

**For discussion on
11 May 2011**

**LEGISLATIVE COUNCIL
PANEL ON DEVELOPMENT**

SUBCOMMITTEE ON BUILDING SAFETY AND RELATED ISSUES

**Re-organisation of Buildings Department
for Implementation of Package of Measures
to Enhance Building Safety**

PURPOSE

This paper seeks Members' support for the proposed re-organisation of the Buildings Department (BD) with effect from 1 July 2011 to implement the Administration's new package of measures to enhance building safety. The re-organisation will involve –

- (a) creation of a supernumerary Government Building Surveyor (GBS)/Government Structural Engineer (GSE) post (D2) from 1 July 2011 to 31 March 2014;
- (b) creation of a permanent GBS/GSE post (D2) to be offset by the deletion of a permanent GBS post;
- (c) creation of a permanent Chief Building Surveyor (CBS)/Chief Structural Engineer (CSE) post (D1) to be offset by the deletion of a permanent CSE post; and
- (d) the revision and realignment of duties and responsibilities among other directorate posts.

MEASURES TO ENHANCE BUILDING SAFETY

2. Following the completion of a comprehensive review by Government of the building safety policy and measures, the Chief Executive announced in his 2010-11 Policy Address that the Government would adopt a new multi-pronged approach, covering legislation, enforcement, support and assistance to building owners as well as publicity and public education, to

enhance building safety. Full details of the package of new measures have been set out in a separate paper entitled “Measures to Enhance Building Safety in Hong Kong” submitted to this Subcommittee for discussion on 13 January 2011 (paper no. CB(1)681/10-11(01)).

3. The BD, as the executive arm of the Government on building safety issues, is primarily responsible for the administration and enforcement of the Buildings Ordinance (Cap. 123) (BO). As far as existing private buildings are concerned, the BD’s main statutory duties include the maintenance of safety and control and demolition of unauthorised building works (UBWs) in these buildings. As the main implementation agent for the aforementioned package of measures to enhance the safety of existing buildings, the BD needs to strengthen and rationalise its existing directorate establishment and streamline the overall departmental structure to optimise the utilisation of available resources.

4. To cope with building aging and dilapidation problems in Hong Kong, the new package of measures puts a heavy emphasis on inspection, repair and preventive maintenance of the existing building stock as well as demolition of UBWs in existing buildings. The major new building safety initiatives include the following –

- (a) the **Minor Works Control System (MWCS)** has come into operation on 31 December 2010. The system provides a simple and convenient means for building owners to carry out small-scale building works and hence enhance the safety standard of such works. The BD has to widely promote the system to both building owners and the industry; process applications for registration of minor works contractors; process minor works submissions; conduct inspections and audit checks to ensure compliance with the statutory requirements; as well as take prosecution and disciplinary actions against irregularities;
- (b) we have introduced the Buildings (Amendment) Bill 2010 into the Legislative Council (LegCo) for the implementation of the **Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme (MWIS)**. The two Schemes, which will cover 2 000 and 5 800 target buildings respectively each year, require building owners to carry out regular preventive inspection and repair to the common parts, external walls, projections, signboards and windows of their buildings. The Development Bureau (DEVB) and BD are working closely with the Bills Committee with an aim to implementing the two Schemes within 2011-12. Preparation work,

including legislative amendments and drafting of code of practice, is underway. Upon the implementation of the two new Schemes, the BD will widely promote them to the public; select target buildings in all districts in Hong Kong for enforcement in consultation with stakeholders; issue statutory notices to owners; conduct inspections and audit checks to ensure compliance with the statutory requirements; instigate prosecution and disciplinary actions against irregularities; as well as arrange inspections and repair works upon owners' default;

- (c) the ten-year **UBWs removal programme** ended on 31 March 2011. Most UBWs constituting obvious or imminent danger to life and property in the territory have been removed. To continue to tackle the some 400 000 remaining UBWs, the BD has adopted a new modus operandi for enforcement action, starting 1 April 2011, by extending the coverage of actionable UBWs to include those on rooftops, flat roofs, yards and lanes of buildings irrespective of their level of risk to public safety and whether they are new or existing ones. The BD will actively respond to complaints and issue statutory removal orders against all actionable UBWs, and will more readily instigate prosecution actions and where necessary, arrange removal of the UBWs in default of the owners. To support this new strategy, the BD is making arrangements to engage consultants to conduct a stocktaking exercise of UBWs in Hong Kong to build up a comprehensive database to facilitate enforcement action. The BD will pay particular attention to address the rehousing needs of the affected occupants of the UBWs structures;
- (d) the BD will continue to conduct **Large Scale Operations (LSOs) against UBWs as well as dilapidated buildings**, in particular irregularities of building works associated with **subdivision of flat units (劏房)**. Coupled with the plan to introduce legislative amendments to cover the carrying out of building works commonly involved in subdivision of flats (e.g. thickening of floor slabs and construction of solid partition walls) under the MWCS, the BD will step up its inspections and enforcement actions against irregularities of building works associated with the subdivision of flats. It will also conduct regular inspections, and issue investigation and repair orders to require owners of old and dilapidated buildings to properly maintain their properties;
- (e) we plan to introduce a statutory **Signboard Control System (SCS)** to exercise enhanced control on the some 190 000 existing signboards in

Hong Kong, most of which are unauthorised. The System will allow the continued use of certain existing unauthorised signboards upon five-yearly regular safety checks by registered building professionals or contractors. The BD will process application submissions; conduct inspections and audit checks to ensure compliance with the statutory requirements; instigate prosecution and disciplinary actions against irregularities; establish a comprehensive database of all signboards in Hong Kong; and take enforcement actions against unauthorised signboards not joining the System. We aim to launch the System within 2012. Before the SCS is in place, the BD will continue its enforcement programme against dangerous or abandoned signboards as well as unauthorised signboards in Hong Kong; and

- (f) the BD will mount a **large-scale publicity and public education programme** to foster a building safety culture in Hong Kong. Tailor-made promotional tactics will be developed to disseminate building safety messages to all stakeholders, including building owners, occupants, building professionals, contractors, workers, property management personnel, students and the general public. The BD will also launch a “**community monitoring**” programme to mobilise members of the community to report building safety problems, and will respond to complaints swiftly and issue statutory orders if irregularities are identified.

RE-ORGANISATION OF BUILDINGS DEPARTMENT

Existing Organisation of BD

5. Currently, the BD is organised into five divisions, each headed by an Assistant Director (AD) –

- (a) the **New Buildings (NB) Division 1** is headed by a GBS (designated as AD/NB1) and comprises six sections each headed by a CBS. The Division is mainly responsible for, through scrutinising building proposals, ensuring that new private building developments as well as alteration and addition (A&A) works to existing buildings are carried out in accordance with the BO and the regulations thereunder and that the general building planning, design and construction comply with the required standards.
- (b) the **NB Division 2** is headed by a GSE (designated as AD/NB2) and comprises four sections, three of which are each headed by a CSE and

one by a CBS/CSE¹. The Division is responsible for processing all structural engineering aspects of new building proposals and A&A works to existing buildings as well as monitoring site safety.

- (c) the **Existing Buildings (EB) Division 1** is headed by a GBS/GSE (designated as AD/EB1). He is underpinned by three CBSs and two CSEs supervising five sections, including three district sections responsible for duties related to the control of UBWs and safety of existing building, a special task section responsible for special operations against cantilevered slab balconies (CSBs), enforcement against unauthorised works-in-progress (WIPs) and clearing backlog orders (orders issued but not complied with by owners) as well as a Slope Safety Section. AD/EB1 also oversees the Building Safety Loan Scheme Unit which administers the Comprehensive Building Safety Improvement Loan Scheme.
- (d) the **EB Division 2** is headed by a GBS/GSE (designated as AD/EB2). Similar to AD/EB1, AD/EB2 is supported by four CBSs and one CSE in managing three district sections, a special task section responsible for special operations against illegal rooftop structures (IRSs), enforcement against unauthorised WIPs and clearing backlog orders as well as a Fire Safety Section responsible for joint enforcement actions with the Fire Services Department under the Fire Safety (Commercial Premises) Ordinance (Cap. 502) and Fire Safety (Buildings) Ordinance (Cap. 572). AD/EB2 also oversees the Joint Office with the Food and Environmental Hygiene Department which handles water seepage complaints.
- (e) the **Support Division** is headed by a GBS (designated as AD/Support) and comprises two sections. The Legal Section, headed by a CBS, is responsible for prosecutions, litigations and legislative matters relating to building development and building control. The Technical Support Section, headed by a CBS/CSE, is responsible for providing technical support to the BD, including office automation and information technology, registration of building professionals and contractors, training and development, emergency service, corporate service as well as consultancy and contract management.

Re-organisation of Existing Buildings and Support Divisions

6. Since the Ma Tau Wai Road building collapse incident in January

¹ Posts of "Building Surveyor (BS) / Structural Engineer (SE)" denote those which are bi-disciplinary and open to the BS and SE grades of the BD.

2010, the two EB Divisions have been hard pressed by a rapidly expanding workload. The staff members of the two divisions have been stretched to conduct inspections and take appropriate enforcement actions arising from increasing public expectation and rising number of reports/complaints relating to building safety and dilapidation problems. For example, in addition to their ongoing duties, the staff members have completed inspections of some 4 000 buildings aged 50 or above in Hong Kong within one month after the incident and have been undertaking swift follow-up actions against defects and irregularities identified since then. Starting from 2011-12, the BD will deliver the new, multi-pronged package of measures to enhance building safety in Hong Kong (see paragraphs 3 to 4 above). These new initiatives are large-scale programmes covering a large number of old and dilapidated existing buildings and will affect a large number of building owners and occupiers. In particular, the MWCS, MBIS, MWIS and SCS are new concepts in the building control regime in Hong Kong and cover some 6 000 buildings involving about 250 000 building submissions in total each year. With the implementation of the new package of measures, the workload of the two EB Divisions is expected to increase even more drastically.

Review of Organisation Structure

7. In consultation with the Development Bureau, the Director of Buildings (the Director) has conducted a comprehensive review of the existing organisation structure and staff deployment of the BD in the light of the new policy initiatives and operational needs. As the new initiatives mainly focus on existing buildings, the Director considers that the setup and functions of various divisions and sections in the BD should be re-engineered and re-organised as detailed in the ensuing paragraphs, except for the two NB Divisions where the two ADs and their supporting staff will continue to be fully occupied with their existing new building-related portfolio and will therefore not be able to shoulder more responsibilities.

Adopting the "Building Co-ordinators" Approach

8. Currently, enforcement actions against different types of building safety problems in an existing private building are handled by different sections in the two EB Divisions. For example, general UBWs and building defects are handled by the six district sections whereas enforcement actions against specific UBWs (such as WIPs, cantilever-slab balconies and IRSes) and backlog orders are undertaken by separate special task sections. While this approach has enabled specific building safety problems of buildings to be dealt with by specialist teams, it has often caused confusion to building owners as they may receive orders/letters from different sections of the BD requiring remedial

actions and worse still, if these orders/letters come at different times. The arrangement is also not conducive to the handling of different problems of a single building in an integrated manner by the owners concerned. To streamline and rationalise the enforcement work against existing buildings as in line with our focus on the maintenance and repair of the aging stock of existing buildings, the BD will adopt a “building co-ordinator” approach whereby a single section will be designated to handle all general building safety problems, including handling complaints and taking general enforcement (including LSOs and MWIS) against building dilapidation and different types of UBWs, for the same building. In case there are special issues that require more specialised scrutiny and distinctive statutory processes, such as slope safety problems or upgrading of existing fire safety measures, the building co-ordinators of the relevant teams will liaise with and consult the relevant specialist sections, such as the Slope Safety Section and Fire Safety Section, which will provide expert advice to the building co-ordinators and take follow-up actions as necessary.

9. Under the revised approach, the six district sections under the two existing EB Divisions will become the “building co-ordinators” for all non-MBIS target buildings within their respective districts whereas the two MBIS Sections to be established will serve as the “building co-ordinators” for the MBIS target buildings (see paragraph 12 below). This approach will not only improve efficiency in the day-to-day operation of the BD as the same team could gather all information and would have a better grasp of the overall conditions of a building under its responsibility, but will also provide greater convenience to building owners as they only have to liaise with one single contact point in the BD on building safety issues/complaints concerning their buildings.

Strengthening of Directorate Support

10. As mentioned in paragraphs 3 to 4 above, the new package of measures will bring about a substantial increase in workload related to existing buildings on top of BD’s ongoing commitments. Increased directorate input is required to steer the policies and set the vision; to closely monitor the implementation of the new initiatives and fine tune the modus operandi where necessary to ensure that policy objectives and targets are achieved; to co-ordinate the work both within and outside the BD (including other government bureaux and departments, partner organisations such as the Hong Kong Housing Society and Urban Renewal Authority, as well as building professionals and contractors); to explain the policy and implementation of the new initiatives to the media and general public; as well as to manage and supervise the work of frontline staff. Having reviewed the respective task portfolio of the directorate posts in the EB Divisions and Support Division in the light of the new package of measures as well as the “building co-ordinator”

approach, the Director considers it necessary to strengthen the directorate support and rationalise the distribution of responsibilities among the three ADs.

Establishment of new Mandatory Building Inspection Division

11. A new dedicated Mandatory Building Inspection (MBI) Division, headed by a new supernumerary bi-disciplinary GBS/GSE post (D2) (designated as AD/MBI), is proposed to be established. The Division will be underpinned by two new MBIS Sections (converted from the two special task sections respectively headed by a CSE and CBS under the two EB Divisions) and the Fire Safety Section (currently under EB Division 2) to handle the implementation of MBIS and fire safety improvement works of old buildings.

12. To ensure the effective and smooth implementation of the MBIS, which is a new concept in building safety legislation, adequate dedicated directorate support will be required to steer and manage the Scheme. This includes developing and refining the modus operandi in the light of operational experience at the initial stage, as well as supervising its day-to-day operation including the provision of additional assistance and guidance to owners of the target buildings, building professionals and contractors. In addition to making the necessary arrangements and taking enforcement action for the mandatory inspection of the some 2 000 target buildings every year (to which MWIS notices will also be issued), AD/MBI will also be overseeing the handling of all general building safety problems and control of UBWs in these buildings under the “building co-ordinators” approach with the support of the two MBIS Sections.

13. The Fire Safety Section, which oversees fire safety upgrading works of old buildings in the territory, will also be placed under the supervision of AD/MBI on the consideration that the MBIS covers buildings aged 30 years or above and its scope largely overlaps with those falling within the application of the Fire Safety (Commercial Premises) Ordinance (Cap. 502) and Fire Safety (Buildings) Ordinance (Cap. 572) regarding the fire safety upgrading works. The realignment will enhance synergy amongst the sections.

14. As the MBIS is a new programme, we will review its modus operandi as well as the continued need for the AD/MBI post in the light of operational experience in about three years’ time. Accordingly, we propose that the AD/MBI post be created on a supernumerary basis until 31 March 2014.

Re-organisation of Support Division to establish Corporate Services Division

15. The existing Support Division, currently headed by AD/Support, will

be re-organised and retitled as Corporate Services (CS) Division. We propose to create a GBS/GSE post (designated as AD/CS), to be offset by the deletion of the existing AD/Support post, to head this Division. Other than the Legal Services Section and Technical Services Section², the CS Division will also comprise a new Minor Works and Signboard Control Section (MWSCS) to be headed by a CBS/CSE post (designated as Chief Professional Officer/Minor Works and Signboard Control) which will be offset by the deletion of a CSE post (D1)³.

16. As the MWCS is a new major statutory regime that will revolutionise the building control system in carrying out small-scale building works, enhanced directorate support will be required. With the full implementation of the MWCS on 31 December 2010, the BD has to process submissions from registered building professionals and contractors and conduct audit checks. Some 36 000 minor works submissions and some 1 000 validation submissions under the Household Minor Works Validation Scheme will also be processed each year. In addition to the MWCS, significant involvement at the directorate level will also be required in refining the overall policy and strategy on the control of signboards in Hong Kong, including the development and implementation of new legal framework and modus operandi of the SCS and formulating enforcement programme against unauthorised signboards. Under the SCS, we expect to receive some 10 000 validation submissions for unauthorised signboards and some 5 000 additional minor works submissions for the associated alteration and strengthening works annually. These numbers are expected to further increase after the first two years, where there will be stepped up enforcement actions against those unauthorised and unvalidated signboards. Before the implementation of the SCS, there is a need to prepare general and technical guidelines on the new system and provide technical advisory services to the signboard owners and the signboard trade practitioners. A large scale publicity campaign will also be mounted to promote the SCS. In view of the scale of the work involved, it is operationally necessary for the two schemes to be centrally managed and closely supervised at the directorate level to ensure their smooth implementation. Accordingly, it is proposed that a new section, led by the new Chief Professional Officer/Minor Works and Signboard Control (CPO/MWSC), be established to assist AD/CS in handling relevant work.

17. Apart from the new control schemes, the AD/CS will oversee the public education and publicity programmes on building safety issues through a

² Retitled from the existing Legal Section and Technical Support Section respectively.

³ A CSE(D1) post, previously created for heading the Port and Airport Development Strategy and Rail Section (which has already been disbanded) under the NB Division 2, has been temporarily on loan to the Planning Department. This D1 post will be deleted upon its return to BD in December 2011.

new Public Education and Publicity Unit. To strengthen BD's work on public education and publicity, one of the four core areas of the multi-pronged approach to enhance building safety in Hong Kong, a dedicated Public Education and Publicity Unit, headed by a senior professional officer, will be established to develop comprehensive promotional strategies.

18. There will also be a re-alignment of the modus operandi in handling legal processes. Under the existing arrangements, the handling of all legal processes of the BD is centralised in the Legal Services Section and co-ordinated by AD/Support. As past experience indicates, many of the new legislative proposals require the in-depth knowledge and experience of the respective ADs in their subject areas. For example, proposals related to UBWs enforcement would require the inputs of the ADs of the EB Divisions on the latest enforcement policies and situations, while proposals to amend the regulations related to the loading requirements of buildings would benefit from AD/NB2's knowledge on the latest technological developments in the construction industry as well as the latest trends in building designs. To capitalise on the expertise of individual ADs, the Director sees a need to refine the existing mode of operation to the effect that the Legal Services Section will act as the co-ordinator and provide necessary support to all ADs, who will respectively be responsible for overseeing the legislative proposals for policies under their purview as well as the instructions for prosecution and litigation cases. AD/CS, who will take care of the legal procedures and requirements, will assume overall co-ordination in overseeing the pursuance of legislative, prosecution and litigation processes. The new approach will enhance the operational efficiency as instructions can be taken directly from the relevant ADs while AD/CS, whose focus is on the legislative and litigation procedures, can monitor the processes and ensure compliance more effectively.

Portfolio of Existing Building Divisions

19. The organisation structure of the two EB Divisions would be largely maintained. Apart from the district sections, the existing Slope Safety Section and the Building Safety Loan Scheme Unit will continue to be housed under EB Division 1; while the Joint Office (jointly operated with the Food and Environmental Hygiene Department) handling water seepage complaints will continue to be supervised by AD/EB2.

20. The retention of the district sections would maintain frontline staff members' local knowledge of buildings within their existing geographical areas and ensure the continuity of know-how and responsibility. This will also facilitate and sustain the implementation of the BD's LSOs and enforcement programmes against UBWs and building dilapidation. On adoption of the

“building co-ordinators” approach, the district sections will handle all existing building issues and LSOs relating to non-MBIS target buildings in their respective districts/geographical areas. A significant portion of the current workload of the special tasks sections will therefore be taken by the district sections, which will also operate in accordance with the new policy for tackling UBWs, speeding up the handling of complaints and taking proactive enforcement actions. The divisions will also handle mandatory windows inspection for some 3 800 target buildings under the MWIS per year. In addition, the district sections will carry out LSOs on inspection of subdivided flats and rectification of irregularities of associated building works in about 150 target buildings as well as LSOs for investigation and repair of dilapidated buildings in about 500 non-MBIS target buildings each year. The two EB Divisions and their supervising ADs will remain fully occupied with the above duties after the re-organisation.

Grading of Directorate Posts

21. The re-organised EB, MBI and CS Divisions will mainly handle duties concerning repair and maintenance of existing buildings in Hong Kong. We have examined the professional knowledge and competencies required at the directorate level for supervising and leading these divisions, including professional competence, staff management, direction setting, media skills as well as experience and knowledge of the work of the BD. They fit with the repertoire of officers from both the BS and SE grades, as in the case of the existing bi-disciplinary AD/EB1 and AD/EB2 posts. As such, the supernumerary AD/MBI post, the AD/CS post (to be offset by the deletion of the AD/Support post) and the CPO/MWSC (to be offset by the deletion of a D1 post) are proposed to be created as bi-disciplinary posts that can be filled by members of both grades.

22. The existing and proposed organisation charts of the BD are at **Enclosures 1 and 2** respectively. A table summarising the changes in the portfolio of the directorate posts concerned is at **Enclosure 3**. The detailed job descriptions of the directorate posts whose duties would be revised after the proposed re-organisation of BD are at **Enclosures 4(a) to (h)**.

STAFF CONSULTATION

23. Following the announcement of the new package of proposals to enhance building safety, the Secretary for Development met with some 150 BD staff from various grades to assure them of the appreciation that the BD needed

to be properly resourced to carry out the new measures⁴. The BD conducted a consultation with all its staff on the re-organisation proposal from early December 2010 to early January 2011. Views were also sought through the BD Departmental Consultative Committee (DCC), comprising staff representatives from all BD staff associations, in a special DCC meeting held on 8 December 2010. Taking into account staff comments and concerns, a revised proposal (i.e. the current proposal) was made and distributed for further consultation in March 2011. Staff members in general have no objection to the current proposal. The BD will continue dialogue with its staff, with a view to fine-tuning the modus operandi of the department, taking into account operational experience gained in implementing the new package of measures to enhance building safety.

FINANCIAL IMPLICATIONS

24. The proposed creation of the supernumerary GBS/GSE post will bring about an additional notional annual salary cost at mid-point of \$1,503,000. The full annual average staff cost, including salaries and staff on-cost, will be \$2,177,000. We will include sufficient provision in the annual Estimates of the relevant financial years to meet the cost of the proposal. The proposed creation of a permanent GBS/GSE post and a permanent CBS/CSE post to be offset by the deletion of a permanent GBS post and a permanent CSE post as well as the proposed revision and redistribution of duties of certain directorate posts will be cost neutral to the Government and will not have additional financial implications.

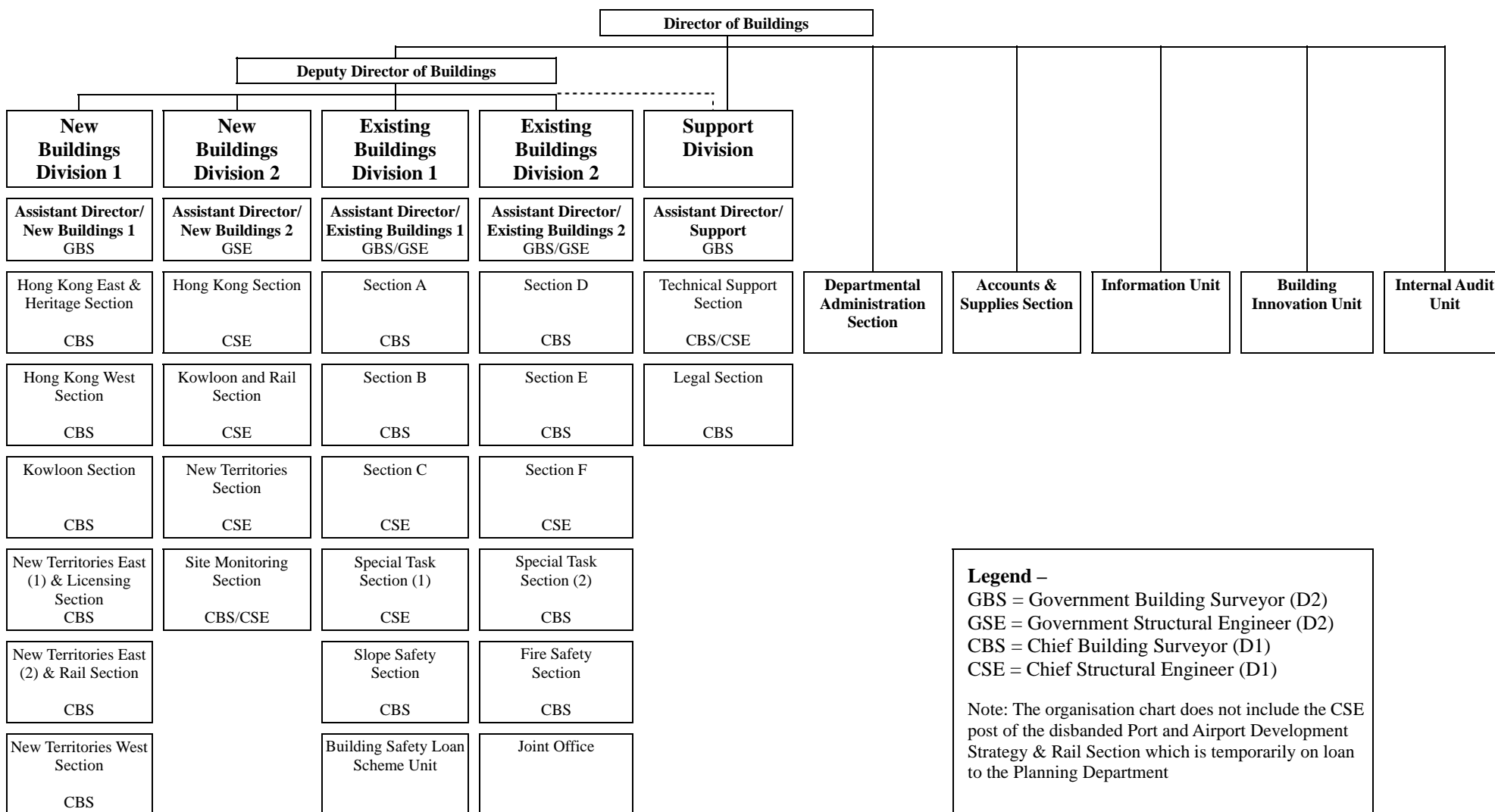
ADVICE SOUGHT

25. In order to ensure timely and effective implementation of the package of measures to enhance building safety in Hong Kong, Members are invited to support the proposals relating to directorate posts in the re-organisation plan for the BD. We aim to seek recommendation of the Establishment Subcommittee and the approval of the Finance Committee in June 2011 for the staffing proposals mentioned above.

Development Bureau
May 2011

⁴ In the 2011-12 Estimates, the BD's non-directorate civil service establishment has grown from 966 to 1142. Additional resources have also been provided for contract staff and procurement of consultancy services.

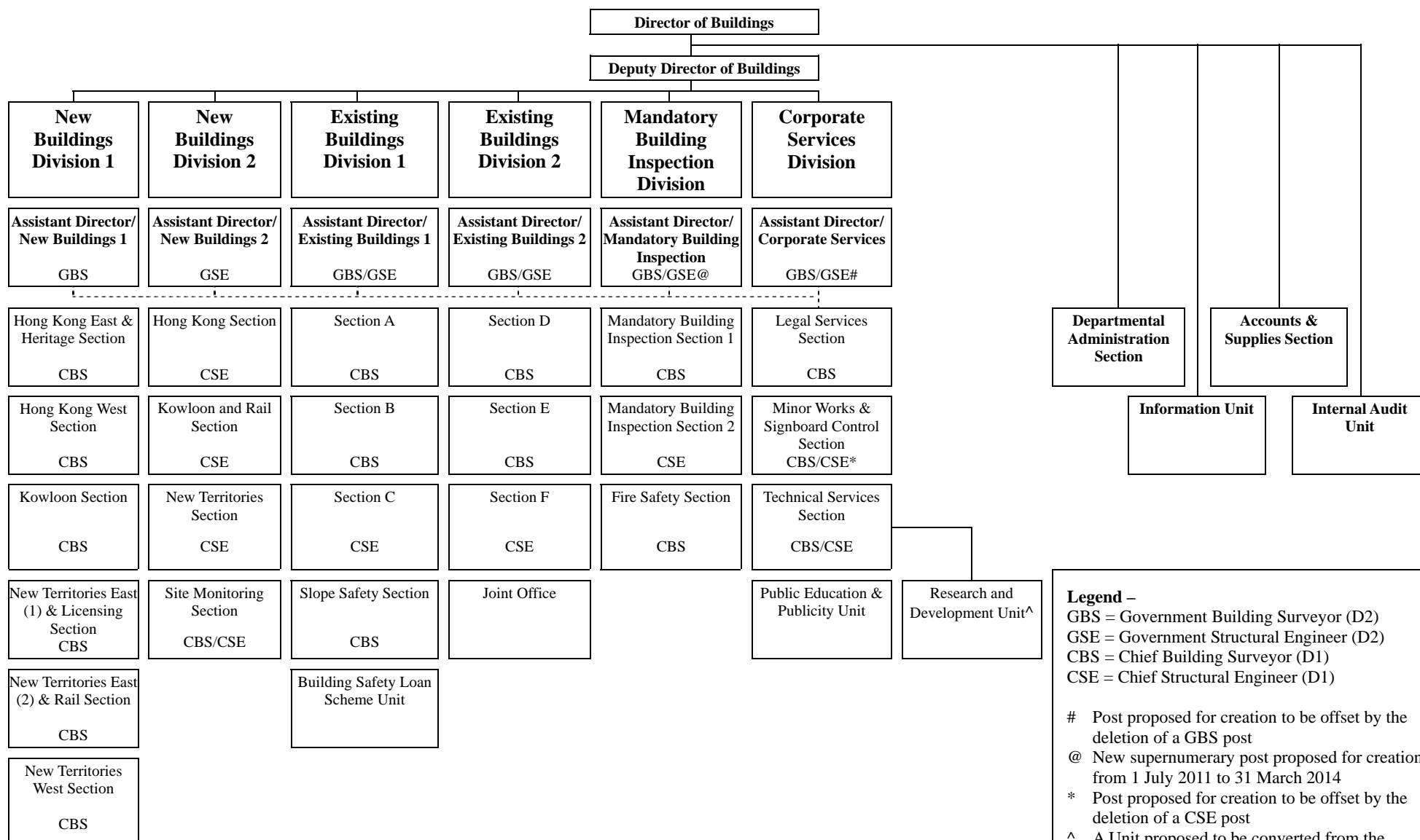
Existing Organisation Chart of Buildings Department



Legend –
 GBS = Government Building Surveyor (D2)
 GSE = Government Structural Engineer (D2)
 CBS = Chief Building Surveyor (D1)
 CSE = Chief Structural Engineer (D1)

Note: The organisation chart does not include the CSE post of the disbanded Port and Airport Development Strategy & Rail Section which is temporarily on loan to the Planning Department

Proposed Organisation Chart of Buildings Department



Legend –
 GBS = Government Building Surveyor (D2)
 GSE = Government Structural Engineer (D2)
 CBS = Chief Building Surveyor (D1)
 CSE = Chief Structural Engineer (D1)

Post proposed for creation to be offset by the deletion of a GBS post
 @ New supernumerary post proposed for creation from 1 July 2011 to 31 March 2014
 * Post proposed for creation to be offset by the deletion of a CSE post
 ^ A Unit proposed to be converted from the existing Building Innovation Unit

Summary of Changes of Duties/Structure of Directorate Posts in Existing Buildings and Support Divisions of Buildings Department

List of Existing Duties	Highlight of Proposed Changes of Duties/Additional Duties
<p>Assistant Director/Existing Buildings 1 (AD/EB1), Assistant Director /Existing Buildings 2 (AD/EB2) and Assistant Director/Support (AD/Sup)</p>	<p>AD/EB1, AD/EB2, Assistant Director/ Mandatory Building Inspection (AD/MBI) and Assistant Director/Corporate Services (AD/CS)</p>
<p>AD/EB1 is responsible for –</p> <p>(1) overseeing the operation of three district sections (Sections A, B and C), Special Task Section 1, Slope Safety Section and Building Safety Loan Scheme Unit;</p> <p>(2) developing and formulating operational strategies and procedures for –</p> <ul style="list-style-type: none"> ● inspection and repair of dangerous /dilapidated buildings; ● removal of unauthorised building works (UBWs) and unauthorised, dangerous or abandoned signboards; ● enforcement of slope safety; ● Operation Building Bright; ● UBWs in New Territories Exempted Houses and major UBWs on agricultural lots in the New Territories; ● Comprehensive Building Safety Improvement Loan Scheme; and <p>(3) formulating enforcement policies and legislative proposals relating to structural safety and the associated repair required of existing buildings as well as slope safety.</p>	<p>AD/EB1 will –</p> <p>(1) continue to oversee the operation of the sections/units except for the Special Task Section 1;</p> <p>(2) continue to take up existing duties with the district teams handling the original duties as well as those of the Special Task Section 1 for non-Mandatory Building Inspection Scheme (MBIS) buildings as “building co-ordinators”; and</p> <p>(3) in particular, develop and formulate operational strategies and procedures for Large Scale Operations (LSOs) on inspection/ repair of non-MBIS buildings.</p>
	<p>AD/MBI, a new post, will –</p> <p>(1) supervise the operation of three sections, namely MBI Sections 1 and 2 and the Fire Safety Section;</p> <p>(2) develop and formulate operational strategies and procedures for –</p> <ul style="list-style-type: none"> ● MBIS and Mandatory Window Inspection Scheme (MWIS); ● LSOs on removal of UBWs in MBIS target buildings; ● enforcement programme to

List of Existing Duties	Highlight of Proposed Changes of Duties/Additional Duties
<p>AD/EB2 is responsible for –</p> <p>(1) overseeing the operation of three district sections (Sections D, E and F), Special Task Section 2, Fire Safety Section and the Joint Office of the Food and Environmental Hygiene Department and Buildings Department;</p> <p>(2) developing and formulating operational strategies and procedures for –</p> <ul style="list-style-type: none"> ● control of UBWs and illegal change in use of buildings; ● LSOs on removal or rectification of UBWs affecting barrier free access for persons with disabilities; ● enforcement programme to upgrade fire safety measures; ● repair and maintenance of drainage system; ● abatement of water seepage nuisance; and <p>(3) formulating enforcement policies and legislative proposals relating to control of UBWs, fire safety, change in use and repair and maintenance of drainage system in existing private buildings.</p>	<p>upgrade fire safety measures in existing old buildings; and</p> <p>(3) formulate enforcement policies and legislative proposals relating to MBIS, MWIS and upgrading of fire safety measures in old buildings.</p> <hr/> <p>AD/EB2 will –</p> <p>(1) continue to oversee the operation of sections/units except Special Task Section 2 and Fire Safety Section;</p> <p>(2) continue to take up existing duties with the district teams handling the original duties as well as those of the Special Task Section 2 for non-MBIS buildings as “building co-ordinators”;</p> <p>(3) in particular, develop and formulate operational strategies and procedures for –</p> <ul style="list-style-type: none"> ● LSOs on rectification of irregularities of building works associated with sub-divided flats; and ● removal of UBWs on rooftop, podiums and in yards & lanes of non-LSO and non-MBIS buildings.

List of Existing Duties	Highlight of Proposed Changes of Duties/Additional Duties
<p>AD/Sup is responsible for –</p> <ol style="list-style-type: none"> (1) overseeing the operation of the Legal Section, Technical Support Section including the Minor Works Unit; (2) reviewing and co-ordinating matters relating to legislation and technical standards; (3) developing and formulating operational strategies and procedures for prosecution and disciplinary actions, appeals and litigations relating to the administration and enforcement of the Buildings Ordinance (Cap. 123) and other legislation on building control; and (4) providing corporate services to other divisions, such as formulating departmental staff training policies and strategies, etc. 	<p>AD/CS, a new post, will –</p> <ol style="list-style-type: none"> (1) supervise the operation of the new Legal Services Section, the new Technical Services Section, the new Minor Works and Signboard Control Section and the Public Education and Publicity Unit; (2) handle legal and prosecution matters with an involvement more focused on co-ordinating the pursuance of legal processes; (3) provide corporate services to other divisions; and (4) formulate legislative proposals, enforcement policies and operational procedures relating to the Signboard Control System (SCS) as well as enhancement of the Minor Works Control System (MWCS).
District Sections (Sections A to F)	
<p>Chief Building Surveyor/A, Chief Building Surveyor/B (CBS/B), Chief Structural Engineer/C (CSE/C), Chief Building Surveyor/D, Chief Building Surveyor/E, and Chief Structural Engineer/F (CSE/F) are responsible for handling existing building issues and LSOs relating to the buildings in designated geographical areas of their respective districts including –</p> <ol style="list-style-type: none"> (1) supervising the operations of inspection to emergency and non-emergency reports on dangerous buildings and UBWs; (2) LSOs to clear external UBWs and 	<p>They will –</p> <ol style="list-style-type: none"> (1) continue to carry out existing duties under the new “building co-ordinators” approach; (2) in particular, oversee – <ul style="list-style-type: none"> ● LSOs for non-MBIS buildings, such as those for removing UBWs and inspection/repair of dangerous or dilapidated buildings; ● enforcement of inspection and repair of windows in MWIS target buildings; ● systematic removal of UBWs of non-LSO buildings in response

List of Existing Duties	Highlight of Proposed Changes of Duties/Additional Duties
<p>enforcement of removal of UBWs as well as unauthorised, dangerous or abandoned signboards;</p> <p>(3) inspection of pre-war buildings;</p> <p>(4) supervising the operation of the Joint Office to deal with water seepage complaints; (CBS/E and CSE/F); and</p> <p>(5) following up on issues relating to UBWs in New Territories Exempted Houses and illegal structures on agricultural land in New Territories areas (CSE/C).</p>	<p>to complaints; and</p> <ul style="list-style-type: none"> ● patrol in dedicated and hotel concession areas for irregularities and follow up with necessary enforcement actions.
Slope Safety Section	
<p>Chief Building Surveyor/Slope Safety is responsible for overseeing Slope Safety Section in enforcement of slope safety on private land.</p>	<p>No major changes in responsibilities.</p>
Mandatory Building Inspection Sections	
<p>Chief Structural Engineer /Special Task 1 (CSE/ST1) and Chief Building Surveyor/Special Task 2 (CBS/ST2) are responsible for –</p> <p>(1) supervising the operations of enforcement of backlog UBWs removal orders referred from district sections;</p> <p>(2) following up referrals on UBWs from the Fire Services Department; handling works-in-progress (WIPs) UBWs cases in association with outsourced WIPs/Patrolling Consultants;</p> <p>(3) patrol in dedicated and hotel concession areas for irregularities and follow up with necessary</p>	<p>Chief Structural Engineer/Mandatory Building Inspection 1 and Chief Building Surveyor/Mandatory Building Inspection 2 (CBS/MBI 2) will –</p> <p>(1) supervise the implementation of the MBIS and MWIS in MBIS target buildings;</p> <p>(2) handle matters in respect of the MBIS target buildings as “building co-ordinators”;</p> <p>(3) implement the LSOs in MBIS target buildings; and</p> <p>(4) continue to supervise the Operation Check Walk and follow up backlog cases of defective/misconnected underground drainage system.</p>

List of Existing Duties	Highlight of Proposed Changes of Duties/Additional Duties
<p>enforcement actions;</p> <p>(4) structural investigation of approved slab canopies and removal of UBWs on such canopies;</p> <p>(5) providing structural advice to district sections and co-ordinating with them the removal of UBWs on cantilevered slab balconies (CSE/ST1); and</p> <p>(6) supervising the Operation Check Walk for rectification of illegal alteration and misuse of the facilities for persons with a disability in commercial buildings and following up backlog cases of defective/misconnected underground drainage system. (CBS/ST2)</p>	<p>(CBS/MBI2)</p>
Fire Safety Section	
<p>Chief Building Surveyor/Fire Safety is responsible for overseeing enforcement programme on upgrading of fire safety measures in old buildings.</p>	<p>No major changes in responsibilities.</p>
Technical Support Section	
<p>Chief Officer/Technical Support is responsible for overseeing -</p> <p>(1) general and technical support services to the operation divisions; implementation of computerisation strategies; and building information systems;</p> <p>(2) registration of building professionals and contractors; and</p> <p>(3) administration of works contracts and consultancy agreements and emergency services</p>	<p>Re-titled as Technical Services Section</p> <p>Re-titled as Chief Officer/Technical Services</p> <p>No major changes in responsibilities.</p>

List of Existing Duties	Highlight of Proposed Changes of Duties/Additional Duties
Legal Section	Re-titled as Legal Services Section
<p>Chief Building Surveyor/Legal is responsible for –</p> <ul style="list-style-type: none"> (1) supervising prosecutions under the Buildings Ordinance, Fire Safety (Commercial Premises) Ordinance (Cap. 502) and Fire Safety (Buildings) Ordinance (Cap. 572); (2) supervising disciplinary actions, appeals, judicial reviews and legislative reviews; and (3) making recommendations on legislative amendments relating to building control under the Buildings Ordinance and other related enactments. 	<p>Re-titled as Chief Building Surveyor/Legal Services</p> <p>No major changes in responsibilities.</p>
Minor Works and Signboard Control Section	
The Minor Works and Signboard Control Section is a new section.	<p>The new Chief Professional Officer/Minor Works & Signboard Control will oversee –</p> <ul style="list-style-type: none"> (1) the operations of the MWCS and SCS; (2) LSOs on removal of dangerous/abandoned signboards or unauthorised signboards; (3) the processing and co-ordination of audit checking of minor works submissions; and (4) the processing of validation submissions under Household Minor Works Validation Scheme and SCS.

**Proposed Job Description of
Assistant Director / Existing Buildings 1**

Rank : Government Building Surveyor/Government Structural Engineer (D2)

Responsible to : Deputy Director of Buildings

Major Duties and Responsibilities –

1. to manage the Existing Buildings Division 1 which administers the Buildings Ordinance (Cap. 123)(BO) to ensure the safety of existing private buildings and slope safety on private land in the territory;
2. to develop and formulate operational strategies and procedures for, and oversee the enforcement of removal of unauthorised building works (UBWs) as well as inspection and repair of dangerous or dilapidated buildings; large scale operations (LSOs) on inspection/repair of non-Mandatory Building Inspection Scheme (MBIS) buildings; Operation Building Bright; and the Comprehensive Building Safety Improvement Loan Scheme;
3. to develop and formulate enforcement policies and legislative proposals relating to the structural safety and associated repair required of existing private buildings as well as slope safety on private land;
4. to chair the Joint Enforcement Team on formulating operational strategies and procedures against UBWs in New Territories Exempted Houses and major UBWs on agricultural lots in the New Territories;
5. to advise the Development Bureau and other government agencies on matters relating to the structural safety of existing private buildings and slope safety on private land;
6. to explain the Department's policies and operations relating to the structural safety of existing private buildings and slope safety on private land to the Legislative Council, Ombudsman, District Councils, professional institutions, media and general public; and
7. to assist the Director of Buildings and Deputy Director of Buildings in setting the policies and strategies on control of existing buildings in the aspects of structural safety and slope safety and management of the Department and providing grade and staff management of non-civil service contract staff of Building Safety Officer and Building Safety Assistant posts.

**Proposed Job Description of
Assistant Director / Existing Buildings 2**

Rank : Government Building Surveyor/Government Structural Engineer (D2)

Responsible to : Deputy Director of Buildings

Major Duties and Responsibilities –

1. to manage the Existing Buildings Division 2 which administers the BO to ensure the safety of, and the abatement of water seepage nuisance (through the Joint Office of the Food and Environmental Hygiene Department (FEHD) and the Buildings Department) in, existing private buildings in the territory;
2. to develop and formulate operational strategies and procedures for, and oversee the enforcement of, removal of UBWs as well as inspection and repair of dangerous or dilapidated buildings; LSOs on removal or rectification of UBWs affecting barrier free access for persons with a disability; LSOs on rectification of irregularities of building works associated with sub-divided flats; and the Joint Office with the FEHD on water seepage complaints;
3. to develop and formulate enforcement policies and legislative proposals relating to control of UBWs, change in use and repair and maintenance of drainage systems in existing private buildings;
4. to advise the Development Bureau and other government agencies on matters relating to the control of UBWs, change in use, maintenance of drainage systems and abatement of water seepage nuisance in existing private buildings;
5. to explain the Department's policies and operations relating to the control of UBWs, change in use, maintenance of drainage systems and abatement of water seepage nuisance in existing private buildings to the Legislative Council, Ombudsman, District Councils, professional institutions, media and general public; and
6. to assist the Director of Buildings and Deputy Director of Buildings in setting the policies and strategies on control of existing buildings in the aspects of UBWs, change in use and drainage systems and abatement of water seepage nuisance and management of the Department and providing grade and staff management of Survey Officer (Building) Grade staff.

**Proposed Job Description of
Assistant Director / Mandatory Building Inspection**

Rank : Government Building Surveyor/Government Structural Engineer (D2)

Responsible to : Deputy Director of Buildings

Major Duties and Responsibilities –

1. to manage the Mandatory Building Inspection Division which implements the MBIS and Mandatory Window Inspection Scheme (MWIS), and administers the BO to ensure the safety of MBIS target buildings and the Fire Safety (Commercial Premises) Ordinance (Cap. 502) and the Fire Safety (Buildings) Ordinance (Cap. 572) for the upgrading of fire safety measures in target buildings in the territory;
2. to develop and formulate operational strategies and procedures for, and oversee the enforcement of, removal of UBWs in MBIS target buildings, including the LSOs on the removal of UBWs in MBIS target buildings; and joint enforcement programme with the Fire Services Department to upgrade fire safety measures in the existing old buildings;
3. to develop and formulate enforcement policies and legislative proposals relating to the MBIS/MWIS;
4. to advise the Development Bureau and other government agencies on matters relating to the MBIS/MWIS, and control of UBWs in MBIS target buildings as well as the upgrading of fire safety measures in existing old buildings;
5. to explain the Department's policies and operations relating to the MBIS/MWIS, control of UBWs in MBIS target buildings as well as the upgrading of fire safety measures in existing old buildings to the Legislative Council, Ombudsman, District Councils, professional institutions, media and general public; and
6. to assist the Director of Buildings and Deputy Director of Buildings in setting the policies and strategies on MBIS/MWIS and upgrading of fire safety measures in old buildings and management of the Department.

**Proposed Job Description of
Assistant Director / Corporate Services**

Rank : Government Building Surveyor/Government Structural Engineer (D2)

Responsible to : Deputy Director of Buildings

Major Duties and Responsibilities –

1. to manage the Corporate Services Division which provides technical and legal services to the operation Divisions and manages the Minor Works Control System (MWCS) and the Signboard Control System (SCS);
2. to develop and formulate enforcement policies and legislative proposals relating to the SCS as well as enhancement and improvement of the MWCS;
3. to oversee the operation of the MWCS, including enforcement of the Household Minor Works Validation Scheme and audit checks of minor works submissions, as well as operation of the SCS, including audit checks of signboard validation submissions and LSOs on removal of dangerous/abandoned signboards or unauthorised signboards not joining the validation scheme;
4. to oversee prosecution and disciplinary actions, appeals and other litigation matters relating to the administration and enforcement of the BO arising from the operation and enforcement actions of operation divisions; public education and publicity programmes on building safety issues; technical and technological research and development to support the formulation of policies and strategies of operation divisions; and the legislative process of new legislation or legislative amendments proposed by operation divisions;
5. to oversee the registration of professionals and contractors under the BO; operation of the emergency duty and emergency shift system; management of works contracts and consultancy agreements; implementation of office automation and development of information technology; as well as to formulate departmental staff training policies and strategies;
6. to advise the Development Bureau and other government agencies on matters relating to the SCS and MWCS and other matters administered by the Division;
7. to explain the Department's policies and operations of matters relating to the SCS, MWCS and other matters administered by the Division to the Legislative Council, Ombudsman, District Councils, professional institutions, media and general public; and

8. to assist the Director of Buildings and Deputy Director of Buildings in setting policies and strategies on prosecution, disciplinary actions, litigations and related issues and management of the Department.

**Proposed Job Descriptions of
Chief Building Surveyor / A
Chief Building Surveyor / B
Chief Structural Engineer / C
Chief Building Surveyor /D
Chief Building Surveyor/ E
Chief Structural Engineer/ F**

Rank : Chief Building Surveyor / Chief Structural Engineer (D1)

Responsible to : Assistant Director / Existing Buildings 1; and
Assistant Director / Existing Buildings 2

Major Duties and Responsibilities –

1. to manage the respective section and formulate operation plans for implementation of the “building coordinators” approach in the enforcement of removal of UBWs, including works-in-progress cases and the inspection and repair of dangerous or dilapidated buildings; inspection in response to emergency and non-emergency reports on dangerous or dilapidated buildings and UBWs; patrol in dedicated and hotel concession areas for irregularities and the necessary follow up enforcement actions; LSOs on inspection/repair of dangerous or dilapidated non-MBIS buildings; LSOs on rectification of irregularities of building works associated with sub-divided flats; and the enforcement of inspection and repair of windows in non-MBIS target buildings under the MWIS;
2. to appraise and endorse senior professional officers’ recommendations on matters relating to closure/demolition/investigation of dangerous or dilapidated buildings, change in use, complicated UBWs cases and MWIS;
3. to supervise the issue of statutory notices/orders relating to UBWs, dangerous and dilapidated buildings, change in use and MWIS as well as the approval of inspection/investigation reports and remedial proposals submitted by qualified persons/authorized persons/registered structural engineers for compliance with statutory notices/orders;
4. to supervise and monitor enforcement actions for default notice/order cases, including referrals for prosecution, government contractor actions, paylisting of accounts and cost recovery;
5. to supervise the operation of the Joint Office established jointly with the FEHD

to deal with water seepage nuisance in existing private buildings (*for Chief Building Surveyor/E and Chief Structural Engineer/F under AD/EB2*);

6. to attend meetings and follow up on issues relating to UBWs in New Territories Exempted Houses and illegal structures on agricultural land in the New Territories areas (*for Chief Structural Engineer/C*);
7. to attend District Management Committee and District Council meetings, and give advice to the public on the Department's policy, objectives and actions relating to enforcement of building safety and maintenance; and
8. to investigate and respond to complaints relating to work of the Section from the public, media, Ombudsman, LegCo and other agencies and conduct reviews as necessary on the issues revealed from these complaints and formulate appropriate improvement measures.

**Proposed Job Description of
Chief Professional Officer / Minor Works & Signboard Control**

Rank : Chief Building Surveyor / Chief Structural Engineer (D1)

Responsible to : Assistant Director / Corporate Services

Major Duties and Responsibilities –

1. to manage the Minor Works and Signboard Control Section and supervise the operations of the MWCS, SCS as well as LSOs on removal of dangerous/abandoned signboards or unauthorised signboards not joining the validation scheme;
2. to appraise and advise on senior professional officers' recommendations on matters relating to MWCS and SCS;
3. to supervise the processing and coordination of audit checks of minor works submissions;
4. to supervise the processing of validation submissions for existing unauthorised household minor works and existing unauthorised signboards submitted by prescribed building professionals or registered contractors;
5. to supervise and monitor enforcement actions for default notice/order cases including referrals for prosecution, government contractor actions, paylisting of accounts and cost recovery;
6. to attend District Management Committee and District Council meetings, and give advice to the public on the Department's policy, objectives and actions relating to the MWCS and SCS; and
7. to investigate and respond to complaints relating to work of the Section from the public, media, Ombudsman, LegCo and other agencies and conduct reviews as necessary on the issues revealed from these complaints and formulate appropriate improvement measures.

**Proposed Job Descriptions of
Chief Building Surveyor / Mandatory Building Inspection 1
Chief Structural Engineer / Mandatory Building Inspection 2**

Rank : Chief Building Surveyor / Chief Structural Engineer (D1)

Responsible to : Assistant Director / Mandatory Building Inspection

Major Duties and Responsibilities –

1. to manage the respective Mandatory Building Inspection sections and formulate legislative proposals, code of practice, operation strategies and procedures for the MBIS/MWIS; supervise the operations of the MBIS/MWIS; conduct the inspections in response to emergency and non-emergency reports on dangerous or dilapidated buildings; and take enforcement actions for and carry out LSOs on removal of UBWs, in MBIS target buildings;
2. to appraise and endorse senior professional officers' recommendations on matters relating to MBIS/MWIS and complicated UBWs cases;
3. to supervise the issue of statutory notices/orders to MBIS/MWIS target buildings; and the processing of inspection reports and remedial proposals submitted by registered inspectors/qualified persons for compliance with statutory notices/orders;
4. to supervise and monitor enforcement actions for default notice/order cases, including referrals for prosecution, government contractor actions, paylisting of accounts and cost recovery;
5. to manage and supervise Operation Check Walk for rectification of illegal alteration and misuse of the facilities for the disabled in commercial buildings and follow up on backlog cases of defective/misconnected underground drainage systems (*for Chief Building Surveyor/MBI1*);
6. to attend District Management Committee and District Council meetings, and give advice to the public on the Department's policy, objectives and actions relating to MBIS/MWIS; and
7. to investigate and respond to complaints relating to work of the Section from the public, media, Ombudsman, LegCo and other agencies; and conduct reviews as necessary on the issues revealed from these complaints and formulate appropriate improvement measures.

**Proposed Job Description of
Chief Officer / Technical Services**

Rank : Chief Building Surveyor / Chief Structural Engineer (D1)

Responsible to : Assistant Director / Corporate Services

Major Duties and Responsibilities –

1. to oversee the provision of general and technical services including the compilation and analysis of management statistics; formulation of departmental staff training and development plans and overseeing of the implementation thereof; monitoring and review of service standards; monitoring of 1823 Call Centre and Ombudsman's cases; monitoring of responses to general enquiries and complaints from the public; updating of practice notes and handbooks; ensuring the conformity of technical standards under the BO; arrangements for exchanges with mainland/foreign counterparts; and other related public relation matters;
2. to draw up and oversee the implementation of computerisation strategies and to coordinate the development and use of information technology;
3. to formulate an overall plan on the services concerning various public and in-house building information systems and oversee their implementation (e.g. Building Condition Information System, Building Development Information System, Geographic Information System, Building Records Access and Viewing On-line System, Central Data Bank, etc.);
4. to supervise the Research & Development Unit to carry out technical and technological research and development to support the operation divisions;
5. to oversee the administration of registration of Authorized Persons, Structural Engineers, Geotechnical Engineers, Inspectors and Contractors;
6. to oversee the overall administration of pre- and post-contract activities of works contracts and consultancy agreements and emergency services provided by the Department; and
7. to research, co-ordinate and make recommendations on specific or management issues as required by Director of Buildings, Deputy Director of Buildings or Assistant Director/Corporate Services.