



Buildings Department Sustainability Report 2020





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DIRECTOR'S MESSAGE

We are pleased to introduce the Sustainability Report 2020 (this Report) of the Buildings Department (BD) which aims to share with stakeholders our vision, commitment, and achievements in supporting the development of a quality and sustainable built environment for Hong Kong.

Facing unprecedented challenges due to the COVID-19 pandemic in 2020, BD continued to promote the safety, health, environmental performance of private buildings, and uphold the quality of private building developments, while strived to make proactive changes to adapt to the new working environment under the pandemic. For instance, instead of conducting site inspections in person, we introduced a pragmatic and flexible approach to accept the use of videotelephony in conducting supervision for precast concrete elements, modular integrated construction modules and tempered glass produced in factories in the Mainland.

As we are moving into a digital era, in order to enhance the receiving and processing of building plans, documents and applications submitted under the Buildings Ordinance (BO) (Cap. 123), BD is spearheading the development of the Electronic Submission Hub as an alternative means to the present paper-based mode of submission. Besides, after the launch of the departmental Electronic Document and Knowledge Management System, we have been able to share knowledge through a more centralised digital platform to further strengthen collaboration within the department.

To bring greater convenience to the public and facilitation to the industry, more small-scale building works including installation of greening features which promote a green and quality built environment, such as planters, ponds or fountains, trellises and metal frames for growing





of plants, have been designated as minor works under the Building (Minor Works) (Amendment) Regulation 2020. Hence, building owners can now erect these greening features in their buildings under the simplified requirements of the Minor Works Control System without the need to obtain prior approval of plans and consent to the commencement of such works from BD. Internally, BD has implemented a number of green measures, including but not limited to sustainable building design features, green office practices, waste reduction measures, green procurement, and energy use reduction.

We appreciate the continuous efforts and support from our staff, relevant government departments, the industry and the general public, in particular during the pandemic period in upholding the safety, health and sustainability of our built environment. Looking forward, we are excited to explore new opportunities and technologies with our stakeholders to improve the built environment of Hong Kong as a safe, livable and sustainable city.

Ms YU Po-mei, Clarice, JP

Director of Buildings





ABOUT THIS REPORT

BD of the Government of the Hong Kong Special Administrative Region of the People's Republic of China reports its efforts regularly to support the sustainable development of our city. To this end, we publish this Report to summarise our sustainability performance during the year of 2020. In the preparation of this Report, we attach great importance in upholding the international reporting principles stipulated in the Global Reporting Initiative Sustainability Reporting Standards (GRI Standards).

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 2020 to 31 December 2020. There were no significant changes with regard to departmental ownership, size, structure, or its supply chain during the reporting period. Financial data presented in this Report are for the financial year ended 31 March 2021. 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, Completeness) and for defining report quality (Accuracy, Balance, Clarity, Comparability, Reliability, 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

Over the years, BD has adopted a sustainable approach to contribute values to our stakeholders, the community, and the environment. BD is committed to promoting building safety, setting and enforcing safety, health and environmental standards for private buildings, striving to improve the quality and sustainability of the built environment. We firmly uphold core responsibilities under the remit of the BO, as well as playing an active role in supporting relevant initiatives and policies of the Government in promoting the city's sustainability development.



Management Team



- | | |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 1 Ms YU Po-mei, Clarice, JP
Director of Buildings | 6 Mr AU-YEUNG Hoi-pang
Assistant Director, New Buildings 2 |
| 2 Mr HO Chun-hung
Deputy Director of Buildings | 7 Ms NG Pelene
Assistant Director,
Mandatory Building Inspection |
| 3 Mr NG Kin-shing, Ken
Assistant Director,
Existing Buildings 1 | 8 Mr TAM Wing-cheung, Tommy
Assistant Director,
Corporate Services |
| 4 Ms PANG mei-tuan, Pauline
Assistant Director,
Existing Buildings 2 | 9 Mr WU Tin-hung, Patrick
Departmental Secretary |
| 5 Ms CHEUNG Yuk-ching, Karen
Assistant Director, New Buildings 1 | 10 Mr LUK Mo-kan, Thomas
Senior Treasury Accountant |

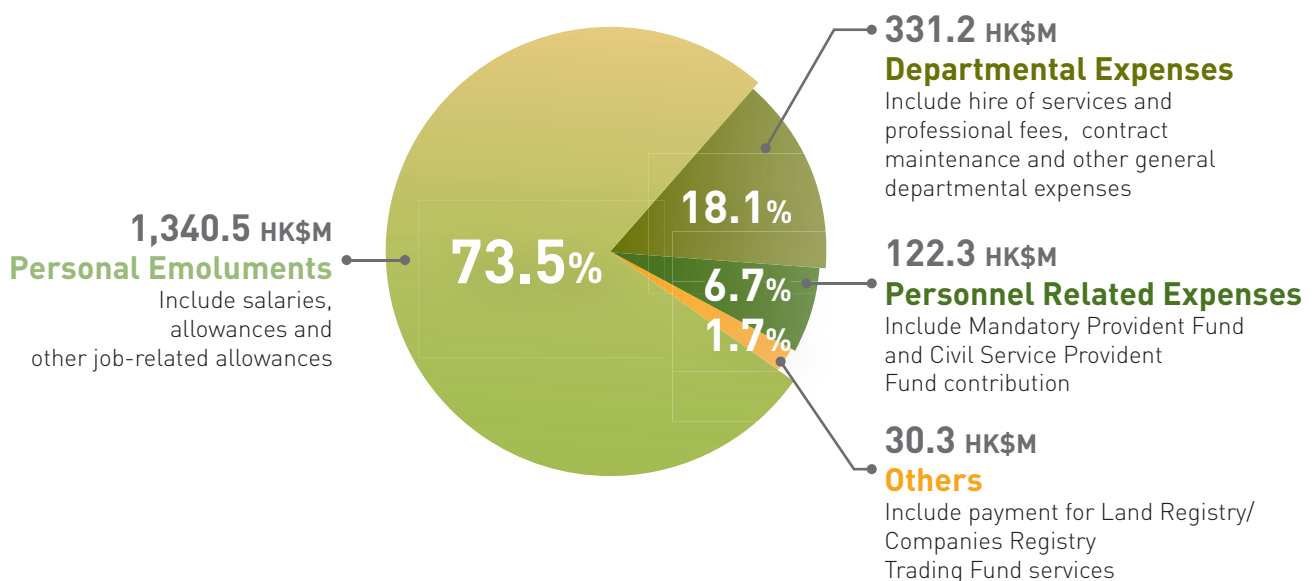
Core Services

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 follows:

- ✔ Processing applications for and monitoring the construction of new buildings as well as alteration and addition works
- ✔ Promoting timely maintenance of buildings through implementing the Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme (MWIS)
- ✔ Improving the fire safety provisions of existing buildings
- ✔ Advising licensing authorities on licence applications from the building safety point of view
- ✔ Taking enforcement actions against actionable unauthorised building works (UBWs) (including dangerous and newly erected UBWs), dangerous buildings and slopes, defective drains and signboards
- ✔ Processing minor works submissions under the simplified requirements of the Minor Works Control System (MWCS)
- ✔ Maintaining 24-hour emergency services to deal with emergencies affecting the safety of private buildings and slopes
- ✔ 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

Scale of Operation

BD's Actual Expenditure (1 April 2020 to 31 March 2021)



Key Figures in 2020



New Buildings



Number of plan submissions processed:

18 317



Occupation permits issued:

218



First consent to commence different types* of works issued:

462



Gross floor area (GFA) of completed new buildings:

2 047 748m²



Existing Buildings



Reports received about UBWs, defective drains and dangerous buildings, hillsides and advertising signs

49 035



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

51 174



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

42 032



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

455



Advisory letters issued on building defects, UBWs and defective drains

3 298



*Demolition, site formation, foundation and superstructure works



Management Mechanism

BD endeavours to cultivate a culture of sustainable development within and beyond the organisation through a robust sustainability management mechanism with an aim to drive the Government's sustainability agenda. 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 is well embedded in BD's management mechanism which drives our implementation of sustainability-related programmes. The senior management regularly reviews existing policies as well as environmental performance to identify potential impacts on sustainability-related matters, through maintaining active communication among staff, stakeholders as well as the community.

Managing Supply Chain

BD has established close work relationship with external consultants and contractors to deliver quality services in relation to building inspection, investigation and repairs. Their performance is under regular review to ensure compliance with relevant statutory and contractual requirements. To support our daily operation, we communicate with suppliers frequently to source office equipment and stationery, computer products, telecommunication services, and public education and promotional services. Qualified suppliers are required to follow the green specifications established by the Environmental Protection Department (EPD) whenever feasible.

Managing Building Safety Risks

To properly manage the risks associated with sustainability of the built environment, 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 building safety risks and arrest the problem of building neglect.

Stakeholder Engagement

Effective communication with stakeholders is instrumental in sustaining 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.



Our Key Stakeholders	Engagement Channels
 Staff members	Staff/management meetings/grade consultative groups Training Intranet Annual performance appraisals Stakeholder engagement exercises ⁺ : survey and focus group
 Government departments or agencies	Cross-departmental meetings Charters and schemes
 Legislative Council (LegCo) and District Council (DC) members	LegCo Development Panel Meetings DC Meetings
 Building professionals	Advisory and statutory bodies/committees Stakeholder consultation Sustainability reports Briefings/seminars
 Industry associations	Advisory and statutory bodies/committees Stakeholder consultation Sustainability reports Briefings/seminars
 Non-governmental organisations (NGOs)	Sustainability reports
 Media	Press releases Social media
 Clients	Press releases Social media
 General public	Press releases Social media Customer satisfaction surveys Building Safety Week/Building Safety Symposium/ public talks/seminars Stakeholder engagement exercises ⁺ : surveys
 Suppliers	Stakeholder engagement exercises ⁺ : interviews and surveys
 Consultants and contractors	Meetings Stakeholder engagement exercises ⁺ : interviews and surveys
 Academia	Sustainability reports

+ These engagement activities were also conducted for preparing this Report.

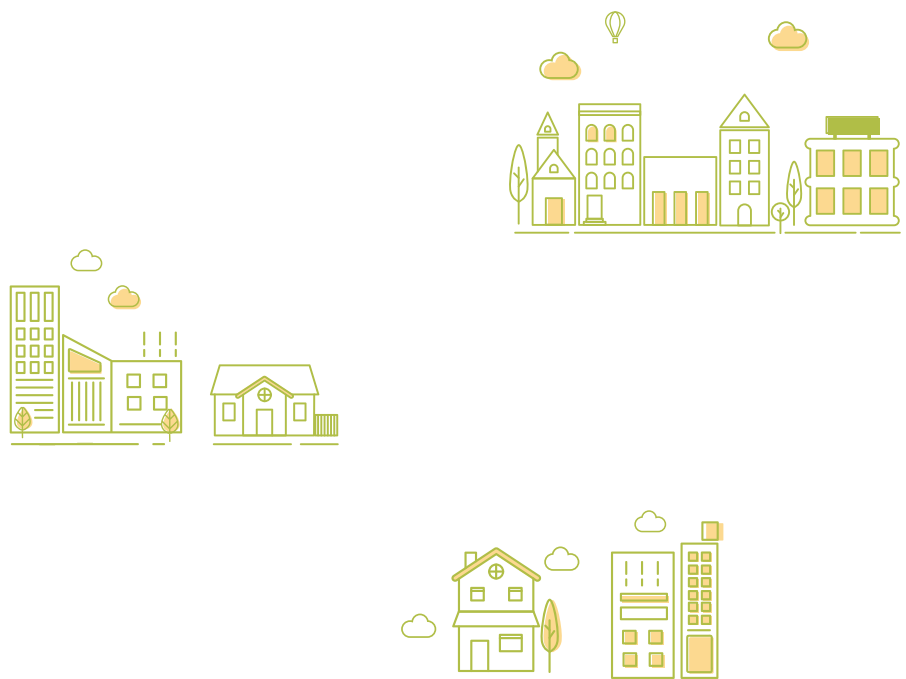


Materiality Assessment

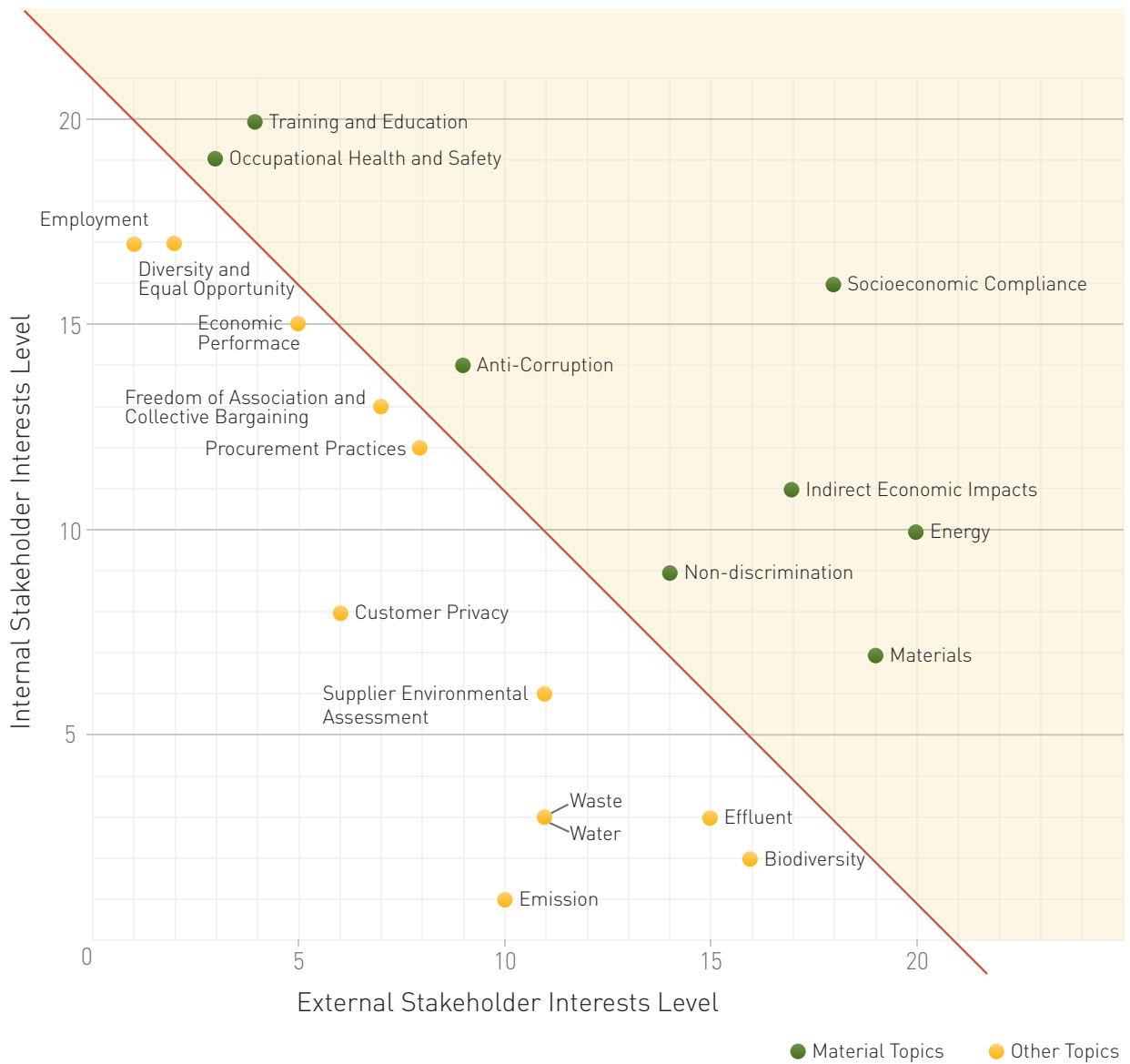
In order to facilitate continuous improvement of our sustainability performance, BD has commissioned an independent consultant, the Hong Kong Productivity Council (the Consultant) to conduct annual stakeholder engagement exercises as part of the preparation of sustainability reports since 2017. This year, four stakeholder groups, namely staff, suppliers, the general public, consultants and contractors, were engaged by the Consultant through a survey, a focus group meeting, and individual in-depth interviews, to solicit their views on topics relating to BD's sustainability performance.

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

The following materiality matrix illustrates the identified material topics, with 8 of 20 topics located above the cut-off line being prioritised for this Report. The reporting boundary of each material topic was assessed to cover BD's operation only for this Report.



Materiality Matrix



Material Topics	
Economic	Indirect Economic Impacts
	Anti-corruption
Environmental	Materials
	Energy
Social	Occupational Safety and Health
	Training and Education
	Non-discrimination
	Socioeconomic Compliance

Stakeholders' Feedback and Our Responses

Key areas raised	Comments from our stakeholders	Our responses
Support during the pandemic	Stakeholders suggested BD to adopt online meeting channels for better communication during the pandemic.	Depending on the nature of the meetings, BD has adopted online meeting tools to convene certain meetings during the pandemic. Appropriate channels will be considered to convene meetings with the public/industry for better communication.
Environmental improvement	Stakeholders appreciated BD in promoting digitalisation and paperless communication with advanced platforms.	<p>BD is spearheading the development of an Electronic Submission Hub (ESH), an advanced information system for receiving and centralised processing of electronic building plans and documents as well as other applications under the BO. ESH is one of the initiatives in the Smart City Blueprint for Hong Kong 2.0 published in December 2020 to promote smart city development.</p> <p>ESH will encourage the wider and fuller use of Building Information Modelling (BIM) by building professionals in preparing building plan submissions for private development projects. The use of BIM would minimise wastage during the project planning, design and construction stages, such as wastage arising from the need to rework, and idling resources during construction stage. This would contribute to reduction of construction costs including labour and materials as well as the benefit for reduction of green-house gas emissions.</p>
	Stakeholders welcomed the adoption of Modular Integrated Construction (MiC) and Design for Manufacture and Assembly, which greatly reduced construction materials.	We continue to encourage the adoption of MiC to enhance quality and sustainable built-environment.
	Stakeholders suggested BD to encourage the use of environmentally friendly materials for new buildings.	We welcome the use of environmentally friendly materials that are in compliance with the Building (Construction) Regulation.





SUSTAINABLE BUILT ENVIRONMENT

By developing and enforcing standards for new and existing buildings, BD is committed to maintaining and improving building safety and sustainability. Considering public awareness is a crucial factor for fostering a safe and sustainable built environment in Hong Kong, we actively engage the community through a wide range of events, initiatives and programmes.

Updating Building Standards

Ensuring new buildings' safety and environmental performance is one of the key responsibilities of BD. To improve the sustainability of new buildings and enhance the efficiency of their construction methods, BD continues to review and refine the building standards when necessary.

New Regulations and Amendments under the BO

The new Building (Construction) Regulation and the consequential amendments to other subsidiary legislation under the BO including the Building (Administration) Regulations and the Building (Ventilating Systems) Regulations were gazetted in early 2020. The new regulations and the amendments to the subsidiary legislation aim to implement a performance-based building control system and enhance the standards on the design and construction of buildings under the BO. They will come into operation on 1 February 2021.

In 2020, there were other ongoing legislative review including the Building (Minor Works) Regulation, the Building (Planning) Regulations, and the Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations, the latter two of which aimed to establish performance-based standards to promote modern and innovative building designs.

Building Energy Efficiency

According to the "Energy Saving Plan for Hong Kong's Built Environment 2015~2025+" published by the Environment Bureau, the existing Overall Thermal Transfer Value (OTTV) and the Residential Thermal Transfer Value (RTTV) have to be reviewed twice before 2025 and 2030 respectively. The OTTV standards were reviewed and tightened up in August 2019 and we will complete the next review on OTTV before 2025. For RTTV, the two reviews are planned to be completed by 2023 and 2030.



Seismic-resistant Design

Being an important aspect to ensure the integrity of building structures, seismic-resistant building design is one of the key elements in many 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 implementation of the new code.

Promoting Building Environmental Performance

With an aim to improving the environmental performance of buildings and fostering quality living space, BD has been working closely with other government departments to provide incentives for developers to introduce green features and adopt green construction methods.

Sustainable Building Design

With an aim to improving the quality and sustainability of 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 2020 to promote building sustainability, including but not limited to:

- PNAP APP-19 on Projections in relation to Site Coverage and Plot Ratio – Building (Planning) Regulations 20 & 21;
- PNAP APP-41 on Buildings to be Planned for Use by Persons with a Disability;
- PNAP APP-42 on Amenity Features;
- PNAP APP-151 on Building Design to Foster a Quality and Sustainable Built Environment;
- PNAP APP-162 on Conditions and Requirements Imposed under the Buildings Ordinance upon Granting Approval and Consent; and
- PNAP ADV-35 on Greening in Buildings.



To promote sustainability of the built environment, we have introduced the GFA concession 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 a prerequisite for building projects to exempt green or amenity features from GFA calculations. A maximum concession cap is set at 10% of the total GFA of the development. The SBD Guidelines list out three key building design elements, namely building separation, building setback and site coverage of greenery. They can help buildings achieve better air ventilation, increase greenery, enhance the quality of living space, and mitigate the heat island effect of the built environment.

To bring greater convenience to the public and facilitation to the industry in providing greening in existing private buildings, erection of greening features which promote a green and quality built environment, such as planters, ponds or fountains, trellises and metal frames for growing of plants have been designated as minor works under the Building (Minor Works) (Amendment) Regulation 2020 effective from 1 September 2020. Hence, building owners can now erect these greening features in their buildings under the simplified requirements of the MWCS without the need to obtain prior approval of plans and consent to the commencement of such works from BD.

Building Environmental Assessment

Following the Policy Address in January 2017, BD commissioned a consultancy study to review the GFA concession mechanism and consider possible measures to tighten the prerequisite for application for GFA concession. While maintaining the aforesaid 10% GFA concession cap for new private development projects, the Consultant recommended that new projects should achieve a specific rating under the Building Environmental Assessment Method (BEAM) Plus. If a project could only achieve a lower rating, it should demonstrate compliance with one or more new specific standards which promote quality built environment. We will continue to communicate with stakeholders to prepare for the new GFA concession mechanism.

To improve transparency, the ratings of all completed buildings which have been granted with GFA concessions, are listed in the BD website. During the reporting year, there were 211 approved building proposals. Of which, a total of 92 proposals (i.e. 44% of all approved proposals) were granted with GFA concessions and in compliance with the SBD Guidelines.



Green Construction Methods

The adoption of MiC can significantly improve construction safety, quality control and productivity, as well as minimising construction waste, time and nuisance to the neighbourhood. To this end, BD has launched the pre-acceptance mechanism for granting in-principle acceptance (IPA) to individual MiC systems or components and revised the GFA concession policy by allowing 6% of the MiC floor area to be exempted from GFA for new building developments.

Resulting from these facilitating measures, the industry is incentivised to adopt MiC in construction projects. Also, in view of the cross-boundary control implemented under COVID-19, BD issued a circular letter in February 2020 introducing a pragmatic and flexible approach to accept certain supervisory personnel to employ videotelephony in conducting supervision for factory production of MiC modules instead of visiting the factory in person.

By 31 December 2020, BD had received 87 IPA applications, with 29 IPA granted involving 19 MiC manufacturers which have been included in BD's List of Pre-accepted MiC Systems. First private MiC building project was completed in July 2020 with occupation permit granted.

Maintaining the Wellbeing of Existing Buildings

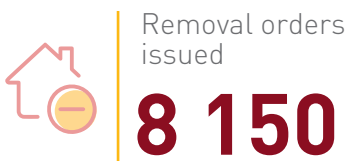
BD places a high priority on maintaining the wellbeing of existing buildings. We understand that the public has concerns over the negative impacts of building neglect and environmental hygiene issues. To address the issues, BD has stepped up enforcement actions against building defects and UBWs.



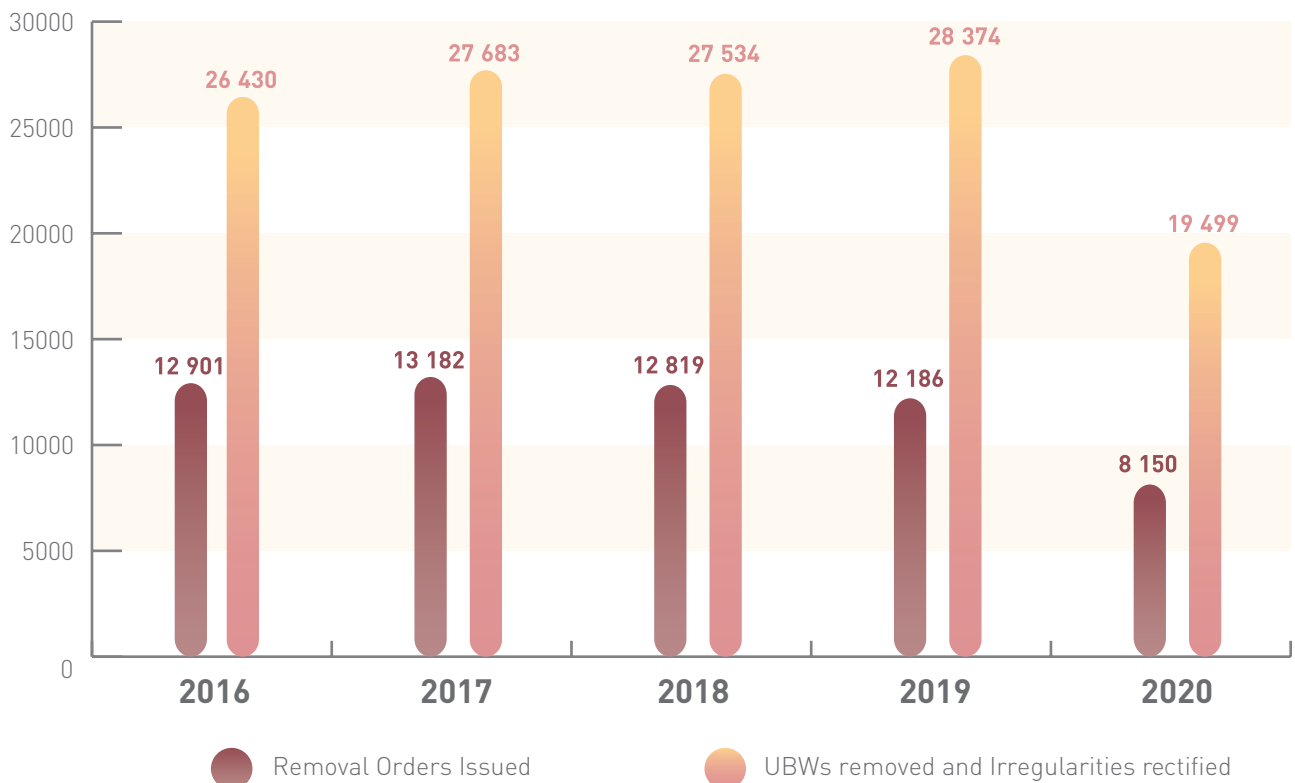
Rectifying UBWs

In 2020, we continued to mount various large-scale operations (LSOs) against target buildings for taking enforcement actions against UBWs, including signboards, unauthorised structures on rooftops, podiums, lanes and yards, and those in New Territories Exempted Houses (NTEHs), to improve building safety. Statistics on removal orders issued, buildings/premises repaired, UBWs removed and irregularities rectified and defective drainage rectified in 2020 are summarised as follows:

Performance in 2020



UBWs Clearance Operations from 2016 - 2020



UBWs Clearance Operations in 2020



Unauthorised Signboards

- Took enforcement action at selected target street sections and encouraged signboard owners to join the Signboard Validation Scheme (SVS);
- Removed/validated 1 283 unauthorised signboards; and
- Removed/repared 1 292 abandoned/dangerous signboards.



Unauthorised Structures on Rooftops, Podiums, Lanes and Yards

- Identified domestic and composite buildings on rooftops, flat roofs, yards and lanes;
- Selected 86 target domestic/composite buildings;
- Issued 3 907 removal orders and 4 repair/investigation orders; and
- Complied 303 orders.



UBWs in NTEHs

- Inspected 4031 NTEHs under village by village surveys for identification and enforcement of UBWs;
- Issued 667 removal orders;
- Provided guidelines on specified green and amenity facilities which are applicable for NTEHs; and
- Established a one-off Reporting Scheme to help monitor the emergence of new UBWs.

Tackling Water Seepage Problems in Buildings

Collaborating with the Food and Environmental Hygiene Department, we set up a Joint Office (JO) to tackle building water seepage problems. To enhance the success rate of identifying the sources of water seepage, JO has applied advanced testing technologies such as infrared thermography and microwave tomography in carrying out professional investigations for water seepage cases in pilot districts where applicable. With the cooperation from owners and occupants in conducting investigations, JO requires the owners concerned to carry out repair in order to abate the nuisance arising from water seepage.

Promoting Building Maintenance and Repairs

Ensuring building safety is a top priority of BD. To this end, we offer all-round support on building repair and maintenance works for existing building owners and occupants.

Practical Guidelines for Building Maintenance and Repair

We have published a series of PNAPs, circular letters and the Code of Practice on Design for Safety – External Maintenance 2019 (the Maintenance Code) to provide practical guidelines on building designs to facilitate future repair and maintenance works, and to enhance environmental hygiene. With the new Building (Construction) Regulation gazetted in January 2020, new performance-based requirements for provisions of adequate means of access for maintenance and repair of external building elements of a building would come into operation in February 2021.

Through the Technical Committee of the Maintenance Code established in December 2019, we continued to maintain close communication with the practitioners. The Maintenance Code would be reviewed and updated by taking into account the feedback from the practitioners and relevant stakeholders.

Providing Financial Assistance to Building Owners

Individual building owners may apply for the Building Safety Loan Scheme (BSLS), which is administered by BD, for loans to carry out maintenance and repair works, to restore or improve the safety of their buildings and slopes. In 2020, 187 BSLS applications were approved, amounting to HK\$ 16 million for repair works and removal of UBWs.



Inspection of Sub-divided Flats (SDFs)

BD target actionable building irregularities associated with SDFs through conducting LSOs and acting on reports. During the reporting year, LSOs were launched for domestic, composite and industrial buildings. Those residents who have to move out from illegal domestic premises in industrial buildings due to our enforcement actions, are eligible to apply for relocation allowance through an assistance programme funded by the Community Care Fund.

In 2020:



100

target buildings selected under LSOs on SDFs



1 045

SDFs inspected in total in response to reports and through LSOs



167

SDFs rectified of irregularities

Mandatory Building and Window Inspection Schemes

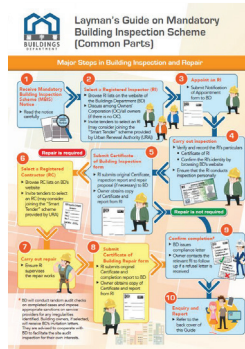
Under the Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme (MWIS), target buildings aged 30 or above (except domestic buildings not exceeding three storeys) and buildings aged 10 or above (except domestic buildings not exceeding three storeys) respectively have to carry out mandatory inspection. In 2020, 601 buildings were selected for both MBIS and MWIS, while another 88 buildings were selected for MWIS.

We welcome feedback from stakeholders so that we may provide greater support to building owners in the execution of MBIS and MWIS. During the year, we further reviewed, updated and issued pamphlets and guidelines on MBIS and MWIS for promotion and providing technical support to owners.

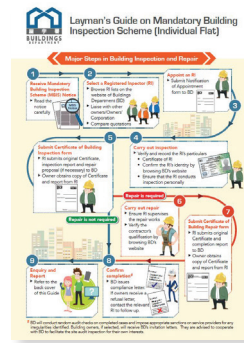
MBIS



Pamphlet
"MBIS"



Layman's Guide
on MBIS
(Common Parts)



Layman's Guide
on MBIS
(Individual Flat)

MWIS



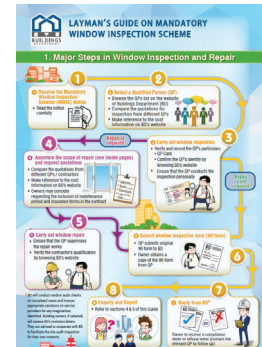
Pamphlet
"MWIS"



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



Pamphlet
"Important notes about
window safety"



Layman's Guide
on MWIS



Public Briefing Sessions across Districts

7 district briefing sessions and 4 seminars were held to introduce MBIS and MWIS as well as providing assistance packages to building owners, owners' corporations and industry representatives.



Our professional officers were invited to speak at 5 briefing sessions for the "Central Platform on Building Management" organised by the Home Affairs Department.

Operation Building Bright (OBB) Programme

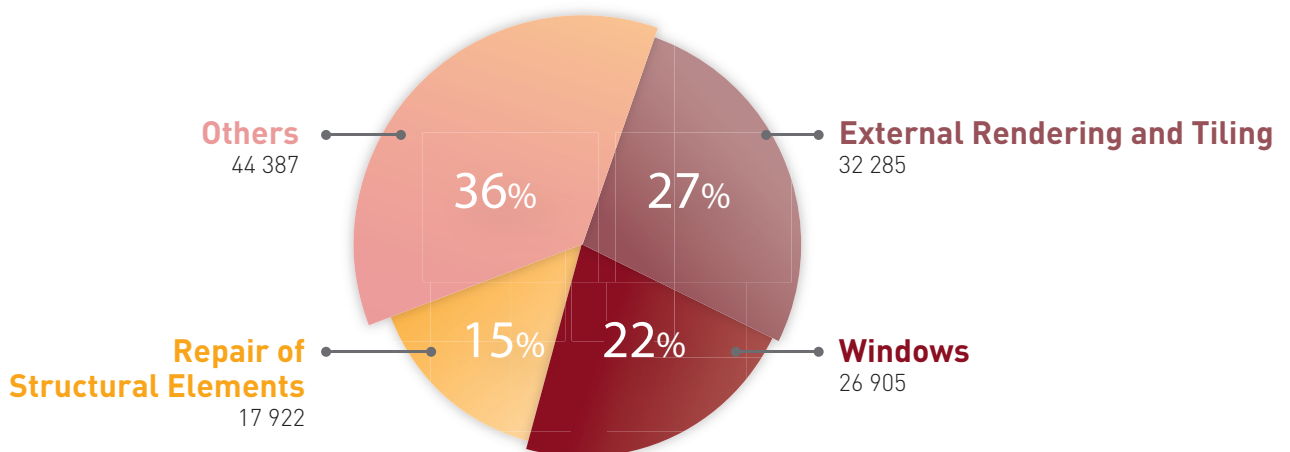
Since 2009, BD has launched the OBB programme with the Hong Kong Housing Society (HKHS) and the Urban Renewal Authority (URA). Financial and technical assistance was offered to eligible owners of old and dilapidated buildings who encountered difficulties in coordinating repair and maintenance works. Having regard to the positive responses for OBB 2.0, the Government has increased the original commitment of HK\$3 billion to HK\$6 billion to help needy owners comply with MBIS requirements. Consultants and contractors are engaged to carry out inspection and repair works in the case of default of building owners.

By the end of 2020, a total of 636 Category 2 buildings had been targeted for default works under OBB 2.0, while 20 buildings were completed as at the end of 2020.

Minor Works Control System (MWCS)

To facilitate building owners and occupants in carrying out small-scale building works lawfully and safely in private buildings, the MWCS outlines simplified statutory procedures. The Building (Minor Works) (Amendment) Regulation 2020 came into operation in September 2020, which extends the scope of the MWCS to cover more small scale building works for repair and maintenance, as well as green features and amenity features. In 2020, we received a total of 121 499 submissions under the MWCS.

Minor Works Submissions In 2020



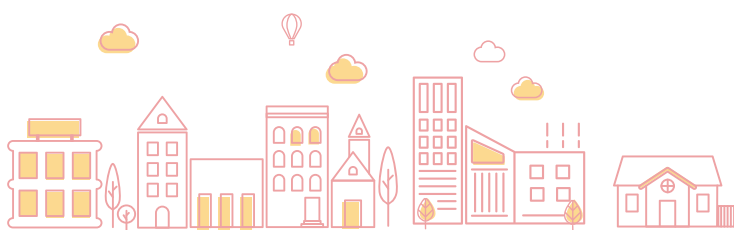
Building owners are allowed to retain eligible minor household installations constructed without prior approval from BD before the full implementation of MWCS, under the Household Minor Works Validation Scheme (HMWVS). The Signboard Validation Scheme (SVS) is a voluntary scheme to cover certain small-scale unauthorised signboards. These can minimise unnecessary removal works and construction and demolition waste. Since the implementation of HMWVS and SVS, BD has validated 535 minor household installations and 333 signboards, respectively.

Ensuring Fire Safety

Under the Fire Safety (Commercial Premises) Ordinance and the Fire Safety (Buildings) Ordinance, we continue to optimise existing fire safety measures in prescribed commercial premises, specified commercial buildings and composite buildings. With the Fire Safety (Industrial Buildings) Ordinance came into effect in June 2020, we further extend to enhance pre-1987 industrial buildings to meet modern fire protection requirements. BD regularly carries out inspections on premises and buildings and takes necessary enforcement actions in accordance with the above Ordinances. In 2020, BD inspected about 500 premises and buildings, and issued 3 578 fire safety directions or fire safety improvement directions.

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 is activated whenever Tropical Cyclone Warning Signal No. 8 is hoisted and in times of severe and prolonged rainfall or other natural disasters. BD officers will carry out safety assessment of dangerous buildings, signboards, hillsides and scaffolding when required. During the reporting year, BD's emergency services responded to 709 emergency cases, of which 64 cases involved contractors' action.



Conservation of Heritage Buildings

Conservation of built heritage is of paramount importance to showcase the historical and cultural landscape of our city. With an aim to protecting and revitalising them, BD actively engages with various government departments and stakeholders in the community to revitalise and conserve heritage buildings.



Historic Buildings Revitalisation

- ✔ Supports historic buildings conservation and revitalisation without compromising building safety and health requirements
- ✔ Provides professional advisory and pre-submission enquiry services by our Heritage Unit



Heritage Conservation

- ✔ 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 reusing historic buildings
- ✔ Collects feedback on the Practice Guidebook with a Technical Committee on Building Safety and Health Requirements



Ex-Central Market becoming a centre for cultural and retail facilities after revitalisation



Lady Ho Tung Welfare Centre being under revitalisation, will be re-used as an eco-learn institute

Engaging the Community

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. In view of the challenges in arranging large-scale face-to-face activities under the pandemic, we switched some of them into online mode.

Building Safety Week 2020

The Building Safety Week is BD's annual major public education and publicity event. Webinars were successfully delivered to the building professionals and the general public to promote building safety and importance of regular maintenance, which engaged more than 1 200 participants.



Webinars for the Building Safety Week 2020

The two-day Building Safety Advanced Certificate Course was tailor-made for those who had completed the Building Safety Certificate Course. 159 participants had an in-depth exploration of the topics related to building safety to reinforce their building care awareness.



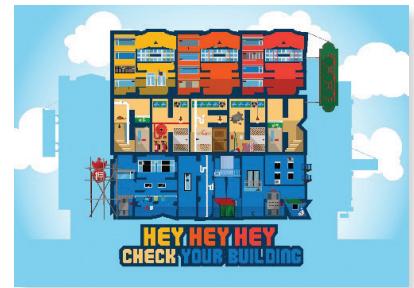
Building Safety Advanced Certificate Course

Other Educational and Promotional Activities in 2020

- Organised a total of 19 sessions of **Building Safety Talks** (including online and face-to-face) for the general public, educational sectors, building owners and the industry.
- Held 2 sessions of **Building Safety Advanced Certificate Course** in the fourth quarter of 2020, attracting 159 building owners or corporations to participate with more than 86% overall satisfaction rate.
- Received around 1 300 entries for the **Building Toys Design Competition**. Four winning entries were selected for mass production.
- Published a music video **“Hey Hey Hey Check Your Building”** in November 2020 to promote the importance of regular maintenance.

Diverse Promotion Channels

BD strives to promote building safety to the public through various channels and platforms, including the mainstream and online promotional channels and media, in order to reach out to more people.



Printed Publication Highlights in 2020

Banners & Posters

To enhance public awareness of the implementation of the Building (Minor Works) (Amendment) Regulation 2020, which enables more building works to be carried out under the simplified requirements of the MWCS, we displayed banners and posters of the theme at various channels and platforms.



We continued to promote BD’s enforcement actions against UBWs in NTEHs, regular building inspection and the SVS through minibus banners.

Leaflets and Pamphlets

A series of pamphlets were published in September 2020 to provide updated information relating to the implementation of the Building (Minor Works) (Amendment) Regulation 2020 to the public.



In view of the heightened concern about the condition of drainage pipes under the COVID-19 epidemic, we revamped the pamphlet “What you need to know about drainage pipe maintenance” for wide distribution to remind the public of the importance of proper use and maintenance of drainage pipes to ensure public health.



We also produced a pamphlet to publicise BD's enforcement action against large unauthorised signboards which pose potential risks to the public and road safety.





Periodic Publications

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



Electronic Media Activities in 2020



Broadcasts

As our continued effort to promote building safety, two new TV Announcements in the Public Interest (APIs), on the implementation of the Building (Minor Works) (Amendment) Regulation 2020 and regular inspection and maintenance of buildings, were produced in September. The APIs were played at Mass Transit Railway stations and train compartments, bus stops and online media platforms.



E-Learning Centre

Our digital learning platform the E-Learning Centre, continued to disseminate useful information to enhance building safety awareness among property owners, owners' corporations, representatives of property management companies and the public. In 2020, a total of 15 videos were uploaded to the E-Learning Centre.

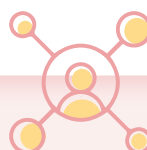


BD Mobile Apps

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 MBIS and MWIS easily and effectively.

Social Media

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 efficient way. To promote the importance of regular drainage check and inspection, an API video was published in BD's social media during the reporting year.





HUMAN CAPITAL STRATEGY

Recognising the contribution of each of our dedicated staff members, BD aims to create a safe, supportive and caring working environment with a wide range of policies and programmes for human capital management.

Employment Practice

There was a total of 2 260 staff members at the end of 2020, including full-time, permanent and contract employees. The BD workforce comprised 1 440 male (63.7%) and 820 female (36.3%). No part-time or temporary staff were recruited. During the reporting year, the new hire and turnover rates were 10% and 6.8% respectively. The breakdowns of workforce by age and grade are presented as follows:

Breakdown by Age		Breakdown by Grade	
Under 30 years old	252 (11.2%)	Senior management	28 (1.2%)
30-50 years old	1 571 (69.5%)	General staff	Professional 779 (34.5%)
Over 50 years old	437 (19.3%)		Technical 810 (35.8%)
			General 643 (28.5%)

Stipulated in the Guidebook on Appointments issued by the Civil Service Bureau, BD strictly complies with all staff employment related laws and regulations, as well as relevant governmental and departmental guidelines. Hiring forced or child labour is forbidden across all our operations, including our supply chain (i.e. our consultants and suppliers).

We have zero tolerance to workplace discrimination in recruitment, remuneration, benefits, promotion, and compensation. Regardless of our staff members' disability, sex, marital status, pregnancy, age, family status, sexual orientation, or race, BD provides them with equal opportunities. To ensure that they are evaluated and rewarded in a fair manner, a formal appraisal process is conducted annually.

All staff members are required to adhere to a high standard of ethics and professional integrity. 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. Anti-corruption training are regularly arranged to raise awareness among our staff, and there were 195 employees attended anti-



corruption briefings and integrity reinforcement seminars in 2020. No convicted cases relating to corruption was recorded during the reporting year.

Staff members are encouraged to report to their supervisors or the Departmental Administration Section, if they have any concerns on unlawful labour practices. All reported cases will be reviewed and investigated independently, and appropriate actions will be taken.

Training and Development

In line with our Training and Development Policy, BD supports our staff with provision of training opportunities for career development and meeting the growing operational requirements. Internal and external training programmes in relation to building sustainability, heritage conservation, occupational safety and health as well as personal capabilities, were arranged for our employees in 2020.

Since the outbreak of the COVID-19 in January 2020, most of the face-to-face training courses were cancelled or postponed so as to reduce the flow of people and social contacts to stop the virus from spreading in the community. Notwithstanding the social distancing restriction, there were approximately 3 302 counts of attendees participated in 468 online training programs during the reporting period.

Average Training Hours by Gender		Average Training Hours by Grade	
Male	6.7 hours	Senior management	14 hours
Female	5.9 hours	General staff (professional, technical and general grade)	6.3 hours

Knowledge Management






In the wake of increasing demand for internal information sharing and digital technology applications, we set up an internal eDKMS. This is an all-in-one platform providing a central repository for document sharing and knowledge management, as well as facilitating information sharing and collaboration within and across different divisions or sections in BD. Under eDKMS, the “BD Knowledge Hub” centrally stores knowledge-based information in alignment with the Government’s Electronic Information Strategy.

Safety and Health

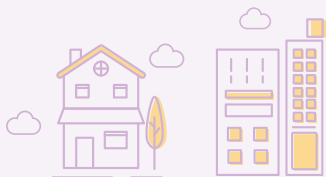
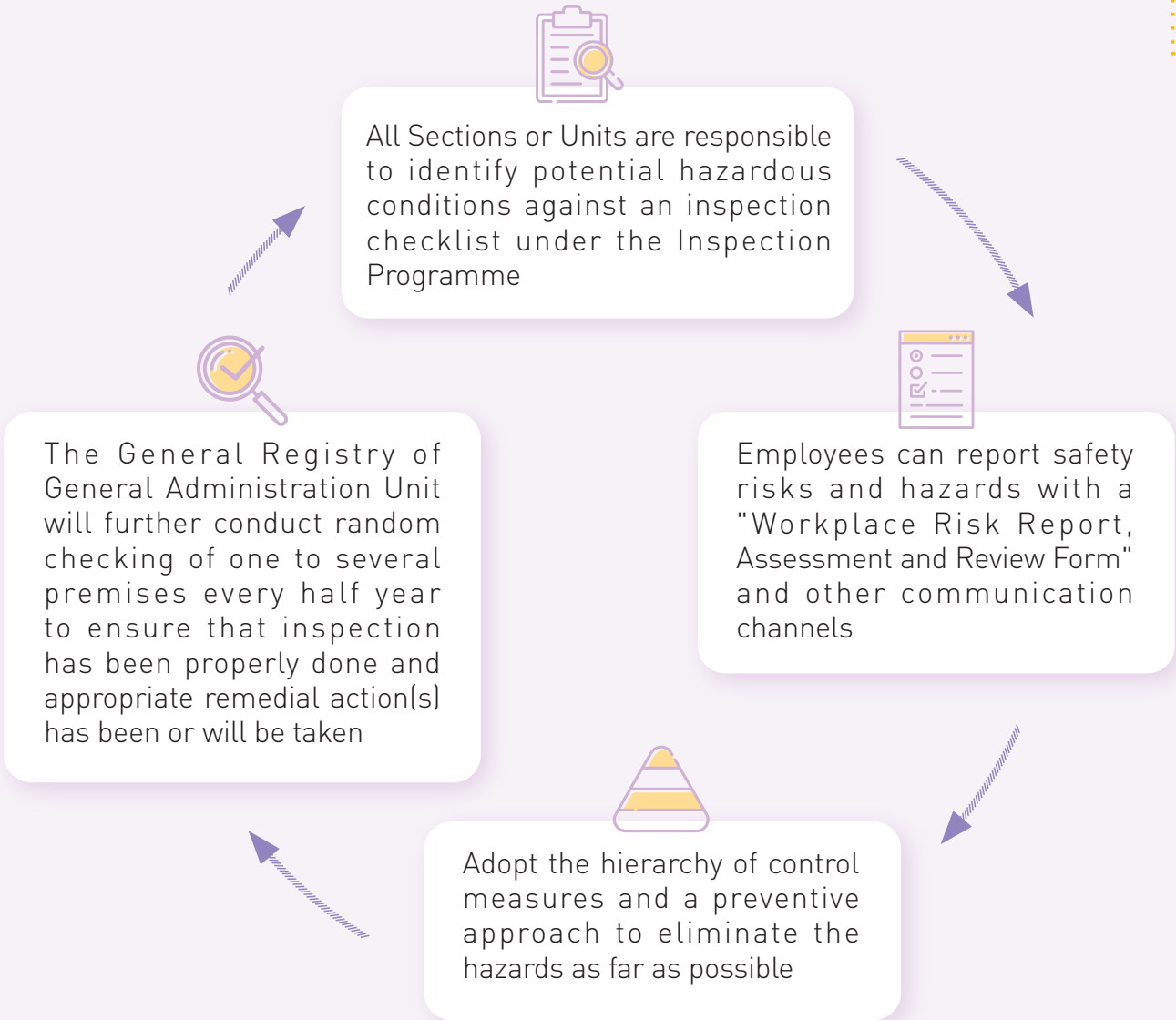
We place high importance on occupational safety and health (OSH) of our staff, consultants and contractors. Our operation is in strictly compliance with applicable laws and regulations, such as the Occupational Safety and Health Ordinance. The Safety Management System (SMS) provided and maintained a safe and healthy working environment for all of our staff. Under the SMS, the OSH Committee which is chaired by the Departmental Safety Officer is set up 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 injuries in the course of duty
- ✔ Emergency plans

Structure of OSH Committee	Responsibilities
 OSH Committee	Monitors and reviews the SMS Formulates departmental policies and operational safety guidelines Recommends appropriate preventive and corrective safety measures
 OSH Inspection Team	Conducts OSH inspections under the Inspection Programme every half year Identifies hazards and access risks in workplace
 General Administration Unit	Conducts random checks on inspections and remedial actions Provides first-aid boxes, safety equipment and accessories
 Personnel Unit	Investigates and records work-related accidents Processes claims of compensation on work-related injuries
 Training Team	Coordinates OSH training to staff

Risk Identification



Safety Incidents Handling

Follow the BD Administration Circular on Handling of Injuries-on-Duty and Occupational Diseases in handling and investigating workplace safety and health incidents



Employees must stop their work and they are required to report the accident in a precise manner to facilitate investigation, and they are protected from reprisal

Carry out corresponding immediate corrective actions

ACTION

Contractors, consultants and service providers are required to strictly comply with the OSH Ordinance and site safety guidelines stipulated in the construction site safety manual where appropriate. In BD Admin Circular 2/2017, our safety policy covers our staff and visitors to our premises.

Safety Training

Having regular training is an effective way to minimise the OSH accidents by enhancing safety consciousness of employees. To this end, we provided about 30 OSH courses with a total of 315 training hours. Topics include but are not limited to safety practices for prevention of musculoskeletal disorders, first aid, and emotional wellness.

Staff Well-being

Staff appointed on the Government's civil service employment terms and the non-civil service contract staff scheme are entitled to a range of medical and dental benefits, provided that they meet eligibility criteria set out in the Civil Service Regulation and the Civil Service Bureau Circulars and Circular Memoranda.

In addition to staff welfare, their physical and mental health are at our top priority. The BD Staff Recreation Club continued to organise team-building activities via electronic means, though there was work-from-home arrangement under the pandemic. Staff could register the activities through emails.

Community Contribution

BD's volunteer team is made up of about 310 serving, transferred and retired staff. We take part in a wide range of charitable work in support of diverse social segments for different age groups. During the reporting year, the volunteer team organised and participated in a wide variety of activities, such as joining other government departments/bureaux in combating the pandemic, being mentors for the youth, visiting the elderly and raising fund for the needy. Our commitment towards volunteer activities has been recognised and commended by the community.



Organising online ukulele class



Organising online home workout exercise challenge

In 2020:



Volunteers activities coordinated/organised/participated

About
15



Hours of community services

About
1 100



Volunteers involved

About
600



Awards and Recognition-

(Left) Orbis World Sight Day 2020 Awarded the "Organisation with the 1st Runner-up Participants",
(Middle) The Neighbourhood Advice-action Council Certification of Appreciation,
(Right) Lift Buddies – Mentoring Programme 2020/21 Certification of Appreciation

Fighting COVID-19 for the Community

Our volunteer team is committed to the positive development of the communities we serve. We interact with different communities so as to understand and address their concerns and needs. Amid the COVID-19 pandemic in early 2020, our volunteer team supported our local communities by registering as volunteers to help Department of Health, Home Affairs Bureau and Social Welfare Department in their operational but non-medical/non-professional work fighting against the COVID-19 infection.

Youth Community Support Service

In 2020, we provided supporting service to children and the youth by joining the “Life Buddies” Mentoring Scheme, organised by The Commission on Poverty. The activities included introducing the mission of BD, sharing our work experience and offering job casting sessions, so that they could gain first-hand experience in a real-life working environment.



Partnering with Lok Sin Tong Wong Chung Ming Secondary School

Elderly Community Support Service

Through different dimensions of services, and partnership collaborations with organisations, such as Stephen Yow Mok Shing Neighbourhood Elderly Centre and The Neighbourhood Advice-action Council, as hubs to connect community resources, our volunteer team aims to facilitate the elderly to live a positive and respectful life.



Collaborating with (Left) Stephen Yow Mok Shing Neighbourhood Elderly Centre and (Right) The Neighbourhood Advice-action Council to bring warmth to the elderly

Charitable Activities

To promote collaboration, bring everyone closer together and connect with our local community, we endeavour to bring our staff and their families together in support of the charitable activities, such as the flag days and charity sale.



Participating in (Left) Hong Kong Federation of Handicapped Youth Charity Sale - Gift for Love and (Right) the Flag Day for Hong Kong Association for Cleft Lip and Palate

GREEN OFFICE

Being a governmental department, it is our responsibility to ensure our operations are strictly complied with all applicable environmental laws and regulations. We also take a proactive approach in resource conservation and energy saving to achieve sustainable development.

Environmental Achievement and Commitment in 2020

Our efforts to environmental protection were recognised by some local award schemes during the reporting period. We have also been signatories to a number of environmental charters and stewardships for decades to support best practices and drive continuous improvements.

Achievement



香港環境卓越大獎
Hong Kong Awards for Environmental Excellence

Awarded the Certificate of Merit in the Hong Kong Awards of Environmental Excellence under the Public Services Sector



Recognised as the Platinum rating under BEAM Plus Interiors of the Building Information Centre at the Buildings Department Headquarters, North Tower, West Kowloon Government Offices (WKGO)



Certified with "Excellent" Indoor Air Quality (IAQ) Class at the Buildings Department Headquarters, North Tower, WKGO and "Good" IAQ Class at New Buildings Division 1 and 2 offices in Taikoo Shing and Kwun Tong



Commitment

HKGCC

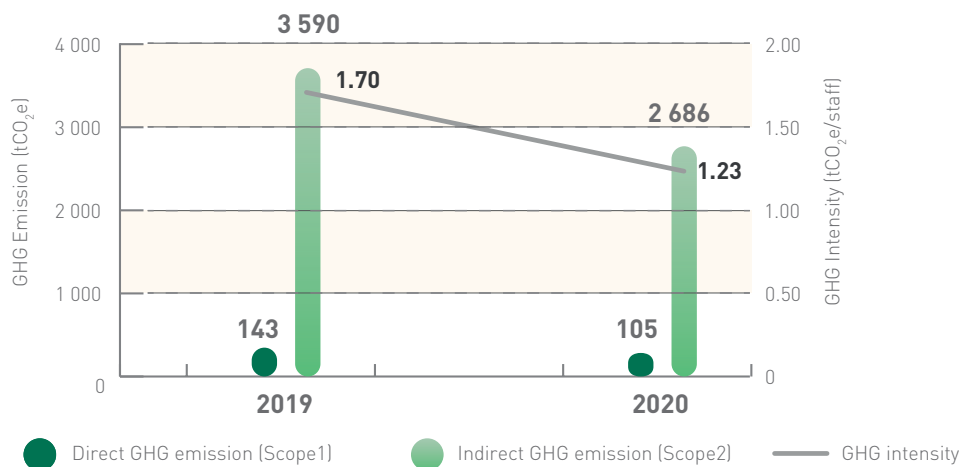
Hong Kong General Chamber of Commerce
香港總商會1861

Signed the Clean Air Charter since 2006 implemented by the Hong Kong General Chamber of Commerce

Pledged in Greening Partner Charter since 2013 organised by Greening, Landscape and Tree Management Section of Development Bureau

Energy Consumption and GHG Emissions

Fuel consumption for vehicles and purchased electricity for office operations are the main energy consumptions of BD, both of which generate direct (scope 1) and indirect (scope 2) greenhouse gas (GHG) emissions respectively. The total amount of GHG emissions generated in 2020 was approximately 2 791 tonnes of carbon dioxide equivalent (tCO₂e), at an intensity of 1.23 tCO₂e/staff. Please refer to the Performance Summary for breakdowns of energy consumptions in 2019 and 2020.



The indirect GHG emission (Scope 2) induced by purchased electricity in 2019 covered the Headquarters at WKGO and other outstationed offices, while that of 2020 covered the Headquarters at WKGO only.

To align with the carbon reduction targets set out in the Government's climate action plan, we have established electricity and fuel conservation measures to minimise our GHG emissions.

About 92% of our energy consumption came from electricity. Smart energy measures have been implemented accordingly to increase energy efficiency, minimise loss and enhance employees' awareness of energy conservation. BD also promotes energy conservation in our offices and reduces related carbon emission. To ensure our ventilation and air conditioning systems function properly with high efficiency, regular cleaning and preventive maintenance works and repairs are scheduled.

To take our responsibility in curbing vehicle-related emission, we have adopted a multi-faceted approach to minimise fuel consumption by encouraging online communication, planning business trips, and replacing traditional vehicles with electric vehicles (EVs). By the end of the reporting year, BD operated a fleet of 35 vehicles, six out of which were EVs, and another was hybrid electric car.

Green Working Culture

It is inevitable that our daily operations consume resources, which we strive to manage at source in a responsible manner. In this regard, environmentally friendly measures have been implemented in our offices to demonstrate our commitment to environmental protection.



Green procurement

- Send suppliers with survey forms of desirable green requirements during quotation process
- Monitor contractors' conformance to their environmental management plans and the use of green products
- Evaluate the effectiveness of environmental pollution controls with quarterly assessments by the case officer of respective Works Order
- Source applicable green products for our office operation with reference to green specifications published by Environmental Protection Department



Electronic Submission Hub
電子資料呈交及處理系統



Paperless communication

- Use electronic platforms for internal (e.g. the eDKMS and "Pulse Secure" mobile application) and external communications (e.g. the Electronic Form Submission System and the Buildings Records Access and Viewing On-line system)
- Develop ESH to facilitate handling of building plans and other documents as well as other applications under the BO



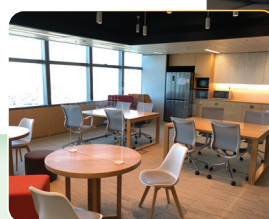
Green office

- Publish an administration circular on "Green Practices and Waste Avoidance" to employ green practices and waste reduction measures
- Adopt "no bottled water" policy at our Headquarters to avoid use of unnecessary plastic bottles



Sustainable building designs at WKGO

- Use of sustainable building materials
- Adopt advanced energy saving systems
- Create collaboration areas with breakout spaces
- Maximise natural sunlight penetration
- Bring greenery to improve indoor air quality





PERFORMANCE SUMMARY



Energy Consumption

	Unit	2019	2020
Gasoline	GJ ¹ (Litre)	1 740 (52 702)	1 277 (38 679)
Electricity ²	GJ ¹ (MWh)	18 465 (5.13)	13 813 (3.84)
Total energy consumption	GJ	20 205	15 090



GHG Emissions³

	Unit	2019	2020
Gasoline combustion (Scope 1) ⁴	tCO ₂ e	143	105
Electricity purchased (Scope 2) ⁵	tCO ₂ e	3 590	2 686
Total GHG consumption	tCO₂e	3 733	2 791
GHG intensity per staff	tCO ₂ e/number of staff	1.70	1.23



Material Consumption

	Unit	2019	2020
Total paper consumption	kg	80 764	64 961
A4 paper	kg	79 827	61 426
A3 paper	kg	937	3 535
Paper consumed per staff (By establishment)	kg	36.9	28.7



Waste Management

	Unit	2019	2020
Construction and demolition (C&D) waste materials			
C&D waste disposed of to landfills	tonnes	318	1 647
C&D waste disposed of to public fill areas	tonnes	1 790	2 437
Recyclable waste collected			
Waste paper	kg	116 235	238 481

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

2. Electricity purchased in 2019 covered the Headquarters at WKGO and other outstationed offices, while that of 2020 covered the Headquarters at WKGO only.

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

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

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





Staff Breakdown⁶

		Unit	2019	2020
No. of staff		No.	2 191	2 260
By Gender				
Male		No. (%)	1 391 (63.5)	1 440 (63.7)
Female		No. (%)	800 (36.5)	820 (36.3)
By Employment Type				
Full-time		%	100	100
Part-time		%	0	0
By Employment Contract				
Permanent	Male	No. (%)	1310 (59.8)	1 339 (59.2)
	Female	No. (%)	750 (34.2)	769 (34.0)
Contract	Male	No. (%)	81 (3.7)	101 (4.5)
	Female	No. (%)	50 (2.3)	51 (2.3)
By Age				
Age under 30		No. (%)	281 (12.8)	252 (11.2)
Age 30-50		No. (%)	1 511 (69.0)	1 571 (69.5)
Age 50 or above		No. (%)	399 (18.2)	437 (19.3)
By Grade				
Senior management		No. (%)	28 (1.3)	28 (1.2)
Professional grade		No. (%)	729 (33.3)	779 (34.5)
Technical grade		No. (%)	784 (35.8)	810 (35.8)
General grade		No. (%)	650 (29.7)	643 (28.5)
By Region				
Local		No. (%)	2 191 (100)	2 260 (100)
Non-local		No. (%)	0 (0)	0 (0)

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



Training Performance

	Unit	2019	2020
Courses	No.	1 053	468
Total participants	No.	10 098	3 302
Average Training Hours by Gender			
Male	Hours	24.3	6.7
Female	Hours	20.8	5.9
Average Training Hours by Grade			
Senior management	Hours	51.5	14.0
General staff	Hours	22.6	6.3



Staff Turnover

	Unit	2019	2020
Gender			
Male	No. (%)	89 (6.4%)	100 (6.9%)
Female	No. (%)	54 (6.8%)	54 (6.6%)
Age Group			
Age under 30	No. (%)	26 (9.3%)	33 (13.1%)
Age 30-50	No. (%)	53 (3.5%)	66 (4.2%)
Age over 50	No. (%)	64 (16.0%)	55 (12.6%)
Total	No. (%)	143 (6.5%)	154 (6.8%)



New Employee Hires

	Unit	2019	2020
Gender			
Male	No. (%)	151 (10.9%)	149 (10.3%)
Female	No. (%)	108 (13.5%)	76 (9.3%)
Age Group			
Age under 30	No. (%)	107 (38.1%)	60 (23.8%)
Age 30-50	No. (%)	136 (9.0%)	127 (8.1%)
Age over 50	No. (%)	16 (4.0%)	38 (8.7%)
Total	No. (%)	259 (11.8%)	225 (10.0%)



Occupational Safety and Health Statistics⁷

	Unit	2019	2020
Work-related injury ⁸	No. (%)	6 (0.29%)	2 (0.09%)
High-consequence work-related injury ⁹	No. (%)	0 (0)	0 (0)
Fatality	No. (%)	0 (0)	0 (0)
Total hours worked ¹⁰	Hours	4 204 091	4 407 000

Compliance

	Unit	2019	2020
Labour Compliance			
Complaint on breached of labour practices/laws	No.	0	0
Complaint resolved	No.	0	0
Legal Compliance			
Convicted cases of corruption	No.	0	0
Social Compliance			
Convicted cases of non-compliance with laws or regulation	No.	0	0
Significant fines	No.	0	0

7 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.

8. 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.

9. 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.

10. Total hours worked is calculated by the number of 7.8 working hours per day (excluding lunch break) times 250 working days, and then times the total number of employees at the year-end

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.5-7	✓
	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 Hong Kong SAR Government	-	✓
	102-6	Markets served	Sustainable Organisation	P.6	✓
	102-7	Scale of the organization	Sustainable Organisation Human Capital Strategy BD's operations and services focus on the enforcement of the Buildings Ordinance, rather than revenue generation.	P.6-7 P.30 -	✓
	102-8	Information on employees and other workers	About this Report Sustainable Organisation Performance Summary	P.4 P.6-7 P.43	✓
	102-9	Supply chain	Sustainable Organisation	P.8	✓
	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.8	✓



GRI Standards	General Disclosures	Description	Cross-reference / Comments / Reasons for Omissions	Page No.	External Assurance
GRI 102: General Disclosures 2016	102-12	External initiatives	Green Office	P.38-39	✓
	102-13	Memberships of associations	<ul style="list-style-type: none"> • Founding member of World Organisation of Building Officials • Associate member, advisor of Green Labelling Committee, advisor of Sustainable Development Committee of Hong Kong Green Building Council • Founding member of University-Government-Industry Consortium for Sustainable Urban Development • Corporate member of Hong Kong Zero Carbon Partnership • Member, member of Committee on Environment, Member of Board of Construction Innovation and Technology Application Centre of Construction Industry Council • Ex-officio member of Hong Kong Housing Society Supervisory Board • Non-Executive Directors (Official) of Board of Urban Renewal Authority • Member of Hong Kong-Guangdong Joint Working Group on Environmental Protection and Combating Climate Change 	-	✓
	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.5	✓

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.9	✓
	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.8-9	✓
	102-43	Approach to stakeholder engagement	Sustainable Organisation	P.8-9	✓
	102-44	Key topics and concerns raised	Sustainable Organisation	P.10-12	✓
	102-45	Entities included in the consolidated financial statements	Sustainable Organisation	P.6, 10-11	✓
	102-46	Defining report content and topic boundaries	Sustainable Organisation	P.10-11	✓
	102-47	List of material topics	Sustainable Organisation	P.10-11	✓
	102-48	Restatements of information	There is no such restatement in this Report	-	✓
	102-49	Changes in reporting	"Procurement Practices", "Supplier Environmental Assessment", "Employment", "Diversity and Equal Opportunity" and "Freedom of Association and Collective Bargaining" were not identified as material topics in this Report.	-	✓
	102-50	Reporting period	About this Report	P.4	✓
	102-51	Date of most recent report	December 2021	-	✓
	102-52	Reporting cycle	About this Report	P.4	✓
	102-53	Contact point for questions regarding the report	Feedback	P.56	✓
	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.46-51	✓
102-56	External assurance	About this Report	P.4	✓	





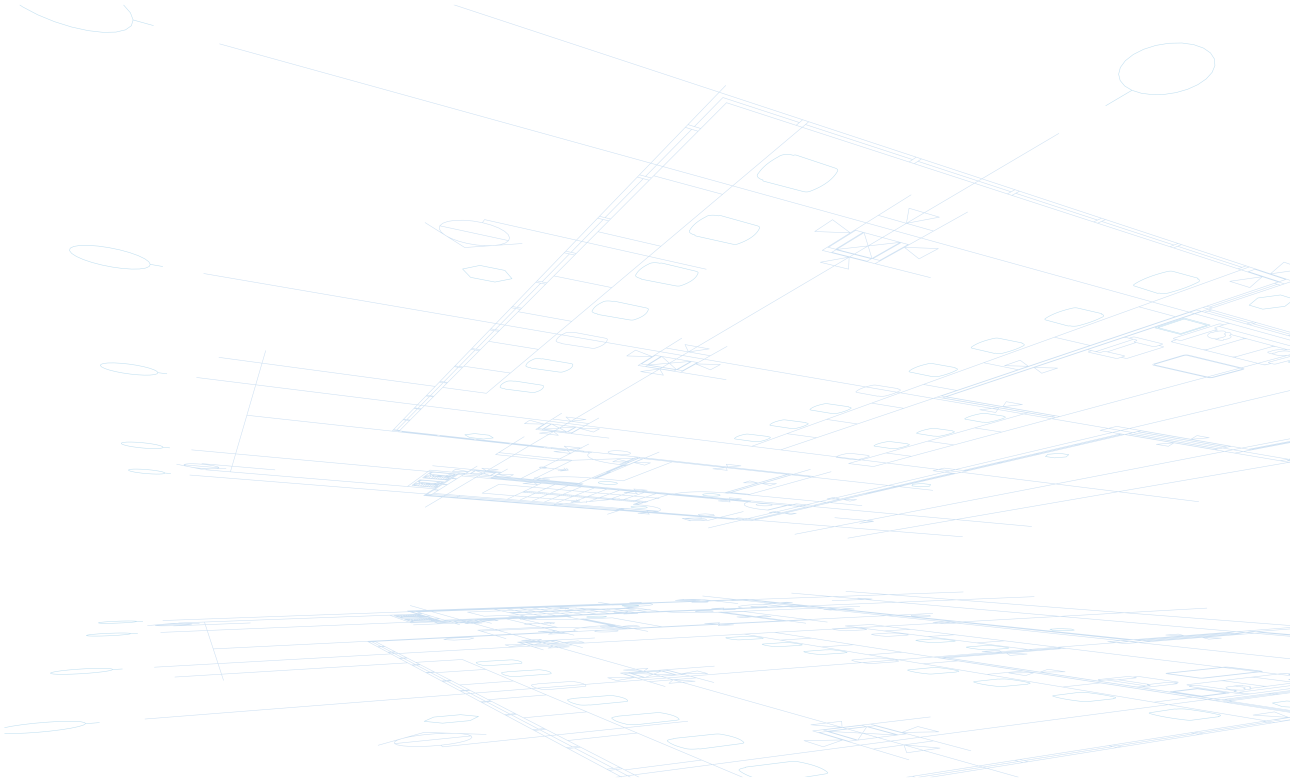
TOPIC-SPECIFIC STANDARDS

GRI Standards	General 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.8-12 P.13-29	✓
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.13-29	✓
ANTI-CORRUPTION					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Human Capital Strategy	P.8-12 P.30-31	✓
GRI 205: Anti-corruption 2016	205-3	Confirmed incidents of corruption and actions taken	Performance Summary	P.45	✓
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.8-12 P.13-29 P.38-41	✓
GRI 301: Materials 2016	301-1	Materials used by weight or volume	Performance Summary	P.42	✓
ENERGY					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Green Office	P.8-12 P.38-41	✓
GRI 302: Energy 2016	302-1	Energy consumption within the organization	Performance Summary	P.42	✓



GRI Standards	General Disclosures	Description	Cross-reference / Comments / Reasons for Omissions	Page No.	External Assurance
SOCIETY					
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.8-12 P.30-37	✓
GRI 403: Occupational Health and Safety 2018	403-1	Occupational health and safety management system	Human Capital Strategy	P.32-34	✓
	403-2	Hazard identification, risk assessment, and incident investigation	Human Capital Strategy BD will explore the opportunities in establishing relevant mechanisms in ensuring the competence of OSH Inspection Team and protecting worker from reprisal in risk identification.	P.32-34 -	✓
	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.32-34	✓
	403-5	Worker training on occupational health and safety	Human Capital Strategy	P.34	✓
	403-6	Promotion of worker health	Human Capital Strategy	P.34-35	✓
	403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	Human Capital Strategy	P.32-34	✓
	403-9	Work-related injuries	Human Capital Strategy Performance Summary	P.32-34 P.45	✓

GRI Standards	General Disclosures	Description	Cross-reference / Comments / Reasons for Omissions	Page No.	External Assurance
TRAINING AND EDUCATION					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Human Capital Strategy	P.8-12 P.30-34	✓
GRI 404: Training and Education 2016	404-1	Average hours of training per year per employee	Performance Summary	P.44	✓
NON-DISCRIMINATION					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Human Capital Strategy	P.8-12 P.30	✓
GRI 406: Non-discrimination 2016	406-1	Incidents of discrimination and corrective actions taken	In 2020, BD did not identify any incidents of discrimination recorded.	-	✓
SOCIOECONOMIC COMPLIANCE					
GRI 103: Management Approach 2016	103-1 103-2 103-3	Generic disclosures on management approach	Sustainable Organisation Human Capital Strategy	P.8-12 P.30	✓
GRI 419: Socioeconomic Compliance 2016	419-1	Non-compliance with laws and regulations in the social and economic area	Performance Summary	P.45	✓





INDEPENDENT ASSURANCE OPINION STATEMENT

Statement No.: **SRA-HK 762271**

Buildings Department Sustainability Report 2020

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 2020 (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 1st January 2020 to 31st December 2020. 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 four 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; Stakeholder engagement exercises by survey, focus group & interview; 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; 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



Mr. Stephen Yu
Chief Operating Officer – Hong Kong
China Operational Resilience Director

Hong Kong
14th Dec, 2021

Verifier of the Report



Aaron Chim
Lead Assuror

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FEEDBACK

Thank you for reading our Buildings Department Sustainability Report 2020. 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?

- Government Departments or Agencies Building Professionals NGO
 Legislators and Local District Councillors General Public Media
 Staff of Buildings Department Academic Sector Student

2. Please rate our sustainability report and performance

Buildings Department Sustainability Report 2020

- 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!