



# Buildings Department Sustainability Report 2019



# Contents

02

Director's Message

04

About this Report

05

Sustainable Organisation

17

Sustainable Built  
Environment

30

Human Capital Strategy

40

Green Office

46

Performance Summary

51

GRI Content Index

56

Independent Assurance  
Statement

60

Feedback



# Director's Message



Welcome to the Buildings Department's Sustainability Report 2019!

At the Buildings Department (BD), we actively promote sustainable building development to the building industry, as well as embed the principles into our daily operation. We strive to set and enforce appropriate standards for private buildings on their safety and health.

During its life cycle, a building undergoes many phases, from inception, construction, completion, to maintenance. Under the Buildings Ordinance (BO) [Cap. 123], BD provides a wide spectrum of professional services, in collaboration with our partners, to building owners, the building industry, and the general public. For new buildings, we continue to work in partnership with the building professionals in the plan approval and construction processes, carry out audit checks and provide incentives relating to sustainable building practices. For existing buildings, we take enforcement actions against unauthorised building works (UBWs), dangerous buildings and slopes, and defective drains and signboards.

Over the years, BD has continued to facilitate building development by upholding the building control system commensurate with the advancement in building technologies as well as enhanced public aspirations. We regularly review the standards and propose amendments to the regulations to ensure the quality of private buildings in terms of safety, health and environment, for the betterment of the society.

We actively share useful knowledge and tips with the building industry stakeholders and the general public on the importance of building safety and timely maintenance. In 2019, we extended the use of new testing technologies in water seepage investigation from three to a total of eight districts. By means of Practice Notes for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAPs) and circular letters, we provided practical guidance to facilitate building design, repair and maintenance works.

During the reporting year, we moved our headquarters to the West Kowloon Government Offices North Tower (WKG0) in stages. The relocation has enabled BD to embrace new office practices towards a more sustainable built environment. Many green and sustainable features have been incorporated in the new workplace, for example, a roof garden, green walls and potted plants placed on multiple floors, energy-saving devices installed in rooms, and friendly breakout spaces for informal discussions and meetings. Promoting green office, we also have strived to achieve more efficient operation by introducing paperless processes and encouraging digital communications.

In addition to creating a sustainable working environment, we have continued to prioritise the safety and health of our staff. An Occupational Safety and Health (OSH) Committee has been established to further strengthen the management of workplace safety and health issues, and to better protect our staff and visitors.

I would like to thank our staff and external partners for their continued support in BD's sustainability journey. Together, we look forward to cultivating a sustainable and people-oriented building culture in Hong Kong.

Mr YU Tak-cheung, JP  
**Director of Buildings**



# About This Report

BD of the Government of Hong Kong Special Administrative Region (HKSAR) has a tradition to report its efforts regularly to support the long-term development of our city's built environment. A total of 20 reports – including 3 sustainability reports and 17 environmental reports – have been published over the past 20 years. To demonstrate our ongoing commitment to sustainability, the 2019 Sustainability Report (this Report) has been released to summarise our sustainability performance during the calendar year of 2019 with details on our approach, the key environmental and social topics that are relevant to our operations, 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), which is the set of prevailing international standards for sustainability reporting.

## Scope

This Report highlights BD's significant sustainability achievements and initiatives in the environmental, social and economic aspects of our activities and operations from 1 January 2019 to 31 December 2019. Throughout the reporting year, the BD Headquarters and most of the outstationed offices were relocated in stages to the WKG0. Due to the relocation of offices and the associated impact to sustainability data collection

during the year, the reporting scope is different from 2018 and there is no year-on-year comparison in this Report. This Report includes 2019 environmental performance data from former and new office locations. Moreover, there were no significant changes in the nature of departmental operations or the size of its supply chain during the period in review. Financial data presented in this Report are for the financial year ended 31 March 2020. All monetary values are presented in Hong Kong Dollars.

## Principles

This Report has been prepared in accordance with the GRI Standards: Core option. While developing this Report, BD had closely observed the reporting principles for defining report content (Stakeholder Inclusiveness, Sustainability Context, Materiality and Completeness) and for defining report quality (Accuracy, Balance, Clarity, Comparability, Reliability and Timeliness). Please refer to the GRI Content Index of this Report for cross-referencing relevant disclosures to corresponding sections of this Report.

## Assurance

An independent third party has verified the accuracy, credibility and reliability of this Report to ensure compliance with the Core option of the GRI Standards. The Independent Assurance Statement is presented at the end of this Report.



# Sustainable Organisation

Established in 1993, the BD has set its mission to promoting building safety and setting and enforcing safety, health and environmental standards for private buildings, so as to improve the quality of our built environment. In addition to upholding our core responsibilities under the remit of the BO, we actively support relevant initiatives and policies of the Government and strive to excel as a sustainable organisation.

## Services and Organisation Structure

In association with the enforcement of the BO, we provide a range of services to the owners and occupants of existing and new private buildings in Hong Kong. Some of our core services are summarised as below.



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

**Taking** enforcement actions against actionable UBWs (including dangerous and newly erected UBWs), dangerous buildings and slopes, defective drains and signboards

**Promoting** timely maintenance of buildings through implementing the Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme (MWIS)

**Processing** minor works submissions under the simplified requirements of the Minor Works Control System (MWCS)

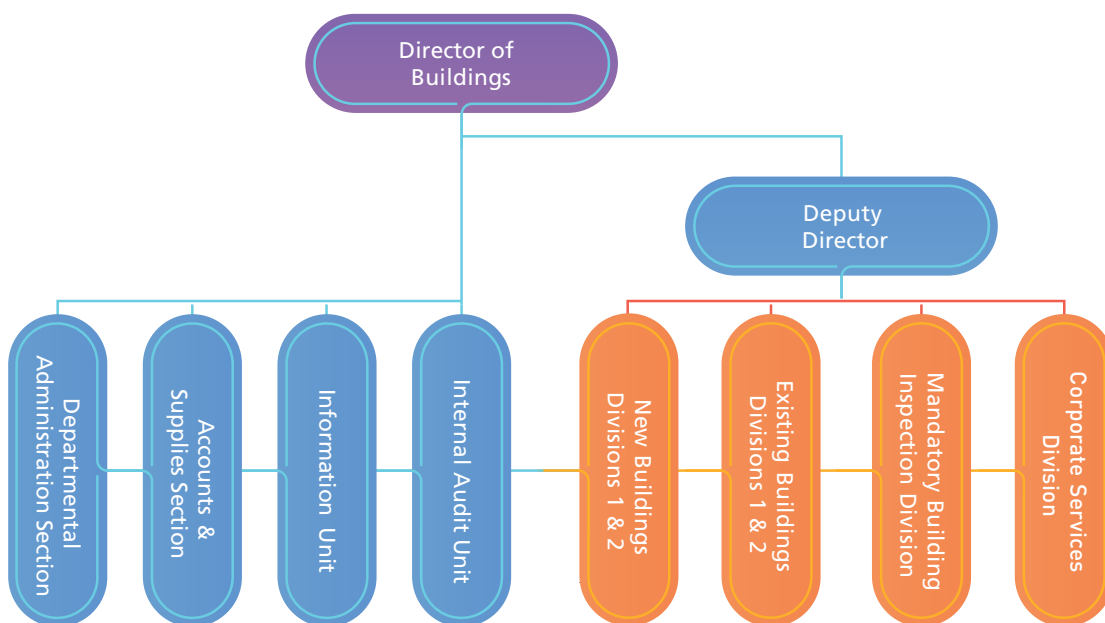
**Improving** the fire safety provisions of existing buildings

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

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

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

## BD's Organisation Chart

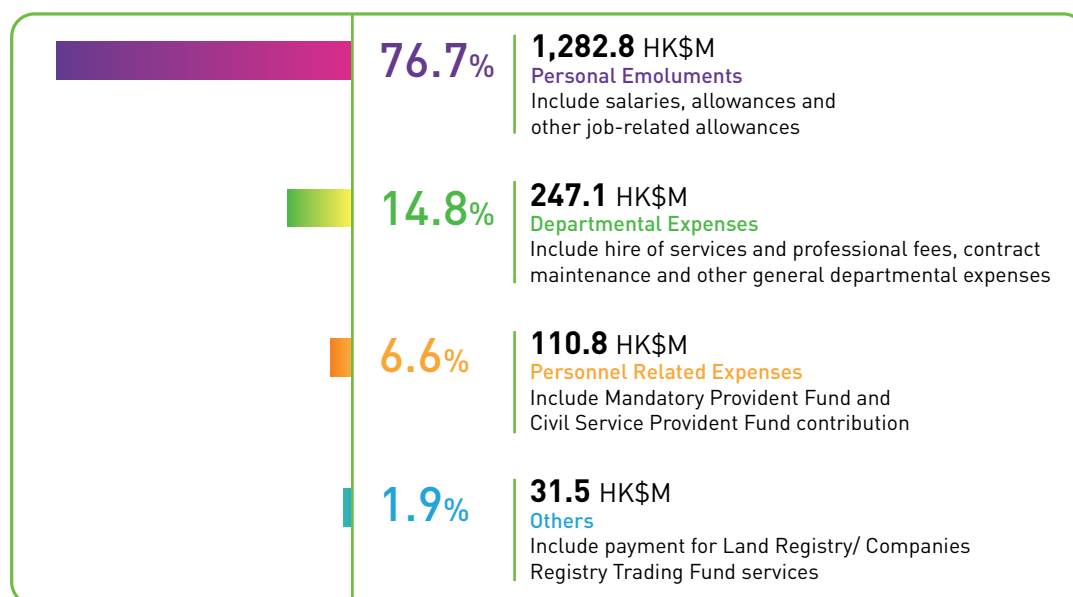


1. Mr YU Tak-cheung, JP  
(Director of Buildings)
2. Ms YU Po-mei, Clarice, JP  
(Deputy Director of Buildings)
3. Dr HUI Ming-fong  
(Assistant Director, Existing Buildings 1)
4. Mr HO Chun-hung  
(Assistant Director, Existing Buildings 2)
5. Ms CHEUNG Yuk-ching, Karen  
(Assistant Director, New Buildings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



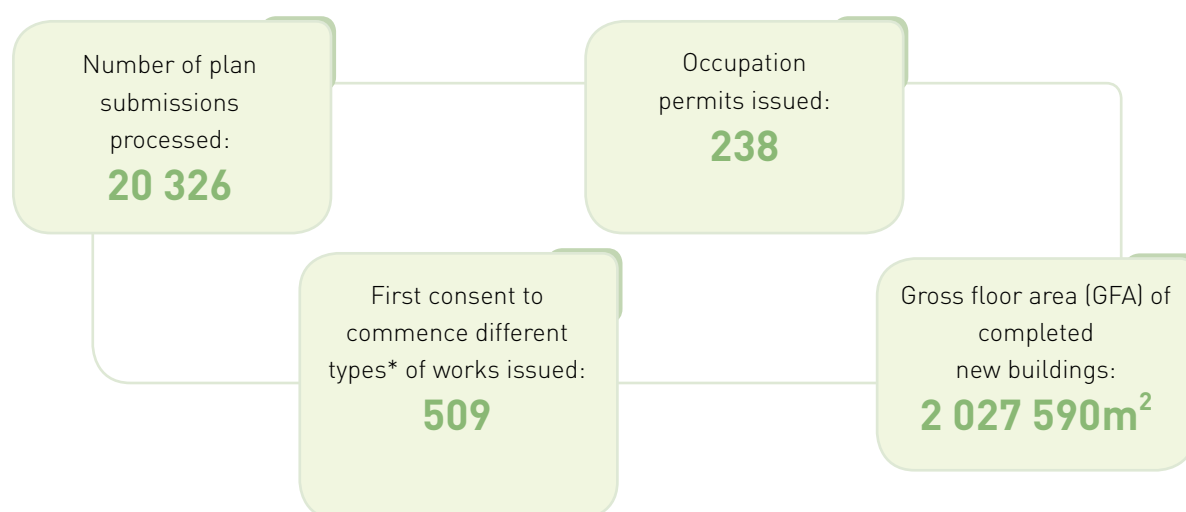
## Scale of Operation

Below is a breakdown of BD's actual expenditure from 1 April 2019 to 31 March 2020:



## Key Figures in 2019

### New Buildings:



\* Demolition, site formation, foundation and superstructure works

Existing Buildings:

Reports received about UBWs, defective drains and dangerous buildings, hillsides and advertising signs:  
**64 621**

Statutory orders/notices issued on dangerous buildings/hillsides, investigation on buildings defects, buried services investigation, advertising signs, UBWs, defective drains and prescribed inspection/repair for buildings/windows:  
**48 556**

Advisory letters issued on building defects, UBWs and defective drains:  
**4 644**

Compliance with statutory orders/notices issued on dangerous buildings/hillsides, investigation on building defects, buried services investigation, advertising signs, UBWs, defective drains and prescribed inspection/repair for buildings/windows:  
**51 524**

Compliance with advisory letters issued on building defects, UBWs and defective drains:  
**724**

## Charters and Memberships

BD is committed to making a safe and healthy built environment for our community. 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	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	Ex-officio 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 (URA)	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 the following environmental charters and stewardships that support industry best practices and local governmental initiatives.

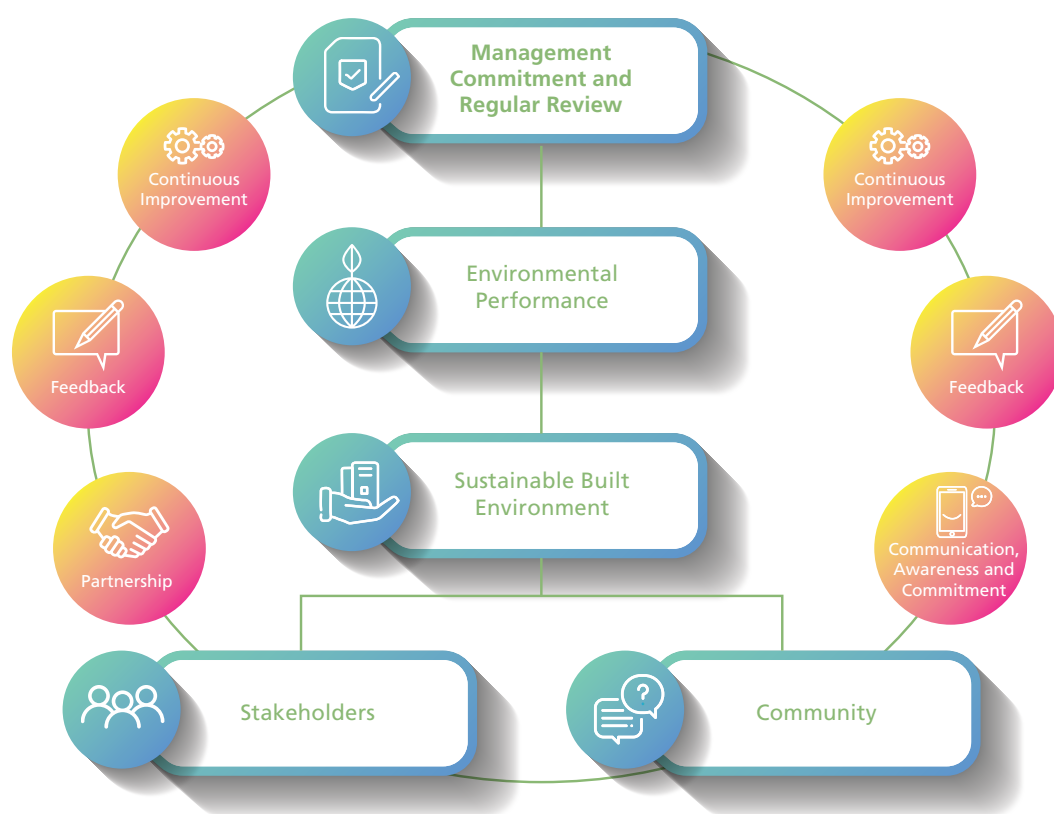
Name of Charter or Stewardship	Year of Joining
Clean Air Charter	2006
Greening Partner Charter which is organised by the Greening, Landscape and Tree Management Section of Development Bureau	2013



## Management Mechanism

In response to the Government's sustainability agenda, BD endeavours to cultivate a culture of sustainable development within and beyond the organisation through a robust sustainability management mechanism. The Director of Buildings and the senior management members of BD, including a Deputy Director and six Assistant Directors, are responsible for decision-making on important policies including those related to indirect economic impacts, materials, local procurement practices, anti-corruption, freedom of association and collective bargaining.

The approach of collaboration and harmonisation is well embedded in BD's management mechanism that drives our implementation of sustainability-related programmes and enables BD's continuous improvement on sustainability performance. The senior management regularly reviews existing policies as well as environmental performance to identify potential impacts on sustainability-related matters. To support the review, BD also promotes active communication among staff, stakeholders, as well as the wider community.



## Managing Our Supply Chain

BD works closely with external consultants and contractors to deliver quality products and services in relation to building installation, operation and maintenance. We review their performance frequently to ensure compliance with relevant statutory requirements. We also engage suppliers regularly

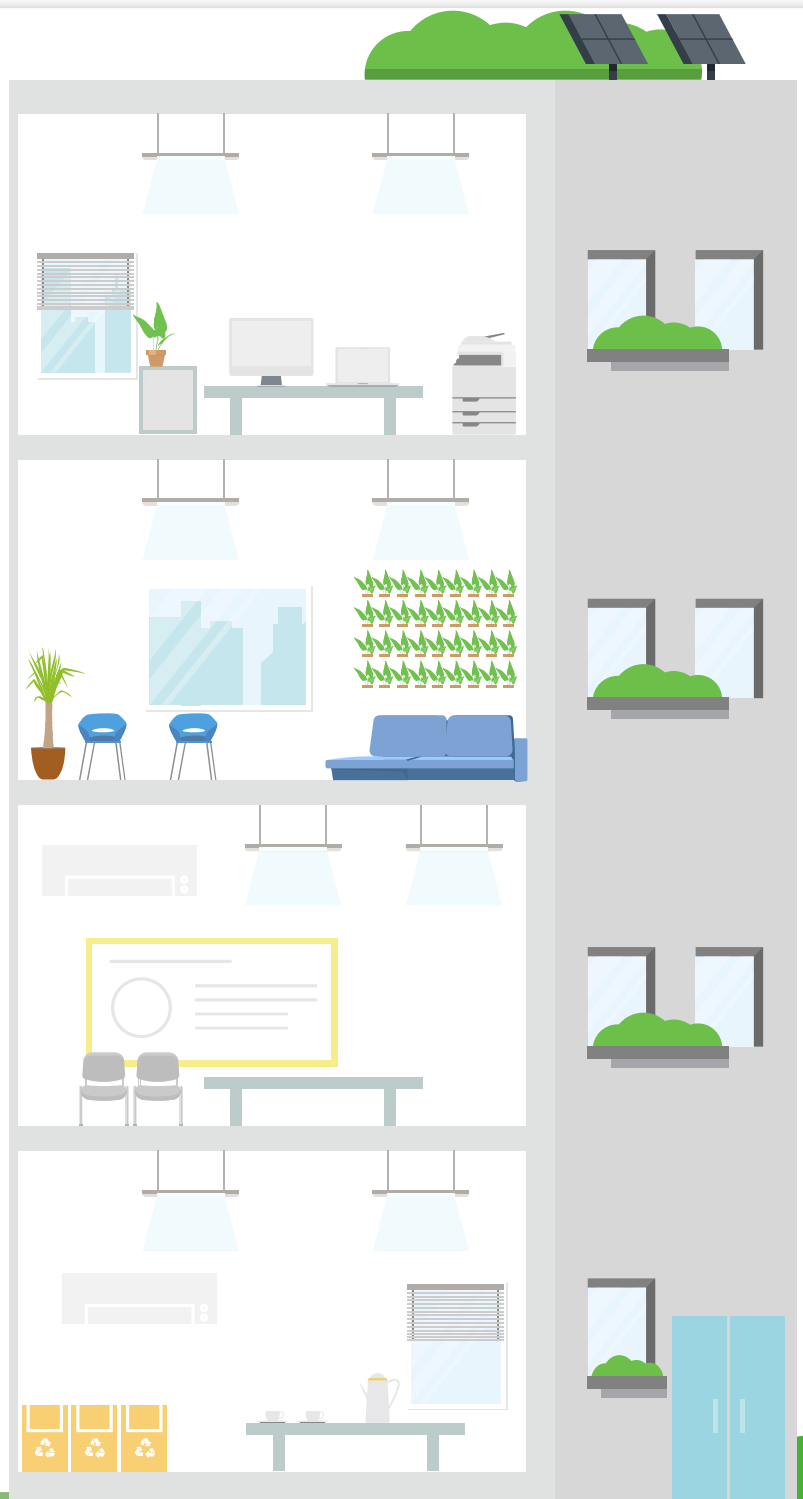
to source office equipment and stationery, computer products, telecommunication services, and public education and promotional services to support our daily operation. Qualified suppliers are required to follow the green specifications established by the Environmental Protection Department (EPD) whenever possible.

## Sustainable Working Environment

We commenced the relocation of our headquarters to WKGO in early 2019. The design concept of modern and green office is incorporated with an aim to enhancing staff wellness and productivity. Our new

office space adopts an open office layout to maximise sunlight penetration and facilitate communication and collaboration.

- 1** Use of sustainable building materials
  - Low formaldehyde furniture
- 2** Emission reduction:
  - Designated printing space with full height partition
  - Green walls and planters
  - No bottled water policy
- 3** Natural sunlight:
  - Glass curtain walls to maximise light penetration into the office
  - Fewer and lower partition between working spaces, allowing staff to enjoy direct line of exterior view
- 4** Collaboration:
  - Better space utilisation
  - Open office environment to create collaboration areas e.g. sofa, coffee tables
  - Break-out spaces with furniture of different styles to facilitate brainstorming
  - Computer and display panels to encourage paperless meetings
- 5** Energy:
  - Energy saving devices
  - Variable air volume air-conditioning system
  - Lighting motion sensors and energy efficient light fittings
  - Energy consumption meter at BIC, 2/F, WKGO
  - Recycling Bins



## Breakout Spaces

The establishment of breakout spaces in our new office realises the concept of green and collaborative working space. Featuring areas for casual meetings, bookshelves, writing boards, greenery and home appliances, these spaces are able to provide staff with comfortable breakout zones in our office to enhance their well-being while boost overall productivity. Our breakout spaces are decorated by green walls and potted plants are placed to bring greenery to our office.



Breakout Spaces

Striving to further reduce the environmental impacts of our office while enhance workspace quality, we submitted an application for assessment of the Building

Information Centre on 2/F of the WKGO under the Building Environmental Assessment Method (BEAM) Plus Interior BI V1.0 Certification.

## Managing Our Risks

To properly manage sustainability-related risks associated with our services and operations in the social and environmental context, BD advocates preventive measures to ensure building safety.

For example, we serve statutory notices requiring owners to carry out prescribed inspections and prescribed repairs of their buildings and windows to minimise potential risk associated with building safety.

## Stakeholder Engagement

We believe that effective communication with stakeholders is the cornerstone of promoting sustained advancement of our services and performance. Internal and external stakeholders associated with our daily operation and the implementation of our sustainable strategies have been identified and reviewed regularly.

These engagement exercises have taken place periodically. To keep abreast of stakeholders' expectations and needs, we strive to maintain two-way communication through a wide range of engagement channels.



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	Legislative Council Development Panel Meetings District Council Meetings
	Building Professionals	Advisory and statutory bodies/committees Stakeholder consultation Sustainability reports Briefings/seminars Stakeholder engagement exercises <sup>+</sup> : survey and focus group
	Industry Associations	Advisory and statutory bodies/committees Stakeholder consultation Sustainability reports Briefings/seminars Stakeholder engagement exercises <sup>+</sup> : survey and focus group
	Non-governmental Organisations (NGOs)	Sustainability reports Stakeholder engagement exercises <sup>+</sup> : survey
	Media	Press releases Social media
	Clients	Stakeholder engagement exercises <sup>+</sup> : interviews and survey
	General Public	Press releases Social media Building Safety Weeks/Building Safety Symposiums/public talks/seminars
	Suppliers and Contractors	Meetings
	Academia	Sustainability reports Stakeholder engagement exercises <sup>+</sup> : interviews and survey

<sup>+</sup>These engagement exercises were conducted specifically for the report preparation process.

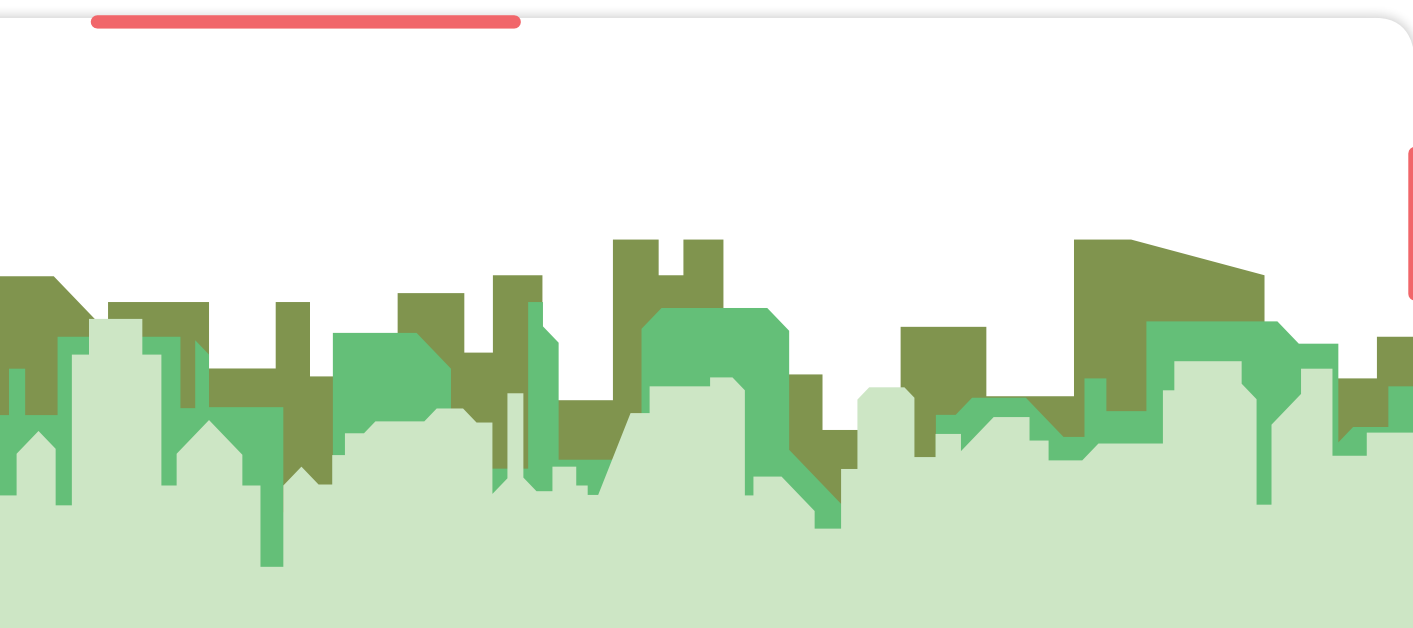
## Materiality Assessment

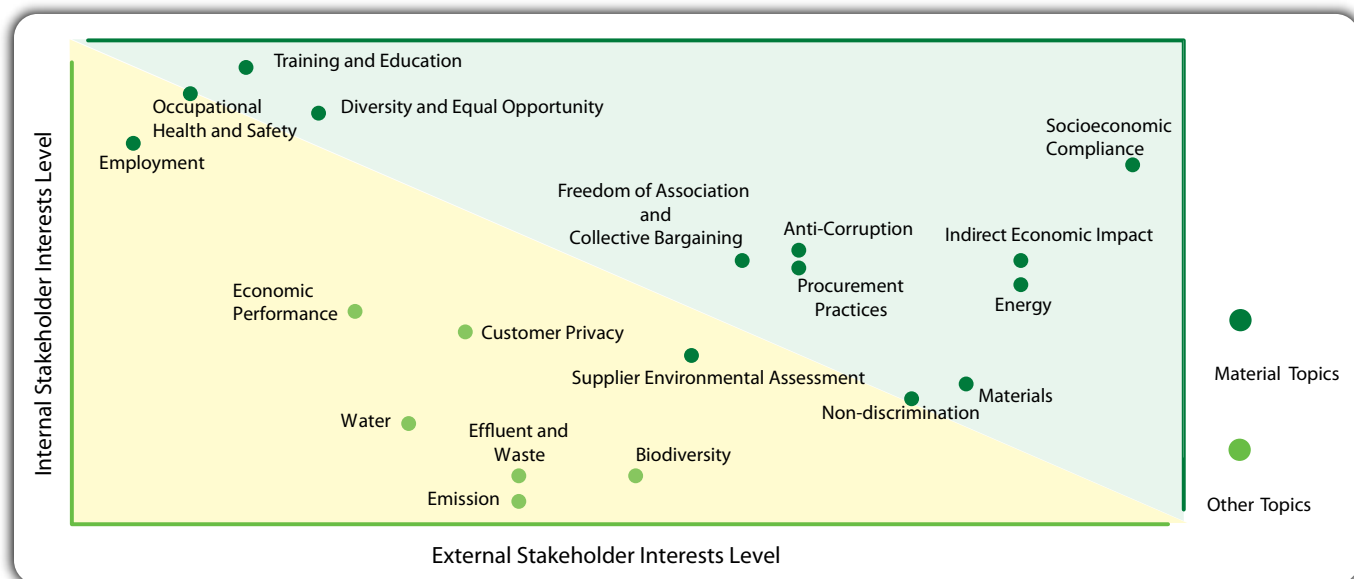
Since 2017, BD has commissioned an independent consultant, the Hong Kong Productivity Council (the Consultant) to conduct annual stakeholder engagement exercises as part of the preparation of sustainability reports. Selected stakeholders from different groups are engaged to solicit their views on topics relating to BD's sustainability performance. This year, four stakeholder groups, namely professional bodies, academia, NGOs and clients, were engaged by the Consultant through a series of stakeholder engagement exercises, including a survey, focus group meetings, and individual interviews.

Stakeholders' level of interest to relevant environmental, social and economic topics were analysed to prioritise topics with the most significant impacts on or significantly influenced by our operations, as well as to define the boundaries of those topics.

The total score given by the stakeholders was ranked under internal and external stakeholders. The ranking reflected stakeholders' level of interest in each category. External stakeholders' level of interest reflected the significance of topics to stakeholders, whereas internal stakeholders' level of interest reflected the significance of BD's sustainability impacts.

The following materiality matrix illustrates the prioritisation of BD's sustainability topics, with those located on or above the cut-off line being material topics for this Report. 13 material topics were identified from a total of 19 relevant sustainability topics, among which non-discrimination was newly added as a material topic for the reporting year. The reporting boundary of each material topic was assessed to cover BD's operation only for this Report.





Material Topics	
Economic	Indirect Economic Impacts
	Procurement Practices
	Anti-Corruption
Environmental	Materials
	Energy
	Supplier Environmental Assessment <sup>1</sup>
Social	Employment <sup>2</sup>
	Occupational Safety and Health
	Training and Education
	Diversity and Equal Opportunity
	Non-discrimination
	Freedom of Association and Collective Bargaining
	Socioeconomic Compliance

1 Supplier Environmental Assessment, which was a material topic last year, is also included for this Report.

2 BD values employees as the most valuable asset, thereby identifying Employment as a material topic.



Stakeholders' feedback is valuable for driving our continuous efforts in optimising sustainability management and strategies. We thank them for providing feedback during the stakeholder engagement

exercise for this Report, and have included our responses in this Report. During the stakeholder engagement exercise for this Report, some common key areas arose.

Key areas raised	Remarks and comments from our stakeholders	Our responses and actions
Industrial support	Stakeholders suggested updating existing guidelines and regulations by incorporating international practices and local regulations so as to further promote building sustainability.	BD continues to update existing guidelines and regulations to promote building sustainability. [See details in " <b>Sustainable Built Environment</b> " chapter]
	Stakeholders anticipated greater flexibility and technical support from BD regarding the compliance of guidelines.	BD organises various briefing sessions for building professional and general public from time to time. [See details in " <b>Sustainable Built Environment</b> " chapter]
Operational efficiency	To facilitate efficiency and cost effectiveness, stakeholders suggested BD to expand its workforce or consider seeking assistance from local professionals.	BD is using its resources effectively to serve the general public. BD would implement enhancement measures, such as streamlining the working procedures, closely monitoring the performance of outsourced consultants to avoid unnecessary follow up by staff and increasing manpower resources as necessary. [See details in " <b>Sustainable Built Environment</b> " chapter]
	BD may consider adopting online meetings in the future to save travelling time and enhance efficiency.	BD would implement various measures to facilitate communication with stakeholders, including communication of information via electronic means and conducting case meetings or discussions by video conferencing, as appropriate. [See details in " <b>Green Office</b> " chapter]
Paperless communication	Stakeholders appreciated the paperless e-submission approach and suggested BD to fully implementing paperless measures, such as e-transmission and e-approval of drawings.	BD is spearheading the development of an Electronic Submission Hub (ESH), an advanced information technology system for centralised processing of electronic building plans and documents as well as other applications under the BO. The implementation of the ESH will also be in line with the Government's Digital 21 Strategy in facilitating digital economy as well as promoting advanced technology and innovation. [See details in " <b>Green Office</b> " chapter]
	Stakeholders suggested replacing printed leaflets and letters with online communication channels, such as email or instant messaging applications.	BD continues to adopt the Internet of Thing and computerised management systems to reduce paper consumption. E-leaflets and e-forms are available on the BD website. [See details in " <b>Green Office</b> " chapter]
Communication and cooperation	Stakeholders suggested BD to establish closer working relationships with other government departments on sustainability issues related to building design, construction, operation and maintenance.	BD continues to work closely with other departments on sustainability issues. The development of ESH is one such initiative. [See details in " <b>Sustainable Built Environment</b> " chapter]
	Stakeholders suggested BD to initiate more communication activities with property owners to advice on building sustainability.	BD continues to organise offline talks and issue quarterly newsletters to property management companies and their practitioners to deliver building safety messages to property owners. [See details in " <b>Sustainable Built Environment</b> " chapter]
	Stakeholders suggested BD to engage the public more frequently to promote building safety and enhance public understanding of BD's services.	BD promotes building safety via various publicity activities, such as posting creative graphics and videos on BD's social media platforms, organising a large-scale publicity event (Building Safety Week), as well as hosting offline talks, road shows and exhibitions at various locations in the community. In 2019, BD also promulgated a new mascot "Ah Build & Ah Ding" to promote a positive image of BD. [See details in " <b>Sustainable Built Environment</b> " chapter]

# Sustainable **Built Environment**

Safety, liveability and sustainability of both new and existing private buildings are of our greatest concern. While we place our effort on developing and enforcing standards for new and existing buildings, we also pay attention to conserve and revitalise heritage buildings in our

city. We regard public awareness to be a crucial factor for fostering a safe and sustainable built environment in Hong Kong. Through a wide range of events, initiatives and programmes, we engage the community in upholding a sustainable built culture.

## Optimising Building Standards

BD continues to update building standards to ensure the safety and environmental performance of new buildings, as well as the efficiency of their construction methods. To improve the sustainability of new buildings, BD continues to review and propose amendments, if necessary, of the BO and its subsidiary regulations.

### *New Regulation and Amendments under the BO*

Since the extant Building (Construction) Regulations enacted about 30 years ago, there have been significant changes in building technology and development in international standards. In view of these advancements, we completed a comprehensive process to review contents of the regulations in 2019, and prepared to gazette the new regulation together with the amendments to other subsidiary legislations under the BO including the Building (Administration) Regulations and the Building (Ventilating Systems) Regulations in early 2020.

In 2019, there were other review processes ongoing including the Building (Minor Works) Regulation, the Building (Planning) Regulations, and the Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations, which aimed to establishing performance-based standards to promote modern and innovative building designs.

### *Building Energy Efficiency*

Aligning with the “Energy Saving Plan for Hong Kong’s Built Environment 2015~2025+” published by the Environment Bureau, the Technical Committee on Design and Construction Requirements for Energy Efficiency of Buildings (TC on EE) completed a review on the existing Overall Thermal Transfer Value (OTTV) under the Code of Practice for Overall Thermal Transfer Value (OTTV Code) and the Building (Energy Efficiency) Regulations. Taking the advice from TC on EE into consideration, we plan to tighten the current OTTV standards and update the OTTV Code after consulting the industry.

### *Seismic-resistant Design*

Being an important aspect to ensure the integrity of building structures, seismic-resistant building design is often included as part of international building standards. In order to enhance the safety standard of local buildings in the event of an earthquake, the formulation of a Code of Practice on Seismic-resistant Design Standards for Buildings in Hong Kong (Seismic Code) is underway. The Seismic Code will provide technical guidance for pertinent design and construction of seismic-resistant buildings. If necessary, legislative amendment will be proposed to support the introduction of the new code.

## Promoting Building Environmental Performance

Aiming to improve the environmental performance of buildings and foster quality living space, BD has been working closely with the Planning Department and the Lands Department for nearly two decades to provide incentives for developers to introduce green features in new building constructions.

### Sustainable Building Design

With an aim to improve the quality and sustainability of local building developments, we continuously update building standards on sustainable building design and construction. A number of new/revised PNAPs, relating to the application of the BO and regulations (APP) and advisory matters (ADV), were issued in 2019 to promote building sustainability, including but not limited to:

- PNAP APP-67 on energy efficiency of buildings – Building (Energy Efficiency) Regulation;
- PNAP APP-161 on exemption of gross floor area (GFA) for buildings adopting modular integrated construction (MiC);
- PNAP APP-156 on design and construction requirements for energy efficiency of residential buildings; and
- PNAP ADV-36 on MiC.

To encourage efforts towards the quality and sustainability of Hong Kong's local built environment, we introduced the GFA concessions policy and the Sustainable Building Design Guidelines (SBD Guidelines) under PNAP APP-151 and APP-152 respectively. Under the GFA concession policy, complying with the SBD Guidelines is prerequisite for building projects to exempt green/amenity features from GFA calculations. A maximum concession is set at 10% of the total GFA of the development. While the SBD Guidelines list out key building design elements, they can help buildings achieve better air ventilation, boost the quality of living space, and mitigate the heat island effect.



## Building Environmental Assessment

With the launch of the BEAM Plus, the GFA concession mechanism has been enhanced to take the environmental performance of new building development into consideration. We continue to support the application of BEAM Plus. To improve transparency, the ratings of all completed buildings which have been granted with GFA concessions, can be found in the BD website.

## Construction and Demolition Waste Reduction

To minimise construction and demolition (C&D) waste, BD collaborates with various stakeholders to review and promote environmentally friendly construction methods, for example, encouraging the application of precast concrete construction and MiC, in order to minimise waste generation at construction sites.



**135** building proposals were registered for BEAM Plus assessment, amounting to **53%** of all approved proposals

### *Minimising C&D Waste with MiC*

A new trend in building technology, MiC can significantly improve construction safety, quality and productivity, as well as minimising construction waste, time and nuisance onsite. To this end, BD revised the GFA concession policy in May 2019 to promote the adoption of MiC technology in Hong Kong. The revision includes allowing 6% of the MiC floor area to be exempted from the GFA of new building developments. Measures to facilitate the industry in adopting MiC were refined with the

issuance of the revised PNAP ADV-36 in September 2019. Together with the pre-acceptance mechanism for granting in-principle acceptance (IPA) to individual MiC systems/ components in place, the industry is incentivised to adopt MiC in construction projects.

By 31 December 2019, BD had received 43 IPA applications, with 8 MiC manufacturers successfully inscribed on BD's List of Pre-accepted MiC Systems.

## Maintaining the Wellbeing of Existing Buildings

BD places a high priority on maintaining the wellbeing of existing buildings. We continue to promote awareness on building safety, the need to reduce risks

related to UBWs, and maintenance of old buildings, drainage and slopes, to prevent building neglect and dilapidation.

## Rectifying UBWs and Building Dilapidations

BD has taken progressive steps through large-scale operations (LSOs) to improve the environment of identified black spots.

In 2019, we continued to take appropriate enforcement actions against UBWs and dilapidated buildings, including defective drains, to improve building health and safety.



**12 186**

removal orders issued in 2019



**668**

buildings/ premises repaired in 2019



**28 374**

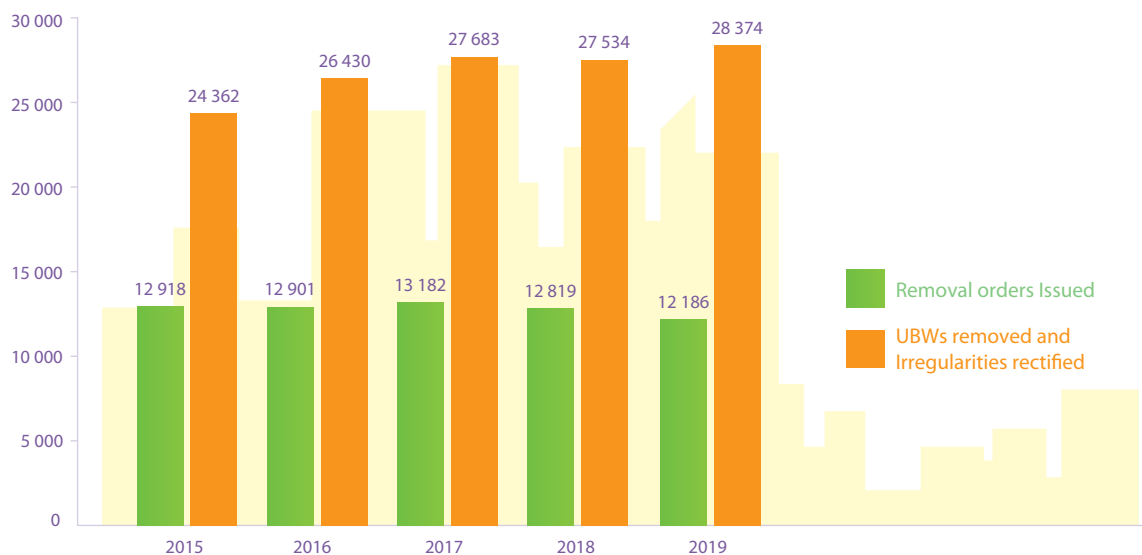
UBWs removed and irregularities rectified in 2019



**629**

defective drainage rectified in 2019

### UBWs Clearance Operations from 2015-2019





### *Clearance of Unauthorised Signboards*

Regarding the potential public safety risk posed by the unauthorised signboards, BD took enforcement action in selected target street sections and encouraged signboard owners to join the Signboard Validation Scheme (SVS). The SVS has been implemented since 2013 to enhance the safety of existing unauthorised signboards. BD also mounted LSOs and acted on reports to remove unauthorised, dangerous or abandoned signboards.



### *Clearance of Unauthorised Roof Structures Ensemble*

Unauthorised rooftop structures pose safety threats and environmental nuisances. BD targeted domestic and composite buildings for clearing UBWs on rooftops, flat roofs, yards and lanes through LSOs.



Potential structural risks associated with unauthorised rooftop structures

### *Tackling UBWs in New Territories Exempted Houses (NTEHs)*

We have implemented an enhanced enforcement strategy since 1 April 2012 to safeguard the structural safety of NTEHs. Enforcement actions have been taken against UBWs of particular features, including works posing obvious hazards or imminent danger, under construction or newly completed, as well as works not posing imminent risk but constituting serious contravention of the law and imposing high potential risks. A one-off Reporting Scheme has been put in place to help monitor the emergence of any new UBWs.

On the other hand, by providing guidelines on specified green and amenity facilities, BD encourages the use of green facilities applicable for NTEHs. Green and amenity facilities for NTEHs, including small-scale solar energy installations and rooftop gardening trellis, which meet certain criteria, are permitted to be installed.

### *Prevention of Water Seepage*

Collaborating with the Food and Environmental Hygiene Department since 2014, we have made the permanent set up of the Joint Office (JO) to tackle water seepage problems in buildings. Advanced testing technologies, such as infrared thermography and microwave tomography, have been applied in water seepage investigation across three pilot districts (i.e. Kowloon City, Wanchai and Central and Western District). Based on the collected data, JO evaluated the performance of the service providers. In September 2019, the use of these new testing technologies was extended to cover five other districts, including Sham Shui Po, Kwai Tsing, Tuen Mun, Tai Po and North District, in order to enhance the success rate of identifying the source of water seepage.



**802**

removal orders related to UBWs  
in NTEHs issued in 2019



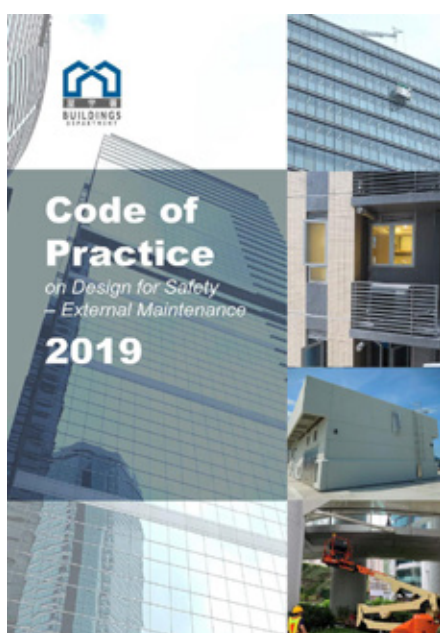
Qualified green and amenity feature in NTEHs

## Promoting Building Maintenance and Repairs

BD is committed to fostering a safe and sustainable living environment for existing buildings by offering all-around support on building repair and maintenance works to private building owners, including the issuance of guidelines, the implementation of special schemes, and the provision of financial and technical assistance.

## Promulgating Guidelines on Design for Maintenance

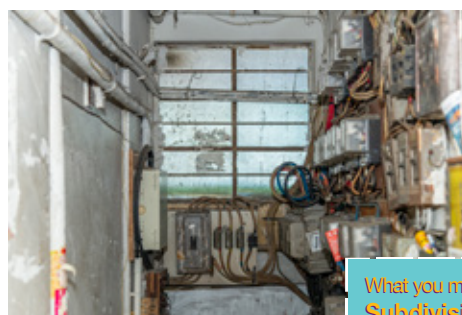
We maintain close communication with practitioners to gauge their views and comments, and to update relevant PNAPs and circular letters regularly. We publish a series of PNAPs and circular letters to provide practical advice on building designs to facilitate future repair and maintenance works. A Technical Committee on the Code of Practice on Design for Safety for External Maintenance (the Code) was established in December 2019, after issuance of the Code in September, so as to better collect views and feedback from practitioners and the industry for future refinement.



The Code of Practice on Design for Safety - External Maintenance

## Inspection of Sub-divided Flats (SDFs)

BD takes enforcement actions against building irregularities associated with SDFs by following up reports from the public and conducting LSOs against SDFs. During the reporting year, LSOs were launched for domestic, composite and industrial buildings. Residents who have to move out from illegal domestic premises in industrial buildings are eligible to apply for relocation allowance provided by the Community Care Fund.



SDF in an industrial building

What you must know about  
Subdivision of a Flat



Promotion of safety issue of SDFs

Subdivision of a flat into the commonly known "subdivided unit" generally refers to the subdivision of a flat as shown in the original approved plan of a building into two or more individual units. The subdivided building works commonly involve the removal of the original non-structural partition walls, provision of new structural supports, installation of new stairs and balconies, alteration or addition of internal doors, widening of floor openings to accommodate the subdivided stair system, addition of stair openings or ventilation openings, etc.



**100**  
target buildings in 2019



**1 612**  
SDFs inspected in total in  
response to reports and  
through LSOs in 2019



**275**  
SDFs rectified of  
irregularities in 2019

## Building Fire Safety

Fire safety is one important aspect of building safety. We strive to improve fire safety measures in prescribed commercial premises, such as banks, off-course betting centres, jewellery shops, supermarkets and shopping arcades as well as pre-1987 commercial buildings and composite buildings. BD regularly carries out inspections on premises and buildings and takes necessary enforcement actions in accordance with the Fire Safety (Commercial Premises) Ordinance and the Fire Safety (Buildings) Ordinance.



**50**

prescribed commercial premises inspected in 2019



**20**

specified commercial buildings inspected in 2019



**400**

composite buildings inspected in 2019



**3 982**

fire safety directions/fire safety improvement directions issued to require improvement of the fire safety construction in 2019

## Mandatory Building and Window Inspection Schemes

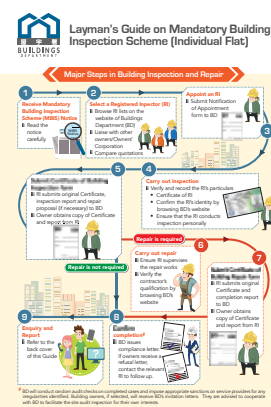
Ageing buildings without proper care and maintenance can pose potential safety threats to residents and the public. Therefore, we have established the Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme (MWIS) which target buildings aged 30 or above (except domestic buildings not exceeding 3 storeys) and buildings aged 10 or above (except domestic buildings not exceeding three storeys) respectively to carry out mandatory inspection. In 2019, 403 buildings were selected for both MBIS and MWIS, while 83 buildings were selected for MWIS only.

During the year, we further reviewed, updated and issued pamphlets and guidelines on MBIS and MWIS to promote the schemes and provide practical guidelines for building owners.

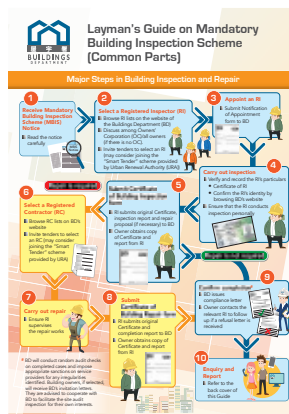
## Mandatory Building Inspection Scheme



Pamphlet on "MBIS"



Layman's Guide on MBIS  
(Common Parts)



Layman's Guide on MBIS  
(Individual Flat)



## Mandatory Window Inspection Scheme



Pamphlet on "MWIS"



Pamphlet on "Window inspection and repair, choose with extra care"



Pamphlet on "Important notes about window safety"



Layman's Guide on MWIS

## Public Briefing Sessions across Districts



**10** district briefing sessions were held to introduce MBIS and MWIS as well as the assistance packages that were available to eligible building owners.

**7 briefing sessions and 3 seminars** organised for invited building owners, owners' corporations, and industry representatives.

Our professional officers were invited to speak at another **12 briefing sessions** for the "Central Platform on Building Management" organised by the Home Affairs Department.

## Operation Building Bright (OBB) Programme

With a view to safeguarding public safety, the Government launched the OBB programme with the Hong Kong Housing Society (HKHS) and the URA in 2009. Financial and technical assistance were offered to eligible owners of old and dilapidated buildings who encountered difficulties in coordinating repair and maintenance works. The Government has earmarked HK\$3 billion to implement OBB 2.0 to further enhance the provision of direct technical and financial support to needy owners to help them arrange for building inspection and repairs. BD's consultants and contractors are engaged to carry out inspection and repair works in the case of default by building owners.

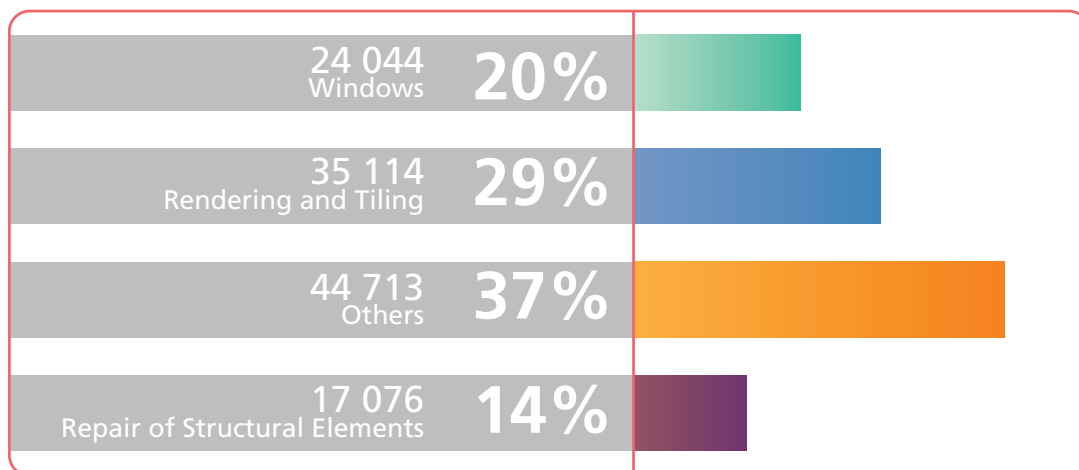
By the end of 2019, a total of 327 buildings have received support under OBB 2.0.

## Minor Works Control System (MWCS)

The MWCS features simplified statutory procedures to facilitate building owners and occupants in carrying out small-scale building works lawfully and safely in private buildings. It is an effective way to improve the quality of such building works and the overall building safety. During the year, we received a total of 120 947 minor works submissions.



## Minor Works Submissions in 2019



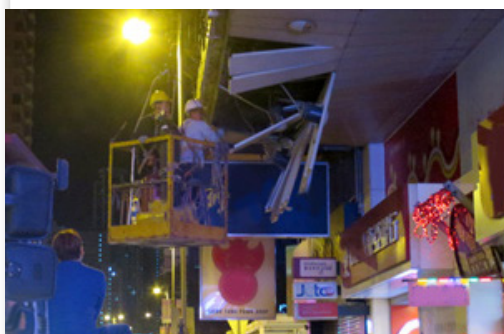
To facilitate building owners to retain minor household installations constructed before the full implementation of MWCS without pre-approval from BD, the Household Minor Works Validation Scheme was established under MWCS to validate such installations. This approach can minimise unnecessary removal works and the waste they generate.

Validation of **481** minor household installations and **290** signboards (overall figures as at 31 December 2019)



## 24-Hour Emergency Services

To handle emergency reports regarding the safety of private buildings, BD provides 24-hour emergency services to the public. Our Emergency Control Centre (ECC) is activated whenever Tropical Cyclone Warning Signal No. 8 is hoisted and in times of severe and prolonged rainfall or other natural disasters. ECC members, will carry safety assessment of dangerous buildings, signboards, hillsides and scaffoldings when required. During the reporting year, BD's emergency services responded to 742 emergency cases, of which 27 cases involved contractor's action.



Incidents answered by BD's Emergency Services

## Providing Financial Assistance to Building Owners

The Building Safety Loan Scheme (BSLS), administered by BD under the Integrated Building Rehabilitation Assistance Scheme, offers loans to eligible building owners for carrying out maintenance and repair works

to restore or improve the safety of their buildings and/or private slopes. In 2019, 423 BSLS applications were approved, equivalent to a sum of HK\$ 41.8 million for the implementation of repair works or removal of UBWs.

## Conservation of Heritage Buildings

Heritage buildings are precious assets that represent the history and culture of our city. Aligning with the Government's initiative to revitalise public historic buildings, BD actively engages with various governmental departments and stakeholders in the community to conserve heritage buildings.

### *Revitalising Historic Buildings*

The Government offers full support to conserve heritage buildings through a partnership scheme. BD also facilitates the adaptive reuse of private historic buildings without compromising building safety and health requirements under the BO. In order to facilitate the approval of building plan submissions involving adaptive re-use of historic buildings and the associated alteration and addition works, our Heritage Unit provides technical advice and pre-submission enquiry services to interested parties.

### *Setting Guidelines for Heritage Conservation Projects*

Encouraging building practitioners and private owners to adaptively reuse historic buildings, BD has issued the "Practice Guidebook for Adaptive Re-use of and Alteration and Addition Works to Heritage Buildings 2012" (the Practice Guidebook) to provide guidance on design options and showcase successful projects. A Technical Committee on Building Safety and Health Requirements for Historic Buildings under the BO holds regular meetings to collect feedback on the Practice Guidebook for future refinement and experience sharing. An update to the Practice Guidebook with more successful heritage conservation projects for public reference was published in 2019.



Setting Guidelines for Heritage Conservation Projects

## Engaging the Community

In order to raise public awareness on building safety and cultivate a building care culture, we organised a range of educational and promotional activities for the public during the reporting year.

### *Building Safety Week 2019*

For the fifth consecutive year in 2019, BD organised the Building Safety Week, our annual major education and publicity event, with a theme of "Living in Safe Buildings". The participants joined various activities, including but not limited to an urban sketching workshop, a guided tour, and a number of public talks, to gain a better understanding of building safety and maintenance.

At BD's Building Safety Symposium 2019, we invited building professionals, members of the building management sector, as well as academic representatives from Hong Kong, Singapore and Italy, to exchange their views and experience on building safety issues.



Opening ceremony of the Building Safety Week 2019

### *Building Safety Advanced Certificate Course*

A two-day Building Safety Advanced Certificate Course was successfully held on 30 November and 7 December. It was tailor-made for those who had completed the Building Safety Certificate Course. The participants had an in-depth exploration of building safety related topics to reinforce their building care awareness.

## Other Educational and Promotional Activities in 2019

- Organised a total of 91 sessions of **Building Safety Talks** for the general public, educational sectors, building owners and the industry.
- Held 2 sessions of **Building Safety Advanced Certificate Course** in the third quarter of 2019, attracting 120 qualified building owners or corporations to participate with more than 90% overall satisfaction rate.
- Promoted building safety to 464 secondary students through the one-year **Building Safety Pioneer Programme**. Participating students composed song lyrics and submitted 13 music videos.
- Received over 5 100 entries from more than 380 schools and institutions for the first **Postcard Design Competition** "Living in Safe Buildings" and held a one-year roving exhibition featuring the winning entries at 15 Mass Transit Railway (MTR) stations, 2 shopping malls and WKGO offices.

## Diverse Promotion Channels

BD strives to promote building safety to the public through various channels and platforms in the hope of reaching more people. In addition to mainstream promotional channels, such as newspapers and radio and television channels, we spread building safety messages with the help of social media platforms, such as mobile applications, Facebook, Instagram and YouTube, to connect with stakeholders and the younger generation. We also distribute our publication – the Building Safety Quarterly newsletters – to property management companies on a regular basis.



## Printed Publications Highlights in 2019

### Banners and Posters

To support enforcement actions against UBWs in NTEHs, we displayed banners on "Remove Unauthorised Building Works and Live Safely" on the body of minibuses running various routes in the New Territories.



### Leaflets and Pamphlet

We continued to design and update the layman's guides on MBIS and MWIS, which were planned for release in 2020.

### Periodic Publications

We published Building Safety Quarterly newsletters and the Monthly Digest to keep practitioners abreast of the latest information on building safety, with an aim to maintain regular communication with our stakeholders.





## Electronic Media Activities in 2019

### Broadcasts

Two new TV Announcements in the Public Interest (APIs) were produced in March and June 2019. These TV APIs with topics related to UBWs in NTEHs and window safety were played at MTR stations and train compartments, on digital panels at bus stops, and on online media platforms during the year.



### E-Learning Centre

Our digital learning platform, the E-Learning Centre, continued to disseminate useful information to the public, such as various building schemes and the Online Building Safety Certificate Courses, to enhance building safety awareness among property owners, owners' corporations and representatives of property management companies. In March, BD organised

the second live-chat session to respond to real-time enquiries from participants.



### BD Mobile Apps

BD commenced full implementation of the MWCS in 2010, as well as the MBIS and MWIS in 2012 pursuant to the BO. With the development of two mobile applications, "Quick Guide for Minor Works" and "Quick Guide for MBIS/ MWIS", users could carry out inspection and repair works under both schemes

easily and effectively. As of the end of 2019, there were approximately 37,000 and 14,000 downloads respectively since the applications have launched.



### Social Media

To promote building safety to a wider audience, especially the younger generation, BD maintained a Facebook page, an Instagram account, and a YouTube channel, in order to share the latest event updates and safety tips in a more easy to understand way.



# Human Capital Strategy

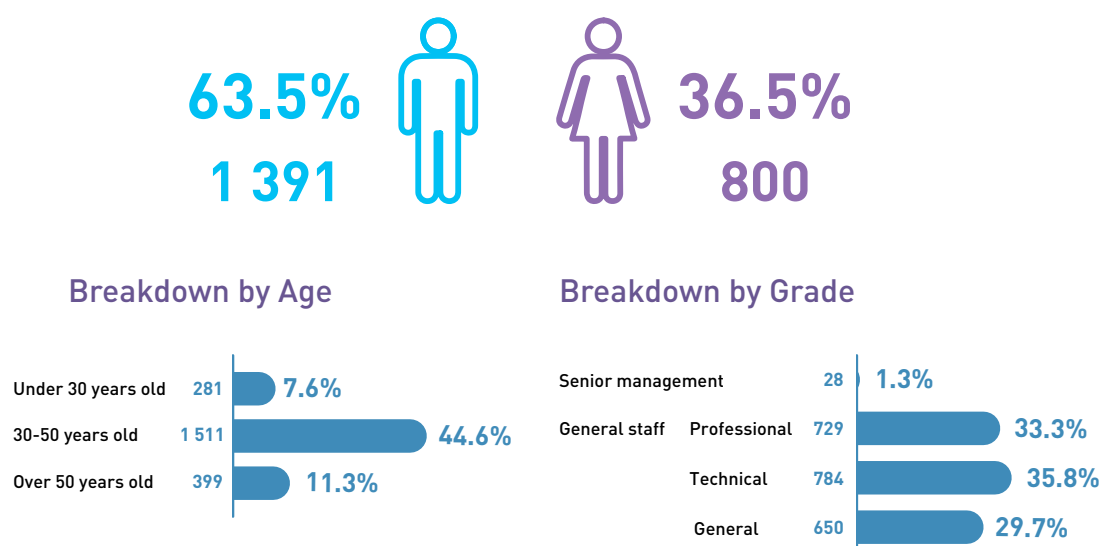
BD values the contribution of our dedicated workforce towards the department's sustainable development. With a wide range of policies and programmes developed for human capital management, we provide a safe, supportive, and

caring working environment to attract and retain talents. Through our staff, BD also shares people-oriented values with the community by taking part in volunteering and charity activities.

## Employment Practice

At the end of 2019, we had a total of 2 191 staff members, including full-time, permanent and contract employees. The BD workforce comprised 1 391 male (63.5%) and 800 female (36.5%). No part-time staff

were recruited. During the reporting year, the new hire and turnover rates were 11.8% and 6.5% respectively. The breakdown of workforce by age and grade is presented as follows:



BD maintains full compliance to all relevant laws and regulations related to staff employment, as stipulated in the Guidebook on Appointments issued by the Civil Service Bureau. Our respect for human rights and workplace rights is ingrained in our culture where forced or child labour is forbidden across all our operations and the same restriction applies to our consultants and suppliers.

We are committed to creating a working environment that is free from discrimination. Being an equal opportunity employer, we abide by all applicable ordinances and codes of practice issued by the Equal Opportunities Commission. We provide our staff

with equal rights and opportunities in recruitment, remuneration, benefits, promotion, and compensation, regardless of disability, sex, marital status, pregnancy, age, family status, sexual orientation, or race. To ensure that staff members are evaluated and rewarded in a fair manner, a formal appraisal process is conducted annually.

If our staff members have any concerns on unlawful labour practices, they can report to their supervisors 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.

## Ethics and Integrity

All staff members are required to adhere to a high standard of ethics and professional integrity. We strictly comply with the Prevention of Bribery Ordinance and other relevant governmental and departmental guidelines. BD's Code on Conduct and Discipline sets out an internal framework and associated requirements for the declaration of private investments, avoidance of conflict of interest, acceptance of advantages and benefits, etc. No convicted cases relating to corruption was recorded during the reporting year. To raise anti-corruption awareness among our staff, training sessions are arranged regularly. In 2019, 637 employees attended anti-corruption briefings and integrity reinforcement seminars.

## Training and Development

BD has been providing various training opportunities to staff to support their continuous skill and career development, in line with our Training and Development Policy. Staff training and development are regarded with high priority and play an important role in ensuring our service competency and professionalism to meet growing operational requirements.

Internal and external training programmes in relation to building sustainability, heritage conservation, OSH as well as personal capabilities, were arranged for our employees in 2019. We supported staff development by arranging regular in-class training, local site visits, and overseas study missions. We also provided subsidies for staff members who attended external training programmes.

10 098

counts of attendees

participated in 1 058

training programs in 2019



### Average Training Hours by Gender

Male



24.3 hours



Female



20.8 hours



### Average Training Hours by Grade

Senior management



51.5 hours



General staff (professional, technical and general grade)



22.6 hours





### Beijing Study Tour on MiC

In early 2019, BD joined other governmental organisations in a study tour to Beijing, which provided a valuable opportunity for exchanging knowledge and experience on the technology of MiC with a number of government authorities and professional organisations.

As well as gaining a better understanding on the latest construction technology development in Mainland China, we were also impressed by their practices in promoting prefabrication/ modular

construction, adopting digital construction technology in production as well as on-site installation.



### The 8<sup>th</sup> Annual Vertical Cities Conference in Singapore

To study key issues and design innovation for high-rise development, our representatives participated in the 8<sup>th</sup> Annual Vertical Cities Conference in Singapore in March 2019.

Over 30 experts with diverse expertise shared their experience and knowledge on development requirements of emerging vertical society from different perspectives during the three-day event. The conference enabled us to stay abreast of the latest technological development that promotes

more sustainable, smarter and greener human-centric eco-skyscrapers as well as new vertical living trends across different regions.



## Knowledge Management

In the wake of increasing demand for internal information sharing and digital technology applications, we set up the "BD Knowledge Hub" (Hub) to centrally store knowledge-based information in alignment with the Government's Electronic Information Strategy. Our Research & Development Unit collects, updates and uploads knowledge-based information to the Hub regularly for staff reference.

In September 2019, BD took the initiative to launch a new internal Electronic Document and Knowledge

Management System (eDKMS). Providing a central repository for document and knowledge management, eDKMS serves as a departmental platform to facilitate information sharing and collaboration within and across different divisions or sections in BD.



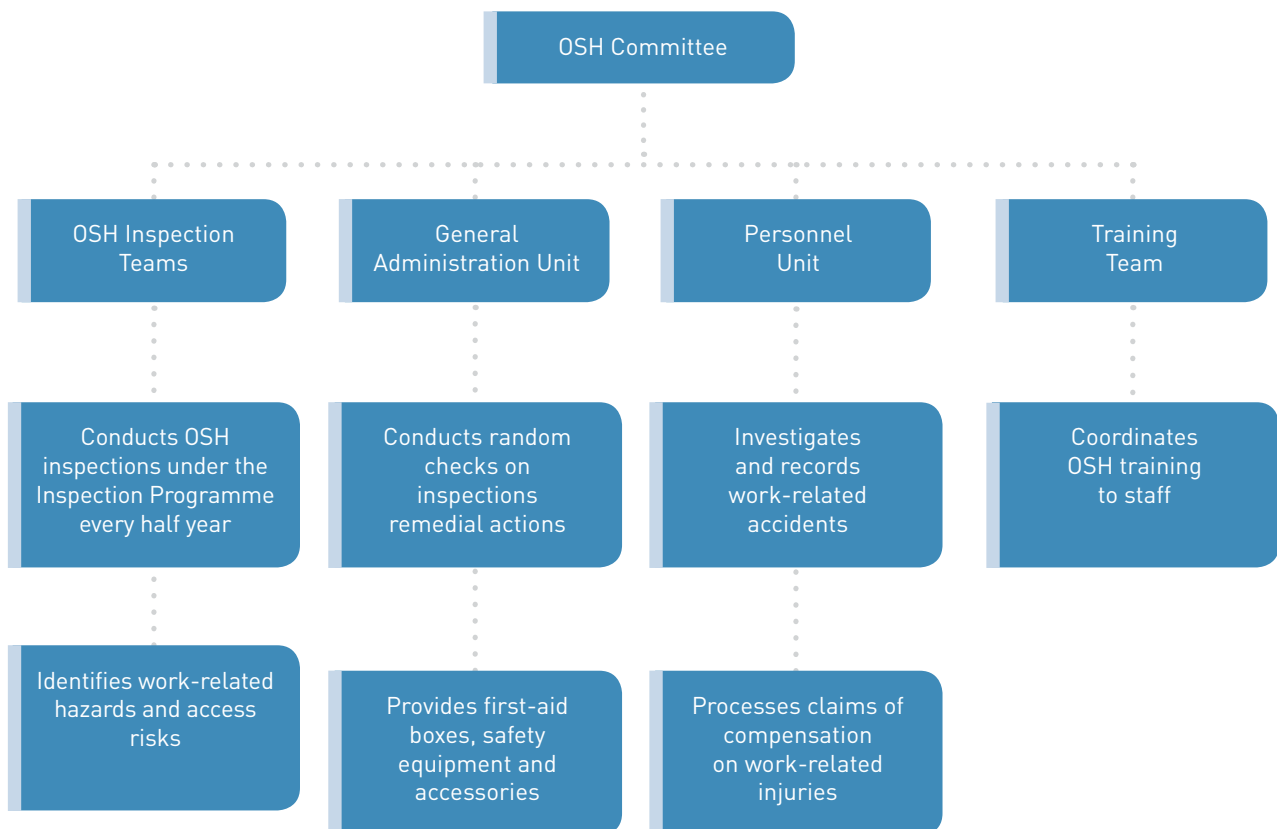
## Safety and Health

OSH of our staff and contractors is of paramount importance to BD. Our operation is in strict compliance with applicable laws and regulations, such as the OSH Ordinance. We have a Safety Management System (SMS) in place to reinforce our commitment to upholding high OSH standards at the workplace.

Six key elements of the SMS:

- Safety organisational structure
- Departmental OSH Committee
- Safety policy
- Inspection programme
- Procedures for dealing with accidents involving in the course of duty
- Emergency plans

We have set up a safety management mechanism to guide our staff at work. Chaired by the Departmental Safety Officer, the OSH Committee monitors and reviews the SMS, formulates departmental policies and operational safety guidelines, and recommends appropriate preventive and corrective safety measures to the staff. Two meetings were organised in 2019.



To maintain a safe and healthy working environment for all staff and visitors to our premises, we take a proactive approach and formulate the Safety Policy. Under our inspection programme, all Sections or Units are responsible to identify potential hazardous conditions against an inspection checklist.

We encourage our employees to report hazards and risks encountered at the workplace and during the course of duty by submitting a "Workplace Risk Report, Assessment and Review Form" and through various communication channels. The OSH Committee reviews the collected information and past injury records to further strengthen safety enhancement measures to reduce potential safety hazards. To alert staff of OSH issues, reminders of identified safety hazards and risks are issued periodically.

The procedures in handling and investigating workplace safety and health incidents are laid down in the BD Administration Circular on Handling of Injuries-on-Duty and Occupational Diseases. In case of accidents or injuries, employees must stop their work and they are required to report the accident as soon as possible to facilitate investigation. Inspection checklists are formulated and corresponding immediate corrective actions will be carried out. Adopting the hierarchy of control measures and a preventive approach to eliminate the hazards as far as possible, we strive to implement preventive and remedial measures to prevent recurrence of similar accidents.

BD's SMS system covers our supply chain partners, with safety-related clauses being specified in contract documents. We require contractors, consultants and service providers to strictly comply with the OSH Ordinance and site safety guidelines stipulated in the construction site safety manual where appropriate. They are expected to observe all obligations under relevant legislations regarding safety of workers, occupants and the public. Site safety performance of contractors under works contracts is monitored and assessed through quarterly performance reports.

## Safety Training

A strong safety culture among employees can prevent OSH accidents. To this end, a variety of OSH and mental health training are regularly provided to all grades of staff. Topics include but are not limited to safety practices for lifting at work, first aid, and emotional wellness.



OSH Training in 2019

**113**

OSH courses were provided

**418**

staff participated in the courses

**3 192**

safety training hours were counted



## Staff Well-being

Following the Government's civil service (CS) employment terms and the non-civil service contract (NCSC) staff scheme, staff appointed on CS and NCSC are entitled to a range of medical and dental benefits based on their employment terms, provided that they meet eligibility criteria set out in the Civil Service Regulations and the Civil Service Bureau Circulars and

Circular Memoranda. In addition, we highly encourage our staff to maintain a work-life balanced living style, which is crucial to physical and mental health, as well as work productivity. The BD Staff Recreation Club has developed a wide range of sports teams and interest classes for our staff during the reporting year.



Dragon Boat Team – Champion of Shatin Dragon Boat Races



Running Team – BD Internal Trail Run Training@Shing Mun 2019



Swimming Team – Overall Champion, Development Bureau (DEVB) Swimming Gala 2019



Badminton Team – Champion, DEVB Badminton Tournament 2019



Table Tennis Team – 2nd Runner-up, Silver Plate – DEVB Table Tennis Tournament 2019



Basketball Team – 2nd Runner-up – DEVB Basketball Tournament 2019





Football Team – Construction Industry 5-a-side Football Fun Day 2019



Tennis Team – The 33rd All Civil Servants Henry Fok Cup Tennis Tournament



Bowling Team – Champion, the 19th Inter-Departmental (3-Person) 10-Pin Bowling League



Volleyball Team – Volleyball Training Course



Performance of Ukulele and Life Band Team in BD Christmas Party 2019



Photography Class Sharing

## Community Contribution

As an important part of our social responsibility, BD is committed to contributing to the community and we take part in a wide range of charitable work. Thanks

to the generous dedication of our staff, especially our volunteer team, we were able to continue making positive impact and contributions to the society in 2019.



## Volunteer Team

BD's volunteer team is made up of about 300 members. Our volunteers provide services to target groups that include children, teenagers, students, the elderly, low-income families, and the disabled. The volunteer team organises a wide variety of volunteer activities regularly, such as visiting care homes, flag day, fund raising, charity run and mentoring programme.

Our commitment towards volunteer activities has been recognised and commended publicly. Here are some awards we received in 2019.



Our volunteer team



(Left) Gold award for volunteer service (Organization) in 2019

(Right) Gold award for volunteer service (Group) in 2019



Construction industry Volunteer Award Scheme - "Macau Volunteer Service" was awarded the "Excellence in Construction Industry Volunteering Project" (Merit Award)



Orbis World Sight Day 2019

BD Volunteer team was awarded the "Organisation with the 2nd Most Participants"



## Caring for Our Youths

Striving to nurture Hong Kong's youths to build our future, we have been supporting relevant community programmes actively. Many members of the younger generation may be curious about their future career options. Our volunteer team participated in the "Life Buddies" Mentoring Scheme organised by the Commission on Poverty, as well as the job tasting programme organised by Yang Memorial Methodist Social Service. Through these programmes, teenagers had a chance to gain hands-on experience and explore their potential vocations, under the guidance and encouragement from our volunteers.



Partnering with Lok Sin Tong Wong Chung Ming Secondary School to organise the "Life Buddies" Mentoring Scheme

## Caring for the Elderly

Our volunteer team visits elderly care homes regularly to spread the message of love and care in our society, especially in festive times. In the year under review, a spectrum of interactive events were tailor-made for the elderly. For instance, our volunteer team

visited the Chow Hung Piu Day Care Centre for the Elderly during Lunar New Year and gave traditional Chinese instrument "Erhu", singing and other joyful performances.



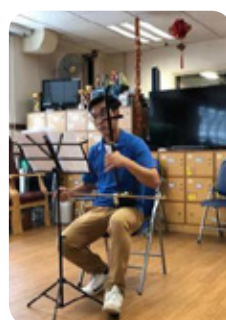
Visited Jockey Club Blissful Villa during the Mid-Autumn Festival



Visited the singleton elderly during the Dragon Boat Festival



Visited Chow Hung Piu Day Care Centre for the Elderly during the Lunar New Year



## Volunteer Service in Macau

Bringing up children is never easy, especially for single parents. Our volunteer team was actively engaged in an overseas volunteer service launched by Centro de Apoio A Familia Kin Wa (Kin Wa Service Centre for Family Support) in Macau. The purpose was to offer support to local single-parent families. As part of the sharing sessions, our volunteers used their own personal

experience to help single-parent family members express and exchange their feelings, relieve stress, and work together to solve problems.

This service has been very successful and received positive feedback from the participants. In addition, it was also honourably recognised as one of the winning services in the "Construction Industry Volunteer Award Scheme 2019".



Overseas volunteer service in Macau

## Charitable Activities

We participated in various external charitable fund-raising activities during the reporting year to extend our support to local NGOs which provide social services to

the community. These include flag days, Valentine's Rose Charity Sale, Oxfam Rice Event, Orbis World Sight Day, and charity run.



Participated in the Flag Day for Hong Kong Association of the Deaf



Supported Oxfam Rice Event 2019 in support of the Smallholder Farmers Development Fund

# Green Office

As a responsible organisation to the environment, BD monitors and reviews the environmental performance of our operation regularly to achieve sustainable development. In addition to complying with applicable environmental laws and regulations, we also take a proactive approach in resource

conservation and emission reduction. During the reporting year, we were delighted to receive a Certificate of Merit in the Hong Kong Awards for Environmental Excellence under the Public Services Sector. This honour stood witness to our efforts to excel in environmental management.

## Energy Consumption and Carbon Emission

BD consumes fuel for vehicles and purchases electricity for powering offices during daily operations. These activities generate direct (scope 1) and indirect (scope 2) greenhouse gas (GHG) emissions respectively. The total amount of GHG emissions generated in 2019 was

approximately 3 733 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e), at an intensity of 1.70 tCO<sub>2</sub>e/staff.

BD's different types of energy consumption and their associated airborne emissions in 2019 including carbon emission are presented below.



### Fuel Consumption and Associated Airborne Emission in 2019



Fuel consumption

52 702 litres (1 740 GJ)



Distance travelled

487 187 km



Fuel nitrogen oxides (NO<sub>x</sub>)

438 kg



Fuel respirable suspended particulates (RSP)

Negligible



### Electricity Consumption and Associated Airborne Emission in 2019



Electricity consumption

5 129 193 kWh (18 465 GJ)



Sulphur dioxide (SO<sub>2</sub>)

2 564 kg



Nitrogen oxides (NO<sub>x</sub>)

1 557 kg







RSP

81 kg



## Carbon Emission in 2019

	Direct emission (scope 1): gasoline combustion	143 tCO <sub>2</sub> e
	Indirect emission (scope 2): purchased electricity	3 590 tCO <sub>2</sub> e
	Total GHG emission	3 733 tCO <sub>2</sub> e
	GHG emission intensity	1.70 tCO <sub>2</sub> e/staff

We recognise the importance of carbon reduction in tackling global warming challenges. To this end, we have made pledge under the Clean Air Charter since 2006 and implement electricity and fuel conservation measures to minimise our GHG emissions.

Electricity is the major component of our energy consumption. Smart energy measures have been implemented accordingly to promote energy conservation in our offices and reduce related carbon emission.

### 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

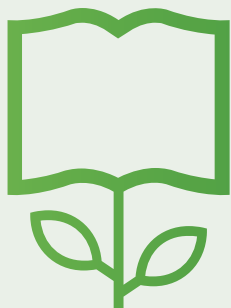
#### Minimise Energy Wastage and Loss



- 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



- 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

To take our responsibility in curbing vehicle-related emission, we have adopted a multi-faceted approach to minimise fuel consumption. We encourage our staff to practice low-carbon commute, including walking, cycling or using public transport. Trip arrangements of departmental vehicles are carefully planned by taking

the shortest route distance into consideration, so as to minimise transportation emissions. By the end of the reporting year, 8 out of BD’s fleet of 37 vehicles were electric vehicles (EV) and 1 was hybrid electric car which could operate with cleaner energy.

### 1 Approach



#### The Choice of Commutation

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

#### EV First

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



### Approach 2

### 3 Approach

#### Trip Arrangements

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



## Indoor Air Quality (IAQ)

Air quality is not only an important aspect of indoor environment management, it also plays a critical role to ensure workplace health and safety. In this regard, we have implemented IAQ improvement measures, including performing preventive maintenance and repairs and adopting a regular cleaning schedule, to enable BD's ventilation and air conditioning systems function with high efficiency. In addition, we encourage our staff to grow potted plants in office, aiming to add

more greenery to the workplace and improve IAQ.

We have been participating in the IAQ Certification Scheme since 2011. A qualified contractor is engaged to conduct annual IAQ measurement for our offices, including the new office in WKGO, to ensure that our offices are compliant with relevant standards. In 2019, the following two offices were certified with "Good" IAQ Class.

7/F to 9/F Office and Communal Area, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong	Millennium City 2, 378 Kwun Tong Road, Kwun Tong, Kowloon
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## Green Procurement

As part of our procurement strategy, BD takes green specifications and criteria into account when purchasing products whenever possible. During the quotation process, we send suppliers survey forms of desirable green requirements to encourage them to provide environmentally-friendly products for our consideration.

Applicable green products are sourced for our office operation with reference to green specifications published by the EPD. By the end of the reporting year, BD had procured 38 green product categories with eco features, for example, printers with toner saving and double-sided printing modes, and recycled paper.

In addition to product procurement, the green concept also extends to all Works Contracts administrated by BD. Contractors are required to strictly comply with environmental regulatory requirements, such as proper disposal of C&D wastes. Contractors' conformance to their environmental management plans and the use of environmentally-friendly products will be monitored during contract implementation and reflected in their performance review. The case officer of respective Works Order is responsible for evaluating the effectiveness of environmental pollution controls by conducting quarterly assessments.

## Go Paperless

To reserve natural resources, BD is committed to reducing paper consumption and transforming its operation to “paperless”. To this end, we continue to adopt the Internet of Things (IoT) and computerised management systems. Mobile devices are made available for staff to access electronic forms and process documents for site inspection and meetings when necessary. An internal web-based photo library system has also been developed for sharing site inspection photos.

The development of a new electronic submission system, ESH, was in progress during the reporting year.

Once in place, ESH would facilitate easy submission of applications, building plans, and other documents electronically from the public, registered building professionals, and registered contractors. Without the need for manually handling paper plans/documents, ESH will help saving paper and storage space of such paper submissions, reducing time and cost for printing, delivery and document searching.

Meanwhile, BD is also using a number of electronic platforms for both internal and external communications in 2019, such as those listed below.

### Internal Communication



Gradually replacing traditional paper documentation with the eDKMS.

### External Communication

Digitalising a total of 95 forms on the Electronic Form Submission System for registered building professionals and contractors in 2019.



Accessing BD Handbook and Instructions and other internal documents via the “Pulse Secure” mobile application.



Processing 76 332 online application by the public to inspect and place orders of copies of private buildings and minor works records through the Buildings Records Access and Viewing On-line system in 2019.



## Waste Management

It is inevitable that our daily operation generates waste, which we manage in a responsible manner. We have published an administration circular on “Green Practices and Waste Avoidance”, which sets out internal guidelines to remind all levels of staff to employ green practices and waste measures that follow the principles of source reduction, waste minimisation and recycling. In our new office at WKGO, a “no bottled water” policy is in place to encourage staff and visitors to bring their own water bottles so as to minimise the use and disposal of plastic bottles.

We sort and recycle waste whenever feasible. Labelled bags are placed at prominent places in our offices to collect waste paper for recycling. A total of 116 235kg of waste paper was collected and sent to contractors for recycling in 2019.

# Performance Summary



## Energy Consumption

	Unit	2019
Gasoline	GJ <sup>1</sup> (Litre)	1 740 (52 702)
Electricity	GJ <sup>1</sup> (Million kWh)	18 465 (5.13)
Total energy consumption	GJ	20 205



## GHG Emissions<sup>2</sup>

	Unit	2019
Gasoline combustion (Scope 1)	tCO <sub>2</sub> e	143 <sup>3</sup>
Electricity purchased (Scope 2) <sup>4</sup>	tCO <sub>2</sub> e	3 590



## Material Consumption

	Unit	2019
Total paper consumption	kg	80 764
A4 paper	kg	79 827
A3 paper	kg	937
Paper consumed per staff (By establishment)	kg	37



## Waste Management

	Unit	2019
C&D materials		
C&D waste disposed of to landfills	10 <sup>3</sup> kg	318
C&D waste disposed of to public fill areas	10 <sup>3</sup> kg	1 790
Recyclable waste collected		
Waste paper	kg	116 235

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

2 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.

3 Generated from mobile combustion of petrol, i.e. vehicle consumption.

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



## Staff Breakdown<sup>5</sup>

	Unit	2019
No. of staff	No.	2 191
By Employment Type		
Full-time	%	100
Part-time	%	0
By Employment Contract		
Permanent (male)	No.	1 310
	%	59.8
Permanent (female)	No.	750
	%	34.2
Contract (male)	No.	81
	%	3.7
Contract (female)	No.	50
	%	2.3

		2019				
	Unit	Senior Management	Professional grade	Technical grade	General grade	Total
No. of staff	No.	28	729	784	650	2 191
	%	1.3	33.3	35.8	29.7	100
By Age						
Age under 30	No.	0	24	151	106	281
	%	0	3.3	19.3	16.3	12.8
Age 30-50	No.	5	579	559	368	1 511
	%	17.9	79.4	71.3	56.6	69.0
Age 50 or above	No.	23	126	74	176	399
	%	82.1	17.3	9.4	27.1	18.2
By Gender						
Male	No.	20	545	603	223	1 391
	%	71.4	74.8	76.9	34.3	63.5
Female	No.	8	184	181	427	800
	%	28.6	25.2	23.1	65.7	36.5
By Region						
Local	No.	28	729	784	650	2 191
	%	100	100	100	100	100
Non-local	No.	0	0	0	0	0
	%	0	0	0	0	0

<sup>5</sup> A significant portion of our operations and services was carried out by our employees.



### Training Performance

	Unit	2019
Courses	No.	1 053
Total participants	No.	10 098
Average Training Hours by Gender		
Male	Hours	24.3
Female	Hours	20.8
Average Training Hours by Grade		
Senior management	Hours	51.5
General staff	Hours	22.6



### Staff Turnover

	Unit	2019
Gender		
Male	No. (Rate)	89 (6.4%)
Female	No. (Rate)	54 (6.8%)
Age Group		
Age under 30	No. (Rate)	26 (9.3%)
Age 30-50	No. (Rate)	53 (3.5%)
Age over 50	No. (Rate)	64 (16.0%)
<b>Total</b>	No. (Rate)	143 (6.5%)



### New Employee Hires

	Unit	2019
Gender		
Male	No. (Rate)	151 (10.9%)
Female	No. (Rate)	108 (13.5%)
Age Group		
Age under 30	No. (Rate)	107 (38.1%)
Age 30-50	No. (Rate)	136 (9.0%)
Age over 50	No. (Rate)	16 (4.0%)
<b>Total</b>	No. (Rate)	259 (11.8%)



### Occupational Safety and Health Statistics<sup>6</sup>

	Unit	2019
Work-related injury <sup>7</sup>	No. (Rate)	6 (0.29%)
High-consequence work-related injury <sup>8</sup>	No. (Rate)	0 (0%)
Fatality	No. (Rate)	0 (0%)
Total hours worked <sup>9</sup>	Hours	4 204 091

<sup>6</sup> 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.

<sup>7</sup> Refers to negative impacts on health arising from exposure to hazards at work. 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.

<sup>8</sup> 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. It is mainly resulted from physical safety hazards.

<sup>9</sup> Total hours worked is calculated by the number of 7.8 working hours per day (excluding lunch break) times 246 working days, and then times the total number of employees at the year-end.



## Compliance

	Unit	2019
Labour Compliance		
Complaint on breached of labour practices / laws	No.	0
Complaint resolved	No.	0
Legal Compliance		
Convicted cases of corruption	No.	0
Social Compliance		
Convicted cases of non-compliance with laws or regulation	No.	0
Significant fines	HK\$	0



## Procurement

	Unit	2019
Proportion of spending on local suppliers <sup>10</sup>	%	100

<sup>10</sup> 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 Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon	-	✓
	102-4	Location of operations	Hong Kong only	-	✓
	102-5	Ownership and legal form	Part of the HKSAR 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 BO, rather than revenue generation.	P. 7-8	✓
	102-8	Information on employees and other workers	About this Report Sustainable Organisation Performance Summary	P. 4 P. 10 P. 46	✓
	102-9	Supply chain	Sustainable Organisation	P. 10	✓
	102-10	Significant changes to the organisation and its supply chain	About this Report	P. 4	✓
	102-11	Precautionary principle or approach	Sustainable Organisation	P. 12	✓
	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	✓

GENERAL DISCLOSURES					
GRI Standards	General Disclosures	Description	Cross-reference / Comments / Reasons for Omissions	Page No.	External Assurance
GRI 102: General Disclosures 2016	102-40	List of stakeholder groups	Sustainable Organisation	P. 13	✓
	102-41	Collective bargaining agreements	There is no collective bargaining legislation in Hong Kong but we have maintained various staff engagement channels.	-	✓
	102-42	Identifying and selecting stakeholders	Sustainable Organisation	P. 12-13	✓
	102-43	Approach to stakeholder engagement	Sustainable Organisation	P. 12-13	✓
	102-44	Key topics and concerns raised	Sustainable Organisation	P. 14-15	✓
	102-45	Entities included in the consolidated financial statements	Sustainable Organisation	P. 14-15	✓
	102-46	Defining report content and topic boundaries	Sustainable Organisation	P. 12-16	✓
	102-47	List of material topics	Sustainable Organisation	P. 14-15	✓
	102-48	Restatements of information	There is no such restatement in this Report.	-	✓
	102-49	Changes in reporting	Non-discrimination was newly-added material topics.	P. 30	✓
	102-50	Reporting period	About this Report	P. 4	✓
	102-51	Date of most recent report	March 2021	-	✓
	102-52	Reporting cycle	About this Report	P. 4	✓
	102-53	Contact point for questions regarding the report	Feedback	P. 60	✓
	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. 46	✓
	102-56	External assurance	About this Report	P. 4	✓

TOPIC-SPECIFIC STANDARDS					
GRI Standard Number	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, 14-15 P. 17-29	✓
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. 17-29	✓
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, 14-15 P. 43	✓
GRI 204: Procurement Practices 2016	204-1	Proportion of spending on local suppliers	Performance Summary	P. 50	✓
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, 14-15 P.31	✓
GRI 205: Anti-corruption 2016	205-3	Confirmed incidents of corruption and actions taken	Performance Summary	P. 50	✓
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, 14-15 P. 19 P. 43-45	✓
GRI 301: Materials 2016	301-1	Materials used weight or volume	Performance Summary	P. 46	✓
ENERGY					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Green Office	P. 10,12, 14-15 P. 40-42	✓
GRI 302: Energy 2016	302-1	Energy consumption within organisation	Performance Summary	P. 46	✓

TOPIC-SPECIFIC STANDARDS					
GRI Standard Number	Disclosures	Description	Cross-reference / Comments / Reasons for Omissions	Page No.	External Assurance
SUPPLIER ENVIRONMENTAL ASSESSMENT					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Green Office	P. 10,12, 14-15 P. 43	✓
GRI 308: Supplier Environmental Assessment 2016	308-1	New suppliers that were screened using environmental criteria	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 2019.	-	✓
SOCIETY					
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, 14-15 P. 30	✓
GRI 401: Employment 2016	401-1	New employee hires and employee turnover	Performance Summary	P. 49	✓
OCCUPATIONAL HEALTH AND SAFETY					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Human Capital Strategy	P. 10,12, 14-15 P. 33-34	✓
GRI 403: Occupational Health and Safety 2018	403-1	Occupational health and safety management system	Human Capital Strategy	P. 33-34	✓
	403-2	Hazard identification, risk assessment, and incident investigation	Human Capital Strategy	P. 33-34	✓
	403-3	Occupational health services	Human Capital Strategy	P. 34	✓
	403-4	Worker participation, consultation, and communication on occupational health and safety	Human Capital Strategy	P. 33-34	✓
	403-5	Worker training on occupational health and safety	Human Capital Strategy	P.34	✓
	403-6	Promotion of worker health	Human Capital Strategy	P. 34-36	✓
	403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	Human Capital Strategy	P. 34	✓

TOPIC-SPECIFIC STANDARDS					
GRI Standard Number	Disclosures	Description	Cross-reference / Comments / Reasons for Omissions	Page No.	External Assurance
GRI 403: Occupational Health and Safety 2018	403-9	Work-related injuries	Human Capital Strategy Performance Summary	P. 34	✓
TRAINING AND EDUCATION					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainability Organisation Human Capital Strategy	P. 10,12, 14-15 P. 31-32	✓
GRI 404: Training and Education 2016	404-1	Average hours of training per year per employee	Performance Summary	P. 48	✓
DIVERSITY AND EQUAL OPPORTUNITY					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainability Organisation Human Capital Strategy	P. 10,12, 14-15 P. 30	✓
GRI 405: Diversity and Equal Opportunity 2016	405-1	Diversity of governance bodies and employees	Performance Summary	P. 47	✓
NON-DISCRIMINATION					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainability Organisation Human Capital Strategy	P. 10,12, 14-15 P. 30	✓
GRI 406: Non-discrimination 2016	406-1	Incidents of discrimination and corrective actions taken	In 2019, BD did not identify any incidents of discrimination recorded.	-	✓
FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Human Capital Strategy	P. 10,12, 14-15 P. 30	✓
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 2019, 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, 14-15 P. 30	✓
GRI 419: Socioeconomic Compliance 2016	419-1	Non-compliance with laws and regulations in the social and economic area	Performance Summary	P. 50	✓





## INDEPENDENT ASSURANCE OPINION STATEMENT

Statement No.: **SRA-HK 745489**

### **Buildings Department Sustainability Report 2019**

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 2019 (the "Report").

This independent assurance opinion statement has been prepared for BD solely for the purpose 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 1<sup>st</sup> January 2019 to 31<sup>st</sup> December 2019. 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, Responsiveness and Impact. The specified sustainability performance information/data disclosed in the Report has been evaluated.

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

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## **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 assurors. 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, Responsiveness and Impact.

## **Conclusions**

A detailed review against the Principles of Inclusivity, Materiality, Responsiveness and Impact 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; Annual performance appraisal; Cross-departmental meetings; Charters and schemes; Legislative Council Development Panel Meetings; District Council Meetings; Advisory and statutory bodies/committees; Stakeholder consultation; Sustainability report; Briefings/seminars; Stakeholder engagement exercises; Survey and focus group; 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.

**Impact**

BD has established processes to understand, measure and evaluate its impacts in qualitative and quantitative way. These processes enable BD to assess its impact and disclose them in the Report. In our professional opinion, BD adheres to the principle of Impact. Areas for enhancement of the Report were adopted by BD before the issue of this opinion statement.

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### **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.

### **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:



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

Hong Kong  
2<sup>nd</sup> July, 2021

Verifier of the Report



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Aaron Chim  
Lead Assuror

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## Feedback

Thank you for reading our Buildings Department Sustainability Report 2019. 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 2019

- ☐ 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!