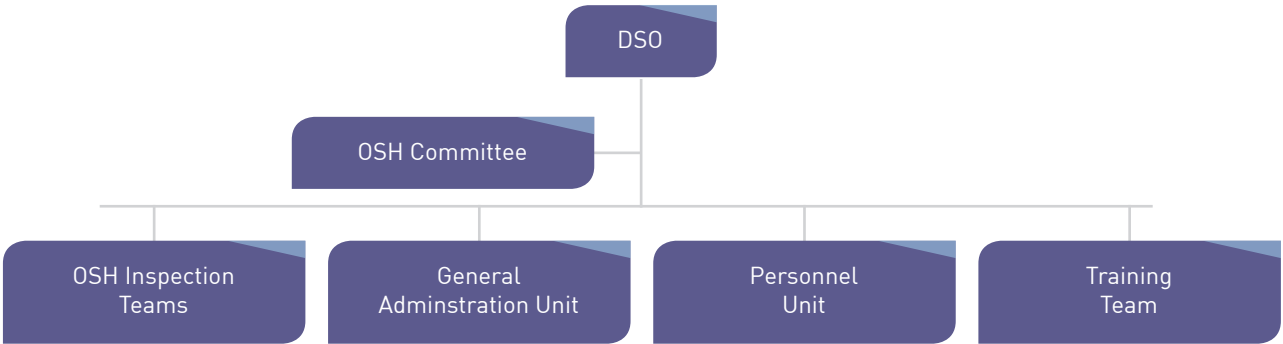
The development of our Electronic Document and Knowledge Management System (eDKMS) saw new progress in 2018. Started in 2016, the continuous development of eDKMS is expected to facilitate the increasing needs for collaboration between different divisions of BD by providing digital access to documents and knowledge-based information as well as offering group collaboration platforms.

Workplace Safety

We are committed to continuously optimising our safety policies and measures to safeguard the occupational safety and health (OSH) of our staff and contractors by strictly complying with applicable laws and regulations, such as the Occupational Safety and Health Ordinance. We have a Safety Management System (SMS) in place to reinforce our legal and moral obligation in upholding high OSH standards at work. Under the SMS, our Safety Policy stipulates our approach in maintaining a safe and healthy working environment for all staff and visitors to our premises. To ensure workplace safety and protect our staff from work injuries, we conducted regular inspection programmes and reviewed past injuries records to identify potential work-related hazards. Adopting the hierarchy of control measures and preventive approach to eliminate the hazards as far as possible, we implemented appropriate preventive and remedial measures to prevent the recurrence of similar accidents. Meanwhile, we developed guidelines on risk management and formulated instructions related to workplace hazards, as well as emergency plans for

dealing with accidents and injuries in the course of duty. In case of accidents or injuries, responsible personnels are required to report the accident comprehensively and accurately, so as to provide information for investigation and formulation of measures to prevent recurrence of similar accidents. The procedures in handling injuries situation are laid down in the BD Administration Circular on Handling of Injuries-on-Duty and Occupational Diseases, which is regularly reviewed. We encourage our staff to report work-related hazards or situations that pose potential threats to their health and safety, and answer to their enquiries as well as conduct investigations on the reported hazards and situations.

Under the Safety Management System, we set up a safety organisational structure to guide our staff to work in a coordinated manner that contributes to a positive safety and health culture. Employees can discuss OSH issues in various communication forums, and our Departmental Safety Officer (DSO), a directorate grade officer, is responsible for follow-up actions.



Safety organisational tructure	Roles and responsibilities
OSH Committee	<ul style="list-style-type: none"> Chaired by the DSO and comprises representatives of various professional, technical and general grades Formulates departmental policies and operational safety guidelines on OSH matters, monitors and reviews the SMS Recommends necessary preventive and corrective measures to staff Formulates and reviews the OSH inspection checklist which will be promulgated separately for OSH Inspection Teams to carry out the inspections
OSH Inspection Teams	<ul style="list-style-type: none"> Conducts OSH inspections under the Inspection Programme every half year

General Administration Unit	<ul style="list-style-type: none"> • Conducts random checks to ensure inspections have been properly done and appropriate remedial actions have been or will be taken • Provides first-aid boxes, safety equipment and accessories
Personnel Unit	<ul style="list-style-type: none"> • Investigates work-related accidents • Processes claims of compensation on work-related injuries • Records statistics on occupational injuries and diseases
Training Team	<ul style="list-style-type: none"> • Coordinates OSH training matters to promote staff awareness

Our Inspection Programme:

- Identifies hazardous conditions by means of an inspection checklist by all Sections/Units
- Records hazardous conditions and plans corrective actions and preventive measures by applying the hierarchy of controls
- Issues seasonal reminders regarding identification of hazards and risks in workplace and reports to Departmental OSH Committee regularly. Staff members can complete the "Workplace Risk Report, Assessment and Review Form" to express their views on hazards and risks encountered in the workplace and during the course of duty. The views collected would be discussed in the OSH Committee for considering any safety enhancement measures to address staff's concerns

To prevent and mitigate occupational safety and health impacts of our supply chain, we require our contractors, consultants and service providers to comply with particular specifications on site safety stipulated in the construction site safety manual and requirements of the Occupational Safety and Health Ordinance. They are expected to observe all obligations under the relevant legislation regarding safety aspects of workers employed, occupants and the public. Site safety of contractors under works contracts is monitored and assessed in the quarterly performance reports.

To support occupational health services or programmes, we provide training to our staff to improve OSH and mental health awareness. Training courses provided include safe practices for lifting at work, first aid, prevention measures from dog bite and emotional wellness, etc.

OSH Training in 2018



462

Staff attended

73

OSH Courses

1 834

Training Hours

Staff Well-being

We care for our staff and place great emphasis on improving their well-being at work. When designing the new BD headquarters in the West Kowloon Government Offices, we chose low-height furniture and partition screens to maximise natural light for work stations. We also extended the viewable area and encourage collaboration between colleagues. The design of work stations also includes an adjustable arm for holding a computer monitor to provide better ergonomics for our staff. Green walls and planters are placed around the office to add interior greenery and improve indoor air quality.

We encourage our staff to actively participate in different recreational activities in order to promote and achieve work-life balance, friendship, social networking, and

solidarity among colleagues from various BD Sections or Divisions. Our BD Staff Recreation Club (BDSRC) has developed a wide range of sports teams and interest classes, namely Dragon Boat, Swimming, Running, Table Tennis, Tennis, Badminton, Basketball, Football, Bowling as well as a Ukulele squad, for our staff, their families and friends. During the reporting year, we introduced new photography classes, a new volleyball team, and a new live band. BD's new live band and the Ukulele squad performed in different BD and external events during the year, receiving warm applause and appreciation from the audience.

During the year, BDSRC's Sports Teams attained outstanding achievements. We enjoyed fruitful results in various Development Bureau organised sports



Our basketball team – 2nd runner-up, DEVB Basketball Tournament 2018



Our badminton team – 1st runner-up, Golden Cup Match, DEVB Badminton Tournament



Our dragon boat team – 1st runner-up, CIC Welcome Cup, Sha Tin Dragon Boat Race 2018



Our running team – Champion, Running Competition



Our table tennis team – 3rd runner-up, Golden Cup Match, DEVB Table Tennis Tournament 2018



Our bowling team – Champion, 19th Inter-Departmental (4-Person) 10-Pin Bowling League



Our swimming team



Our volleyball team

Community Contribution in 2018



About
40
Volunteers Activities
coordinated /
organised/
participated



About
1 600
Hours to community
services



700
Volunteers involved

To fully assume our social responsibility, we have participated in a wide range of charitable work. Thanks to the generous dedication on the part of our staff, especially our volunteer team, we are able to make greater positive impact and contributions to the society.

Volunteer Team

BD's volunteer team consists of over 280 members. Our volunteers provide service to target groups that include children, teenagers, students, the elderly, low-income families, ethnic minorities, etc. The team organises a wide variety of volunteer activities regularly, such as visiting care homes, flag day, fund raising, orienteering and interest classes.



Our volunteer team

Our commitment towards volunteer activities are being recognised and commended by the community. Here are some awards we received in 2018.



BD Volunteer Team was awarded:

(Left) Gold Award for Volunteer Service in 2018

(Right) Social Capital Builder (SCB) Awards 2018



Construction Industry Volunteer Awards:

(Left) "Walk with the students of Marycove School" was awarded the "Excellence in Volunteering Project (Merit award)"

(Right) Merit award for participation.



BD Volunteer Team was awarded the "Organisation with Third Most Participants"

Caring for Our Youths

BD supports youth development through volunteer services that aim to help young people develop their potentials and prepare for adulthood. We also offer counselling support.

“Life Buddies” Mentoring Scheme

Our volunteer team participated in the “Life Buddies” Mentoring Scheme organised by the Commission on Poverty, designed to help disadvantaged youths. In the 2018/19 school year, we partnered with Lok Sin Tong Wong Chung Ming Secondary School to form a volunteer mentoring team to guide and motivate students with career aspirations.



The “Life Buddies” Mentoring Scheme 2018/19 Launching Ceremony at Central Government Offices Tamar

Walking with students of Marycove School

This volunteer service event was a great way to promote a healthy lifestyle by getting everyone on their feet and active. It aimed at providing a good learning opportunity for female students who have behavioural, emotional or family difficulties to achieve moral, intellectual,

physical, group, aesthetic and spiritual growth via interactive exercises. They were also encouraged to adopt positive thinking and contribute to society through direct dialogue with BD’s volunteers during the event.



Walking with students of Marycove School at Aberdeen Sports Ground

Caring for the Elderly

To care for the elderly, our volunteer team visits elderly care homes regularly to show our love and care across all districts. In 2018, our volunteer team participated in a supporting elderly project organised by the Dujiangyan Huaxun Social Work Service Center in Dujiangyan City, Sichuan Province. The project aimed to provide daily necessities for local seniors to meet their daily needs. Our volunteer team successfully raised money for buying a whole-year supply of daily necessities for five elders.



2017/18 Share-To-Care Volunteer Campaign –Visit to a home for the elderly in Kwun Tong



Visit to Ma Hing Chou Home for the Elderly



Visit to a home for the elderly in On Tat Estate



Visit to a home for the elderly in Shek Lei (I) Estate

Caring for Ethnic Minorities

To help ethnic minorities integrate into the community and embrace social inclusion, we participated in the “City Hunt” organised by Yang Memorial Methodist Social Service in June 2018.



“City Hunt” with ethnic minorities



Other Charitable Events and Activities

We participated in various external charitable fund-raising activities during the reporting year to extend our support to the community. These included flag days, Valentine's Rose Charity Sale, Oxfam Rice Event, and Orbis World Sight Day.



Flag day for Hong Kong Association of the Deaf



Flag day for Yang Memorial Methodist Social Service



Oxfam Rice Event 2018 to support the Oxfam Smallholder Farmers Development Fund



(Left) Valentine's Rose Charity Sale
(Right) ORBIS World Sight Day 2018



Good Shepherd Run 2018 to raise funds for daily operation of Good Shepherd Catholic School













Sponsored Walkathon







GREEN OFFICE

In response to the Government's commitment to sustainable development, we recognise our part in embedding environmental considerations across our daily operations. Beyond working in compliance with statutory environmental laws and regulations, we follow more stringent environmental requirements by actively promoting environmentally-friendly measures and sustainable practices in our offices to curb carbon emission, minimise waste at source, maintain good indoor air quality, and encourage the purchase of green products. To enhance environmental awareness of our staff, we expose them to best practices through deploying environmental management programmes to reduce the environmental impact in our offices and operation. In recognition of our excellence in environmental management, we clinched a Certificate of Merit under the Public Services Sector in the Hong Kong Awards for Environmental Excellence.

Emission and Energy Consumption

Our carbon footprint comes from two major sources: vehicle fuel consumption and electricity consumption from our offices. The following table presents our performance on carbon emission in the past 3 years.

 Fuel consumption and related air pollutant emission		2016	2017	2018
	 Fuel Consumption (litres)	46 346	48 277	51 675
	 Distance Travelled (km)	494 964	481 516	494 579
	 Fuel Nitrogen Oxides (NO _x) (kg)	445	433	445
	 Fuel RSP (kg)	Negligible	Negligible	Negligible
 Electricity consumption and related air pollutant emission		2016	2017	2018
	 Electricity Consumption (kw/h)	3.27 million/ 11 787	3.13 million/ 11 273	3.19 million/ 11 502
	 Sulphur Dioxide (SO ₂) (kg)	6 254	5 981	6 102
	 Nitrogen Oxides (NO _x) (kg)	3 798	3 632	3 706
	 Respirable Suspended Particulates (RSP) (kg)	196	188	192

 Carbon Emission	2016	2017	2018
 Gasoline Combustion (Scope 1) (Tonnes CO2e)	125.50	130.73	139.93
 Electricity Purchased (Scope 2) (Tonnes CO2e)	2 291.92	2 192.01	2 236.47
 Total GHG Emission (Tonnes CO2e) ¹	2 417.42	2 438.80	2 376.40
 GHG Emission Intensity (Tonnes CO2e / staff)	1.22	1.24	1.15
 GHG Emission Intensity (Tonnes CO2e / m ²)	0.10	0.10	0.10

Vehicles account for the second largest part of our carbon footprint. To undertake the responsibility of minimising carbon emission from vehicles, we encourage our staff to practice low-carbon commute by choosing public transport over private transport. Within our vehicle fleet, we have completely phased out pre-euro IV diesel vehicles in 2018 and introduced clean-energy vehicles including electric vehicles (EV) and hybrid electric vehicles in our vehicle fleet. Up to

date, 24% of BD-owned vehicles are electrical (including hybrid electric vehicles). There was an increase of 4.21% in fuel consumption per km in comparison with that of 2017, primarily due to the replacement of two EVs by petrol vehicles on a temporary basis during its maintenance.

We take a multi-faceted approach to curb our transport-related carbon emission.

Approach



1 The Choice of Commutation

Go to work by walking, cycling or public transport instead of driving

Approach



2 EV First

Prioritise the use of electric vehicles and hybrid electric vehicles over other departmental vehicles



Approach

3

Trip Arrangements

Combine trips and plan for the shortest route distance to optimise the use of departmental vehicles

We promote energy conservation in our offices by implementing smart measures to increase energy

efficiency, minimise energy wastage and loss, and build awareness.

¹ To keep the calculation method consistent, emission factors have been updated for uniform vehicle types. Thus, Scope 1 emission and total GHG emission in 2016 and 2017 have been restated.

Smart Energy Measures

Increase Energy Efficiency

- Monitor air-conditioning systems regularly
- Maintain air-conditioning at 25.5°C
- Replace old lighting fixtures with T5 fluorescent lamps
- Install motion sensors where applicable
- Adopt multi-zone lighting control
- Choose electrical devices and equipment with higher rating energy saving labels



Motion sensor installed in our office

Minimise Energy Wastage and Loss

- Set idling computers and applicable office equipment in sleep mode
- Set time control and stand-by-mode for appliances
- Switch off unnecessary appliances after work
- Appoint 58 Energy Wardens to arrange for the last-man-out to switch off lighting and devices at the end of the day and conduct walk-through quarterly

Build Awareness



“Energy Saving” stickers

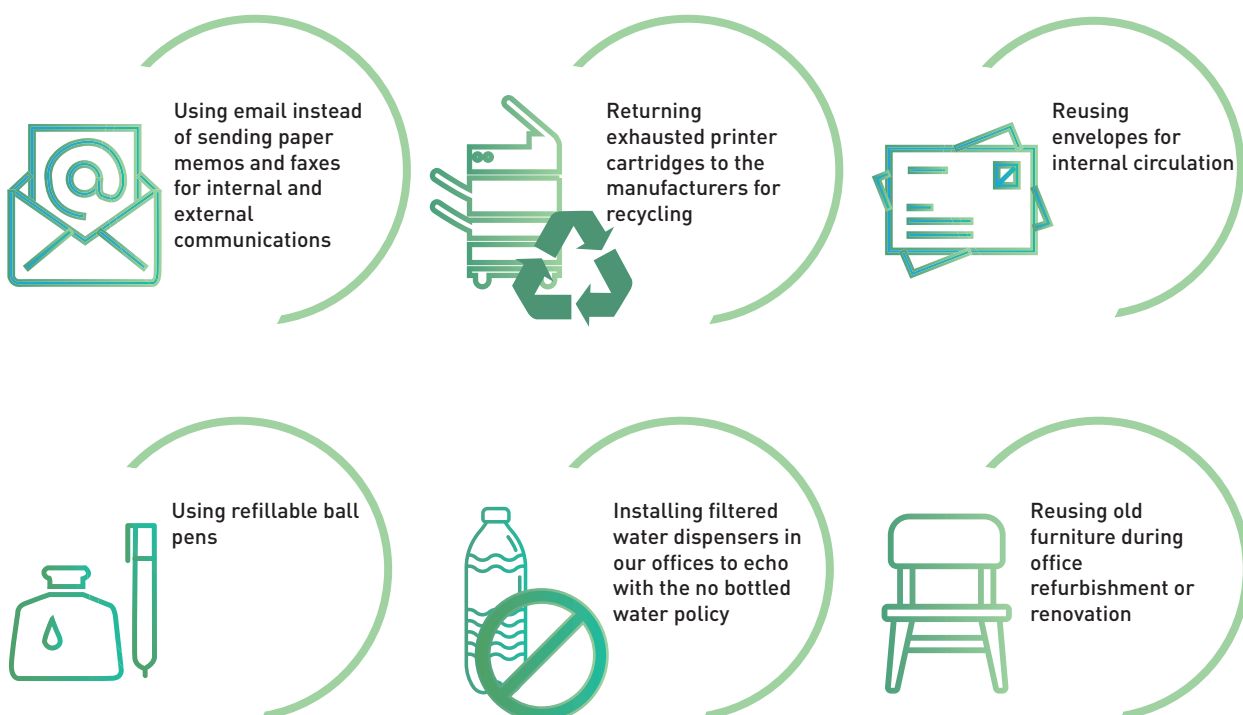
- Display “Energy Saving” stickers to remind staff to turn off unnecessary lights, air-conditioners and equipment when not in use
- Encourage using staircases instead of elevators for inter-floor traffic within offices
- Allow staff to wear business casual attire in summer to minimise the demand for air-conditioning
- Support Biz-Green Day 2018 organised by Hong Kong Institute of Construction and HKGBC to encourage dressing light to conserve energy consumption of air-conditioning

In 2018, electricity consumption increased by 2.03% as compared to 2017, primarily due to an increase in overtime work during the year to prepare for relocation to West Kowloon Government Offices.

Waste Management

At BD, we manage our waste in a responsible manner by focusing on source reduction, waste minimisation and recycling. We issued an administration circular on "Green Practices and Waste Avoidance" to remind all staff of the green practices and waste avoidance measures. Some of the waste avoidance practices include:

We recycle unavoidable waste whenever possible. Labelled bags were placed in our offices to collect waste paper for recycling through our waste contractors. With the support from our staff, a total of 97 760kg waste paper was collected for recycling in 2018, representing an increase of 95.54% in comparison to 2017.



Go Paperless

As part of our ongoing commitment in creating a paperless office, we adopt the Internet of Things (IoT) and computerised management systems as core measures to conserve paper, as well as to leverage the merits of electronic communication tools to communicate with our stakeholders and the public internally and externally in a timely and efficient manner.

Internal Communication

Paper saving initiatives are continuously implemented within our workplace to reduce paper consumption. For instance, we replace traditional paper documentation of leave request with online e-leave application, and replace paper documents with the use of electronic devices in meetings. We will utilise the Electronic Document and Knowledge Management System in attempt to further reduce paper consumption and enhance our documentation process.

We strive to minimise paper consumption and promote effective communication through the use of mobile devices. To facilitate site inspection and Registration Committee meetings, mobile devices have been deployed for members of staff and the Committee to access electronic forms and supporting documents. The add-on feature “Pulse Secure” app enables our staff members to access BD Handbook and Instructions, internal manuals, etc. with their mobile devices. A web-based photo library system is also available for sharing site inspection photos within our department.



Pulse Secure Mobile App

External Communication

Our revamped website was launched on 21 December 2018. Latest website technologies, including responsive web design with linkage to social media, have been employed with the aim to improve communication

with the public. Beginning in 2016, we have been progressively digitising the existing forms, with a total of 121 forms already having been converted to electronic formats in EFSS by 2018. Meanwhile, QR code is attached in some specific forms for registered building professionals and registered contractors to submit them online with digital signature. In 2018, BD processed 473 146 submitted forms, out of which 60 308 (about 12.7%) were filed through the EFSS. In addition, we commenced the development of EFSS 2.0 in 2018 to add new features, such as e-payment.

BD is in the progress of developing a new electronic submission system - Electronic Submission Hub. The system will enable us to receive and process applications, building plans, and other documents submitted electronically by the public, registered building professionals, and registered contractors.

Both of the MWCS and MBIS/MWIS mobile apps were updated with the latest information. In addition, the notice searching function of the MBIS/MWIS mobile app has been added to the BD website.

BD website is linked to the Buildings Records Access and Viewing On-line (BRAVO) system for the public to access building records. In 2018, BD handled 102 240 applications for viewing electronic records (include minor works records), out of which 87 971 (over 86%) were processed online through the BRAVO system.



The BRAVO System

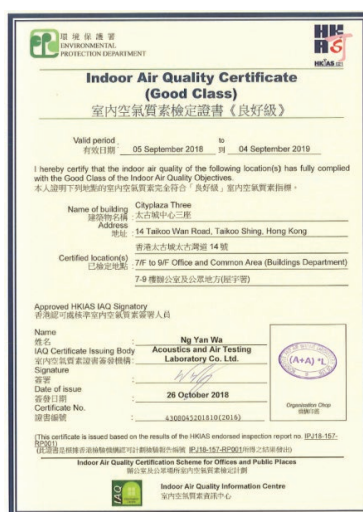
Indoor Air Quality

BD recognises the importance of indoor air quality (IAQ) to workplace health and safety. We have been implementing various arrangements in our offices, such as conducting preventive maintenance and performing regular repairs to ensure effective functioning of the ventilation and air conditioning system. To monitor the IAQ of our offices, we engaged a qualified contractor to conduct annual IAQ measurement in our offices in 2018.

BD endeavours to achieve good IAQ for the health and productivity of our staff. We have been participating in the Clean Air Charter since 2006 and have pledged to continuously reduce emissions. Since 2011, BD has joined the IAQ Certification Scheme for 8 consecutive years, and seven BD offices were awarded the "Good" IAQ Class in 2018. We will continue to strive for "Good" IAQ class for all BD offices in the coming year.

7/F to 9/F Office and Communal Area, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong	Metroplaza Tower 1, 223 Hing Fong Road, Kwai Fong, New Territories
Chow Tai Fook Centre, 580A Nathan Road, Mongkok, Kowloon	Kwun Tong View, 410 Kwun Tong Road, Kwun Tong, Kowloon
AIA Kowloon Tower, 100 How Ming Street, Kwun Tong, Kowloon	Millennium City 2, 378 Kwun Tong Road, Kwun Tong, Kowloon
Pioneer Centre, 750 Nathan Road, Mongkok, Kowloon	

Seven BD Offices attained the Good IAQ Class of the IAQ Certification Scheme (as of November 2018)



IAQ Certificate (Good Class) of our office
in 14 Taikoo Wan Road

In addition, our staff is encouraged to grow potted plants in the offices to add more green elements and improve air quality. To ensure that the air quality in our new office in WKGO is compliant with relevant standards, we will commission professionals to conduct an IAQ assessment prior to relocation. We will also install a green wall at the breakout spaces and place planter boxes on office furniture in our new office.



Office Relocation In Full Swing

We would be relocating our headquarters to WKGO in early 2019. It is our belief that a green office design can create positive impacts on staff wellness and productivity. As such, we strove for a new office design that is both modern and environmentally-friendly, and hoped to actively engage our staff in the design process. To that end, we organised more than 20 staff consultation meetings and engagement activities to solicit input from staff of different grades. Staff representatives of different grades formed an interest group on greenery to provide advice on implementing office greening initiatives. To further realise our commitment in reducing the environmental impacts of our new office with enhanced environmental quality and user satisfaction, we also aim to attain BEAM Plus Interior certification for 2/F of the WKGO where our BIC will be located. Our new workspace is expected to reduce barriers to create an open office environment and facilitate communication and collaboration.

Green Procurement

BD has long been an advocate for the green procurement policy endorsed by the Government. We are dedicated to purchasing green products whenever possible in accordance with government green specifications. We have put in place green specifications and criteria which we require suppliers to follow as far as possible. Although green requirements are not mandatory when making purchasing considerations for all goods and services, we have developed the practice of sending suppliers survey forms of desirable green requirements during the quotation process. As at the end of 2018, BD had already included 37 commonly procured products with green considerations during tendering. These products include printers with toner saving and double-sided printing modes, gloves, garbage collection bins, ink for stamp pads, general plastic products and recycled paper. During the reporting year, environmental criteria were taken into consideration during the screening of suppliers.



Among all, the percentage of recycled paper purchased is 36% in 2018



Gloves for Field Work



Garbage Collection Bin



Ink for Stamp Pad




General Plastic Products - Plastic Folders


In addition to green product procurement, BD also requires contractors to comply with environmental regulatory requirements, such as the proper disposal of C&D wastes, for all Works Contracts administered by BD. Conformance to their environmental management plans and the use of environmentally-friendly products

will also be monitored during contract implementation and reflected in contractors' performance reports. Contractors' performance in environmental pollution control will be assessed quarterly by the case officer of respective Works Order. The areas of assessment are listed as follows:

<ul style="list-style-type: none"> • Adequacy of water pollution mitigation measures 	<ul style="list-style-type: none"> • Adequacy of noise pollution mitigation measures
<ul style="list-style-type: none"> • Adequacy of air pollution mitigation measures 	<ul style="list-style-type: none"> • Adequacy of waste pollution avoidance measures
<ul style="list-style-type: none"> • Compliance with environmental enactments 	<ul style="list-style-type: none"> • Action taken to remedy non-compliance
<ul style="list-style-type: none"> • Implementation of waste management plan 	<ul style="list-style-type: none"> • Implementation of Trip-ticket System to control disposal of C&D materials

PERFORMANCE SUMMARY

 Energy Consumption		
	Unit	2018
Gasoline	GJ ¹ (Litre)	1 706 (51 675)
Electricity	GJ ¹ (Million kWh)	11 502 ² (3.19)

 Greenhouse Gas (GHG) Emissions ³		
	Unit	2018
Gasoline combustion (Scope 1)	Tonnes CO ₂ e	139.93 ⁴
Electricity purchased (Scope 2) ⁵	Tonnes CO ₂ e	2 236.47

 Material consumption		
	Unit	2018
Total paper consumption	kg	68 181
A4 paper	kg	64 506
A3 paper	kg	3 675
Paper consumed per staff (By establishment)	kg	32.9

 Waste Management		
	Unit	2018
C&D materials		
C&D waste disposed of to landfills	10 ³ kg	75
C&D waste disposed of to public fill areas	10 ³ kg	311
Recyclable waste collected		
Waste paper	kg	97 760

1 Conversion factors used to standardise the units to gigajoules (GJ): gasoline [0.033 GJ/L], electricity [0.0036 GJ/kWh].

2 Total electricity consumption was calculated per electricity bills received from January 2018 to December 2018.

3 GHG emissions were calculated based on the Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for buildings (Commercial, Residential or Institutional Purpose) in Hong Kong issued by the Environmental Protection Department and Electrical and Mechanical Services Department in February 2010.

4 Generated from mobile combustion of petrol i.e. vehicle consumption.

5 The GHG emission was calculated based on a territory-wide default value of 0.7kg/kWh.



Staff Breakdown⁶

	Unit	2018
No. of staff	No.	2 070
By Employment Type		
Full-time	%	100
Part-time	%	0
By Employment Contract		
Permanent (male)	No	1 252
	%	60.5
Permanent (female)	No	691
	%	33.4
Contract (male)	No	73
	%	3.5
Contract (female)	No	54
	%	2.6

	Unit	2018				
		Senior Management	Professional grade	Technical grade	General grade	Total
No. of staff	No.	27	681	731	631	2 070
	%	1.3	2.9	35.3	30.5	100
By Age Group						
Age under 30	No.	0	23	114	124	261
	%	0	3.4	15.6	19.7	12.6
Age 30-50	No.	4	535	529	328	1 396
	%	14.8	78.6	72.4	52.0	67.4
Age 50 or above	No.	23	123	88	179	413
	%	85.2	18.1	12.0	28.4	20.0
By Gender						
Male	No.	20	507	572	226	1 325
	%	74.1	74.4	78.2	35.8	64.0
Female	No.	7	174	159	405	745
	%	25.9	25.6	21.8	64.2	36.0
By Region						
Local	No.	27	681	731	631	2 070
	%	100	100	100	100	100
Non-local	No.	0	0	0	0	0
	%	0	0	0	0	0

⁶ A significant portion of our operations and services was carried out by our employees.



Training Hours Breakdown⁷

Training	Unit	2018
Courses	No.	1 031
Total participants	No.	9 887
Training hours received	Hours	48 004
Average training hours per staff	Hours	23.19

Type of Staff	No. of Staff	Training Hours Received (Hours)	Training Hours Per Staff (Hours)
By Post			
Senior Management and Professional grade	708	29 232	41.3
Technical grade	731	13 600	18.6
General grade	631	5 172	8.2

Gender	Unit	2018
Male	No.	91
	Rate	6.9%
Female	No.	69
	Rate	9.3%

⁷ Average hours of training per employee by gender were not reported since we do not have distinct corresponding requirement.



Staff Turnover

Age Group	Unit	2018
Age under 30	No.	24
	Rate	9.2%
Age 30-50	No.	65
	Rate	4.7%
Age over 50	No.	71
	Rate	17.2%
Total	No.	160

New Employee Hires

	Unit	2018
Gender		
Male	No.	174
	Rate	13.1%
Female	No.	86
	Rate	11.5%
Age Group		
Age under 30	No.	82
	Rate	31.4%
Age 30-50	No.	141
	Rate	10.1%
Age over 50	No.	37
	Rate	9.0%
Total	No.	260



Occupational Safety and Health Statistics⁸

	Unit	2018
Work-related injury ⁹	No.	10
	Rate	0.50
High-consequence work-related injury ¹⁰	No.	5
	Rate	0.25
Fatality	No.	0
	Rate	0
Total Hours worked	Hours	3 971 916

Remark: The rates of work-related injuries, high-consequence work-related injuries and fatalities were calculated based on 200 000 hours worked and the number of incidents to the total time worked by 100 employees.

Labour compliance

	Unit	2018
Complaint on breached of labour practices / laws	No.	0
Complaint resolved	No.	0



Legal Compliance

	Unit	2018
Convicted cases of corruption	No.	0

⁸ Covers only BD's employees. Despite our efforts to report comprehensive and accurate data and information, we do not have direct control over relevant data provided by external parties.

⁹ Refers to negative impacts on health arising from exposure to hazards at work. The main types of work-related injuries recorded during the reporting year include injuries while lifting or carrying as well as slip, trip or fall on same level.

¹⁰ Refers to work-related injury that results in a fatality or in an injury from which the worker cannot, does not, or is not expected to recover fully to pre-injury health status within 6 months. High-consequence work-related injuries during the reporting period were mainly resulted from physical safety hazards.



Social Compliance

	Unit	2018
Convicted cases of non-compliance with laws or regulation	No.	0
Significant fines	HK\$	0



Procurement

	Unit	2018
Proportion of spending on local suppliers ¹¹	%	100

¹¹ Local suppliers refer to Hong Kong based suppliers, while Hong Kong is our significant location of operation.

GRI CONTENT INDEX

This Report was prepared in accordance with the Core option requirements of GRI Standards. The General Standard Disclosures and specific Standard Disclosures are presented in the following table with either corresponding reported section(s) or direct comments.

GENERAL DISCLOSURES					
GRI Standards	General Disclosures	Description	Cross-reference / Comments / Reasons for Omissions	Page No.	External Assurance
GRI 102: General Disclosures 2016	102-1	Name of the organisation	About this Report	P.4	✓
	102-2	Activities, brands, products, and services	Sustainable Organisation	P.5	✓
	102-3	Location of headquarters	Buildings Department 12/F Pioneer Centre 750 Nathan Road, Mong Kok, Kowloon	-	✓
	102-4	Location of operations	Hong Kong only	-	✓
	102-5	Ownership and legal form	Part of the Hong Kong SAR Government	-	✓
	102-6	Markets served	Sustainable Organisation	P.5	✓
	102-7	Scale of the organisation	Sustainable Organisation Human Capital Strategy BD's operations and services focus on the enforcement of the Buildings Ordinance, rather than revenue generation.	P.7-8 P.32	✓
	102-8	Information on employees and other workers	Human Capital Strategy Performance Summary	P.32 P.52	✓
	102-9	Supply chain	Sustainable Organisation	P.10	✓
	102-10	Significant changes to the organization and its supply chain	There was no significant changes regarding the organisation's size, structure, ownership, or its supply chain	-	✓
	102-11	Precautionary Principle or approach	Sustainable Organisation	P.10	✓
	102-12	External initiatives	Sustainable Organisation	P.9	✓
	102-13	Memberships of associations	Sustainable Organisation	P.9	✓
	102-14	Statement from senior decision-maker	Director's Message	P.2-3	✓
	102-16	Organisation's values, principles, standards and norms of behaviour	Sustainable Organisation	P.5	✓
	102-18	Governance structure	Sustainable Organisation	P.6	✓

	102-41	Collective bargaining agreements	There is no collective bargaining legislation in Hong Kong but we have maintained various staff engagement channels.	-	✓
	102-43	Approach to stakeholder engagement	Sustainable Organisation	P.11	✓
	102-45	Entities included in the consolidated financial statements	Sustainable Organisation	P.12	✓
	102-47	List of material topics	Sustainable Organisation	P.12	✓
			Scope 1 emissions and total GHG emissions in 2016 and 2017 have been restated due to updates in emission factors for uniform vehicle types.	-	✓
	102-49	Changes in reporting	There is no significant change in reporting.	-	✓
	102-50	Reporting period	About this Report	P.4	✓
	102-51	Date of most recent report	August 2019	-	✓
	102-52	Reporting cycle	About this Report	P.4	✓
102-53	Contact point for questions regarding the report	Feedback	P.66	✓	
102-54	Claims of reporting in accordance with the GRI Standards	About this Report	P.4	✓	
102-55	GRI Content Index	GRI Content Index	P.57-61	✓	
102-56	External assurance	About this Report	P.4	✓	

GRI Standards	Disclosures	Description	Cross-reference / Comments / Reasons for Omissions	Page No.	External Assurance
ECONOMIC					
INDIRECT ECONOMIC IMPACTS					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Sustainable Built Environment	P.10-12 P.14-31	✓
GRI 203: Indirect Economic Impacts 2016	203-2	Significant indirect economic impacts	BD endeavours to create positive economic impacts on the society and industry through knowledge transfer and experience sharing. Please refer to Chapter Sustainable Built Environment for more details.	P.14-31	✓
PROCUREMENT PRACTICES					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Green Office	P.10-12 P.49-50	✓
GRI 204: Procurement Practices 2016	204-1	Proportion of spending on local suppliers	Performance Summary	P.56	✓
ANTI-CORRUPTION					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Human Capital Strategy	P.10-12 P.33	✓
GRI 205: Anti-corruption 2016	205-3	Confirmed incidents of corruption and actions taken	Performance Summary	P.55	✓
ENVIRONMENTAL					
MATERIALS					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Sustainable Built Environment Green Office	P.10-12 P.17 P.47, 49-50	✓
GRI 301: Materials 2016	301-1	Materials used weight or volume	Performance Summary	P.51	✓
ENERGY					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Green Office	P.10-12 P.43-46	✓
GRI 302: Energy 2016	302-1	Energy consumption within organisation	Performance Summary	P.51	✓



		The successful suppliers are requested to follow the green specifications / criteria as far as possible. No new suppliers have been screened so far. There were no major environmental incidents reported during 2018.	-	✓
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EMPLOYMENT

GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Human Capital Strategy	P.10-12 P.32-33	✓
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OCCUPATIONAL SAFETY AND HEALTH

GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Human Capital Strategy	P.10-12 P.35-36	✓
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403-2	Hazard identification, risk assessment, and incident investigation	Human Capital Strategy	P.35-36	✓
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403-4	Worker participation, consultation, and communication on occupational health and safety	Human Capital Strategy	P.35-36	✓
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TOPIC-SPECIFIC STANDARDS					
GRI Standards	Disclosures	Description	Cross-reference / Comments / Reasons for Omissions	Page No.	External Assurance
					✓
GRI 403: Occupational Health and Safety 2018	403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	Human Capital Strategy	P.36	✓
					✓
TRAINING AND EDUCATION					
GRI 103 Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach			✓
GRI 404: Training and Education 2016	404-1	Average hours on training per year per employee	Performance Summary	P.53	✓
DIVERSITY AND EQUAL OPPORTUNITY					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach			✓
GRI 405: Diversity and Equal Opportunity 2016	405-1	Diversity of governance bodies and employees	Performance Summary	P.52	✓
FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING					
					✓
GRI 407: Freedom of Association and Collective Bargaining 2016	407-1	Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	In 2018, BD did not identify any operations and suppliers in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk.	-	✓
SOCIOECONOMIC COMPLIANCE					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Human Capital Strategy	P.10-12 P.32	✓
GRI 419: Socioeconomic Compliance 2016	419-1	Non-compliance with laws and regulations in the social and economic area	Performance Summary	P.56	✓

INDEPENDENT ASSURANCE OPINION STATEMENT

Statement No.: **SRA-HK 732879**

Buildings Department Sustainability Report 2018

The British Standards Institution is independent of the Buildings Department of the Government of Hong Kong Special Administrative Region (hereafter referred to as "BD" in this statement), and has no financial interest in the operation of BD other than for the assessment and assurance of BD Sustainability Report 2018 (the "Report").

This independent assurance opinion statement has been prepared for BD solely for the purposes of assuring its statements relating to the Report, more particularly described in the Scope below. It was not prepared for any other purpose. The British Standards Institution will not, in providing this independent assurance opinion statement, accept or assume responsibility (legal or otherwise) or accept liability for or in connection with any other purpose for which it may be used, or towards any person by whom the independent assurance opinion statement may be read. This statement is intended to be used by stakeholders & management of BD.

This independent assurance opinion statement is prepared on the basis of review by the British Standards Institution of information presented to it by BD. The review does not extend beyond such information and is solely based on it. In performing such review, the British Standards Institution has assumed that all such information is complete and accurate.

Any queries that may arise by virtue of this independent assurance opinion statement or matters relating to it should be addressed to BD only.

Scope

The scope of engagement agreed upon with BD includes the following:

1. The assurance covers the whole Report and, focuses on systems and activities of BD in Hong Kong for providing a range of services to the owners and occupants of existing and new private buildings in Hong Kong through the enforcement of the Buildings Ordinance (Cap. 123), which include to promote building safety; set and enforce safety, health and environmental standards for private buildings; improve quality of built environment, during the period from 1st January 2018 to 31st December 2018. The Report is prepared in accordance with the Core Option of GRI Sustainability Reporting Standards ("GRI Standards").
2. Type 1 Moderate Level of Assurance evaluates the nature and extent of BD's adherence to three reporting principles: Inclusivity, Materiality and Responsiveness. The specified sustainability performance information/data disclosed in the Report has been evaluated.

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This statement was prepared in English and translated into Chinese for reference only.

Opinion Statement

We conclude that the Report provides a fair view of BD's sustainability programmes and performance in the reporting year. We believe that the economic, social and environmental performance indicators are fairly represented in the Report, in which BD's efforts to pursue sustainable development are widely recognized by its stakeholders.

Our work was carried out by a team of sustainability report assurers. We planned and performed this part of our work to obtain the necessary information and explanations. We considered BD has provided sufficient evidence that BD's self-declaration of compliance with the Core Option of GRI Standards were fairly stated.

Methodology

Our work was designed to gather evidence on which to base our conclusion. We undertook the following activities:

- A top level review of issues raised by external parties that could be relevant to BD's policies to provide a check on the appropriateness of statements made in the Report;
- Discussion with senior executives on BD's approach to stakeholder engagement. We had no direct contact with external stakeholders;
- Interview with staff involved in sustainability management, report preparation and provision of report information;
- Review of key organizational developments;
- Review of supporting evidence for claims made in the Report; and
- An assessment of the company's reporting and management processes concerning reporting against the principles of Inclusivity, Materiality and Responsiveness.

Conclusions

A detailed review against the Principles of Inclusivity, Materiality and Responsiveness and in accordance with GRI Standards is set out below:

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Inclusivity

The Report has reflected the fact that BD is seeking the engagement of its stakeholders through numerous channels such as Staff/management meetings/grade consultative groups; Training; Intranet; Stakeholder engagement exercises; Annual performance appraisal; Cross-departmental meetings; Charters and schemes; Legislative Council Development Panel Meetings; District Council Meetings; Advisory and statutory bodies/committees; Sustainability report; Briefings/seminars; Stakeholder consultation; Press releases; Social media; Customer satisfaction surveys; Building Safety Week/Building Safety Symposiums/public talks/seminars; Meetings; and more.

BD's operation involves various methods of engaging its stakeholders on a daily basis. The Report covers economic, social and environmental aspects of concern to its stakeholders with a fair level of disclosure. In our professional opinion, BD adheres to the principle of Inclusivity. Our view of areas for enhancement of the Report was adopted by BD before the issue of this opinion statement.

Materiality

BD publishes sustainability information that enables its stakeholders to make informed judgments about the company's management and performance. In our professional opinion, the Report adheres to the principle of Materiality and identifies BD's material aspects by using appropriate methods of materiality analysis and demonstrating material issues in a matrix form. Areas for enhancement of the Report were adopted by BD before the issue of this opinion statement.

Responsiveness

BD has implemented practices that respond to the expectations and perceptions of its stakeholders. These include various surveys and feedback mechanisms for both internal and external stakeholders. In our professional opinion, BD adheres to the principle of Responsiveness. Areas for enhancement of the Report were adopted by BD before the issue of this opinion statement.

GRI Standards Reporting

BD provided us with their self-declaration of compliance with GRI Standards "In Accordance" - Core option.

Based on our verification review, we are able to confirm that social responsibility and sustainable development disclosures in all three categories (Environmental, Social and Economic) are reported in accordance with the GRI Standards: Core option.

In our professional opinion the report covers BD's social responsibility and sustainability issues. Areas for enhancement of the Report were adopted by BD before the issue of this opinion statement.

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Assurance Level

The Type 1 Moderate Level of Assurance provided in our review is defined by the scope and methodology described in this statement.

Responsibility

It is the responsibility of BD's senior management to ensure that the information being presented in the Report is accurate. Our responsibility is to provide an independent assurance opinion statement to stakeholders giving our professional opinion based on the scope and methodology described.

Competency and Independence

The assurance team was composed of Lead Auditors, who are experienced in the industrial sector, and trained in a range of sustainability, environmental and social standards including GRI G3, GRI G3.1, GRI G4, GRI Standards, AA1000, HKEX ESG Guide, UNGC's Ten Principles, ISO20121, ISO14064, ISO 14001, OHSAS 18001, ISO45001, ISO 9001, and ISO 10002, etc. British Standards Institution is a leading global standards and assessment body founded in 1901. The assurance is carried out in line with the BSI Fair Trading Code of Practice.

For and on behalf of BSI:



Mr. Chris Cheung
Head of Compliance & Risk - Asia Pacific

Hong Kong
9th Sep, 2020

Verifier of the Report



Aaron Chim
Lead Assuror

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FEEDBACK

Thank you for reading our Buildings Department Sustainability Report 2018. Your views and suggestions are most welcome. It will help sustain our policies and support our continuous improvement. Please take a few minutes to give us your views by completing the following feedback form.

1. Which of the following best describes you?

- | | | |
|--|--|-------------------------------|
| <input type="radio"/> Government Departments or Agencies | <input type="radio"/> Building Professionals | <input type="radio"/> NGO |
| <input type="radio"/> Legislators and Local District Councillors | <input type="radio"/> General Public | <input type="radio"/> Media |
| <input type="radio"/> Staff of Buildings Department | <input type="radio"/> Academic Sector | <input type="radio"/> Student |

2. Please rate our sustainability report and performance

Buildings Department Sustainability Report 2018

- ☐ Fair ☐ Good ☐ Very Good ☐ Excellent

Buildings Department Sustainability Performance

- ☐ Fair ☐ Good ☐ Very Good ☐ Excellent

3. Which aspect of the report did you find most useful?

- ☐ Economic ☐ Environmental ☐ Social ☐ Governance ☐ Others (please specify: _____)

4. Which aspect of the Buildings Department would you like to have more information?

- ☐ Economic ☐ Environmental ☐ Social ☐ Governance ☐ Others (please specify: _____)

If you would like to receive future reports/information from us, please provide your contact details:

Name: _____ Organisation: _____

Telephone: _____ Email Address: _____

All personal information will be used in strictest confidence and for communication and statistical purposes only. All personal data are handled in accordance with provisions of the Personal Data (Privacy) Ordinance.

Please return the completed feedback form to Buildings Department by:

Email: enquiry@bd.gov.hk

Hotline: 2626 1616 (Handled by "1823")

Fax: 2537 4992

Post: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

THANK YOU FOR YOUR VALUABLE FEEDBACK!