

Appendix A**Fire Safety Committee (FSC) – Buildings Department****Terms of Reference**

- To advise the Building Authority (BA) or his delegated officers on the fire engineering proposals submitted by Authorized Persons (AP) in connection with the planning, design and construction of new building developments, and alterations & additions proposals; and
- To advise the BA on the policy, interpretation and implementation of the Buildings Ordinance, allied legislation and codes of practice in respect of fire safety in buildings.

Membership

Chairperson	Assistant Director/New Buildings 1
Ex-officio Members	Chief Building Surveyor / New Buildings Division 1 (case officer)
	Chief Building Surveyor / New Buildings Division 1 (non-case officer)
	Chief Building Surveyor from other divisions
	Chief Structural Engineer / New Buildings Division 2
	1 representative from FSD
Non-official Members	1 (3 – 4) fire safety expert from academia nominated by tertiary institutions
	1 (3) fire safety practitioner* nominated from ARB, ERB or SRB
	1 (3) AP nominated from HKIA, HKIE or HKIS
Secretary	BS/TS1

Note :

() number of panel members on rotation in attending FSC meetings

* Nominee should be a RA, RPE or RPS possessing at least 3 years experience in handling fire engineering proposals.

Appendix B

**The BD Advisory Committee
for the Fire Safety (Buildings) Ordinance Cap. 572 and
the Fire Safety (Commercial Premises) Ordinance Cap. 502 ("ACFSO")**

Terms of Reference

To assist the Director of Buildings or his delegated officers in considering the appropriateness of fire safety measures in domestic or composite buildings on case basis, having regard to the structural integrity of the building and the technology available to comply with the requirements stipulated under the Fire Safety (Buildings) Ordinance; and

To advise the Director of Buildings or his delegated officers on matters relating to the administration of the Fire Safety (Commercial Premises) Ordinance insofar as the provision of fire safety improvement measures in commercial premises or commercial buildings is concerned.

Composition

- Chairperson** : Assistant Director/Mandatory Building Inspection, BD
- Ex-officio member** : Chief Building Surveyor/Fire Safety, BD
Chief Structural Engineer/Mandatory Building Inspection 1, BD
One representative from FSD
- Non-official Members** : 1 (3 – 4) fire safety expert from academia nominated by tertiary institutions
1 (3) fire safety practitioner* nominated by Architects Registration Board, Engineers Registration Board or Surveyors Registration Board.
1 (3) Authorized Person nominated by HKIA, HKIE or HKIS
1 (3) member of public with expertise in building fire safety in the aspect of design, planning and construction
- Secretary** : Building Surveyor/Fire Safety

() number of Panel Members on rotation in attending ACFSO meetings

* Nominee should be a RA, RPE or RPS possessing at least 3 years experience in handling fire engineering proposals.

Appendix C

**Declaration of Interests by Members of the
Fire Safety Committee and
the Advisory Committee for Fire Safety (Buildings) Ordinance and
the Fire Safety (Commercial Premises) Ordinance**

General Principles

When a member (including the chairman) of a public council, board or committee has a potential conflict of interest in a matter placed before the committee, he/she should make full disclosure of his/her interest. The basic principle to be observed is that members' advice should be disinterested and impartial and it is the responsibility of each member to judge and decide if the situation warrants a declaration, and to seek a ruling from the chairman in case of doubt.

It is impossible to define or describe all the situations that would call for such a declaration, because each individual case differs, and because of the difficulty of catering for unusual and unforeseen circumstances. On the other hand, it is not intended that a member should make a declaration of interest simply because the committee is considering a matter in which he/she has knowledge or experience.

Potential Conflict of Interest Situations

The following are potential conflict of interest situations :

- (1) Pecuniary interests in a matter under consideration by the committee, held either by the member or by any close relative of his/her. Members are themselves the best judge of who, in the particular circumstances, is a "close relative".
- (2) A directorship, partnership, advisory or client relationship, employment or other significant connection with a company, firm, club, association, union or other organisation which is connected with, or the subject of, a matter under consideration by the committee.
- (3) Some friendships which might be so close as to warrant declaration in order to avoid situations where an objective observer might believe a member's advice to have been influenced by the closeness of the association.

Appendix C

- (4) A member who, as a barrister, solicitor, accountant or other professional adviser, has personally or as a member of a company, advised or represented or had frequent dealings with any person or body connected with a matter under consideration by the committee.
- (5) Any interest likely to lead an objective observer to believe that the member's advice might have been motivated by personal interest rather than a duty to give impartial advice.

Declaration of Interests at Meetings

The following are guidelines governing declaration of interests at meetings :

- (1) If a member (including the chairman) has any direct personal or pecuniary interest in any matter under consideration by the committee, he/she must, as soon as practicable after he/she has become aware of it, disclose to the chairman (or the committee) prior to the discussion of the item.
- (2) The chairman (or committee) shall decide whether the member disclosing an interest may speak or vote on the matter, may remain in the meeting as an observer, or should withdraw from the meeting.
- (3) If the chairman declares an interest in a matter under consideration, the chairmanship may be temporarily taken over by a vice-chairman.
- (4) When a known direct pecuniary interest exists, the secretary may withhold circulation of relevant papers to the member concerned. Where a member is in receipt of a paper for discussion which he/she knows presents a direct conflict of interest, he/she should immediately inform the secretary and return the paper.
- (5) All cases of declaration of interests shall be recorded in the minutes of the meeting.

Appendix D

**Release of Information Concerning Members of the
Fire Safety Committee and
the Advisory Committee for Fire Safety (Buildings) Ordinance and
the Fire Safety (Commercial Premises) Ordinance**

1. As advised by the Secretary of Home Affairs, certain information concerning individual members of advisory and statutory bodies, which include the Fire Safety Committee and the Advisory Committee under Fire Safety (Buildings) Ordinance and the Fire Safety (Commercial Premises) Ordinance could be disclosed to the public upon request. The information in question includes a member's :

- (a) attendance records;
- (b) years of service on the particular body;
- (c) occupation/profession by broad categories (e.g. doctors, lawyers and company directors); and
- (d) membership of other advisory and statutory bodies.

2. The above information amounts to "personal data" and therefore its disclosure is regulated under the Personal Data (Privacy) Ordinance (PDPO).

3. The legal position under the PDPO is that the disclosure of the above "personal data" would not constitute a contravention to the PDPO if the purpose, or one of the purposes, of collecting the personal data is for them to be released to the public; and it would not contravene Principle 3 of Schedule 1 of the PDPO to release the data, without obtaining the data subject's consent, if the recipient is a news organization and the disclosure is made by a person who has reasonable ground to believe (and reasonably believes) that the publishing or broadcasting of the data is in the public interest.

4. The secretaries of the committees will keep records on the matters mentioned in paragraph 1 above and in the interests of transparency, such records will be disclosed to the public on request.

Appendix E

**Undertakings by Members of the
Fire Safety Committee and
the Advisory Committee for the Fire Safety (Buildings) Ordinance and
the Fire Safety (Commercial Premises) Ordinance**

1. I undertake to hold in strict confidence all information that I have access to through my position as a member of the Fire Safety Committee, and the Advisory Committee for the Fire Safety (Buildings) Ordinance and the Fire Safety (Commercial Premises) Ordinance. Such information includes fire engineering proposals, personal data of applicants, documents submitted by applicants, interview results, etc.

2. I undertake not to make any unauthorised disclosure or take advantage of any of the information referred to in paragraph 1 above whether or not for personal gain.

3. I undertake to declare any actual, potential or perceived conflict of interest with my duty as a member of the above committees immediately when I become aware of any such conflict.

4. I undertake to take steps to avoid any conflict of interest with any prospective applicant by not putting myself in a position of obligation towards any of them; for example, by not accepting any favour or lavish or excessive entertainment, and not over-socializing with any of them.

5. I undertake to inform the officers-in-charge/secretaries of the above committees, in advance as far as possible, of any circumstances such as loss of membership or qualification and no longer residing in Hong Kong that may affect my eligibility to be appointed to the above committees or to carry out my duty as a member of the same.

6. I understand that I may be subject to prosecution action should I fail to observe any of my above undertakings.

Signed :

Name (block letter) :

Rank*/Title* :

Date :

* Delete if inapplicable



Architects Registration Board
Hong Kong Special Administrative Region
建築師註冊管理局
香港特別行政區

Invitation for Nomination of Registered Architects to

- (i) Fire Safety Committee and
(ii) Advisory Committee for the Fire Safety (Buildings) Ordinance and the Fire Safety (Commercial Premises) Ordinance

Deadline for nomination: 21 March 2016 (Monday)

To: Ms. Mable Hung of ARB Secretariat (Fax: 852 2519 6011; Email: arbsec@arb.org.hk)

Decorative separator line of asterisks

Name: _____

HKIA Membership No.: _____ since _____ (year)

Registered Architect No.: _____ since _____ (year)

Authorized Person since _____ (year) and the expiry date is _____ (date)

Company Name: _____

Position: _____

Office Tel/Mobile: _____ Fax: _____ Email: _____

I would like to register my interest for being nominated by Architects Registration Board, HKSAR to

- (i) Fire Safety Committee ("FSC") and
(ii) Advisory Committee for the Fire Safety (Buildings) Ordinance ("ACFSO") under the Buildings Ordinance (BO)

I attach my CV and make the following declarations (please ✓ where appropriate).

- 1. I understand the functions and composition of the FSC and ACFSO as listed in Appendix A in the ARB circular dated 11 March 2016.
2. I am a registered architect possessing at least 3 years experience in handling fire engineering proposals under the BO.
3. I in the capacity of FSC and/or ACFSO member, shall attend the meetings on a personal basis (not more than 18 meetings per annum as a rotational member) for a term of office of 3 years commencing 1 June 2016.

(.../2)



Architects Registration Board
Hong Kong Special Administrative Region
建築師註冊管理局
香港特別行政區

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- 4. I shall be available for attending the FSC meetings which may be held on a weekly basis and ACFSO meetings which is anticipated to be held less than once a month.
 - Yes
 - No

- 5. I understand that the attending FSC members but not ACFSO member, will be given honorariums which are taxable income and will be reflected in the annual tax return to Inland Revenue Department.
 - Yes
 - No

- 6. I am a government officer.
 - Yes
 - No

- 7. To comply with the government's 6-year-6-committee guideline, I list out my current appointment to committees (including the proposed nomination to serve in the FSC) for ARB's information:

	Names of the Government Boards or Committees	Terms of Office	Representing Body (For example, ARB, HKIA...etc)
1			
2			
3			
4			
5			
6			

Note: It is the Government's policy that the length of service of unofficial on boards and committee be confined to a maximum of 6 years. Moreover, members are not expected to sit on more than 6 different Government bodies (including the nomination to serve in FSC and ACFSO) at any one time.

Signature: _____ Date: _____

個人履歷表 (私人及機密)
CURRICULUM VITAE FORM (PRIVATE AND CONFIDENTIAL)

請填妥本表格並交回：
 香港九龍旺角彌敦道 750 號
 始創中心 1712 室
 消防安全委員會秘書

Please complete and return this form to:
 Secretary for Fire Safety Committee
 1712, 17/F, Pioneer Centre,
 750 Nathan Road, Mongkok,
 Kowloon

香港身份證號碼 HK Identity Card No.:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	稱謂：*先生/女士/太太/小姐/博士/醫生/教授/牧師/其他： Title: *Mr/Ms/Mrs/Miss/Dr/Prof/Rev/Others :
中文姓名 Name in Chinese :	英文姓名 Name in English :	
中文姓名電碼 Chinese Name in Code :	姓 Surname 名 Given Name	
獲頒勳銜及獎章 (包括獲委任為太平紳士) Honours and Awards (including appointment as Justice of the Peace) :		頒授 / 委任日期 Date of Award/Appointment :
是否香港永久性居民? Are you a Hong Kong Permanent Resident?	*是 / 否 *Yes / No	國籍 Nationality :
出生年月: Month and Year of Birth :	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> M Month Y Year	性別：*男 / 女 Sex : *M / F
婚姻狀況：*未婚/已婚/離婚/分居/喪偶 Marital Status : *Single/Married/Divorced/Separated/Widowed	是否有子女? Do you have children? :	
配偶中文姓名 Name of Spouse in Chinese :		配偶英文姓名 Name of Spouse in English :
辦事處地址 Office Address :	(如已提供辦事處地址，則可選擇是否填寫 Optional if office address is provided) 住宅地址 Residential Address :	
電話號碼 Telephone No. :	電話號碼 Telephone No. :	
流動電話號碼 Mobile Phone No. :	請以 *辦事處 / 住宅 地址作為郵寄地址。 Please use the * office / residential address as the mailing address.	
傳真號碼 Facsimile No. :		
電郵地址 Email Address :		
職業 Occupation/Profession (註釋1 Explanatory Note 1) :		
現時職位 Current Employment*		
公司 / 機構 Company / Organization	職銜 Post Title	業務性質 Nature of Business

*刪去不適用者 Delete where inappropriate

*可按需要另加紙填寫 Please use supplementary sheets if necessary

- 2 -

能講或能寫的語言/方言 Languages/Dialects : *中文 Chinese / 英文 English / 廣東話 Cantonese / 普通話 Putonghua 其他(請註明) Others (please specify) :
教育程度 Educational Level : * 小學 Primary / 中學 Secondary / 大專 Post-Secondary / 大學 University 曾就讀的學校 (可選擇填寫) Schools Attended (Optional) :
獲取資格 Qualifications Attained * :
有興趣關注的事項 / 專業知識 (註釋2) Interest / Expertise (Explanatory Note 2) :
如有近親現時出任政府委員會成員, 請提供其姓名: Please give the name(s) of any close relatives serving on Government boards and committees:
與政黨/政團的聯繫 (可選擇填寫) Affiliations to Political Parties/Political Groups (Optional) :

在政府委員會的社會服務 *			
Community Service on Government Boards and Committees *			
委員會名稱 Name of Board/Committee	現任/曾任職位 (註釋3) Capacity in which you are serving/have served (Explanatory Note 3)	期間 Duration	
		由 From	至 To

*刪去不適用者 Delete where inappropriate

*可按需要另加紙填寫 Please use supplementary sheets if necessary

Sep 2011

在志願團體、行業組織、社區組織及政治組織的社會服務（政府委員會除外）* Community Service on Voluntary Agencies, Trade, Community and Political Organizations (other than Government Boards and Committees)*			
團體 / 活動名稱 Name of Organization/Activity	現任/曾任職位（註釋3） Capacity in which you are serving/have served (Explanatory Note 3)	期間 Duration	
		由 From	至 To

聲 明 DECLARATION

本人已細閱第四頁的須知事項。本人謹此聲明，在此履歷表上填報的資料，就本人所知，均屬真確及最新的資料。本人明白並同意，本人所提供的個人資料可作須知事項第1段所列出的用途。

I have read the **POINTS TO NOTE** on page 4. I declare that the information provided in this form is accurate and up-to-date to the best of my knowledge. I agree and understand that the personal data I have provided may be used for the purposes listed in paragraph 1 of the **POINTS TO NOTE**.

簽署 Signature: _____ 日期 Date: _____

()

姓名以正楷填寫 Name in BLOCK LETTERS

須知事項

你按本履歷表的要求提供個人資料，完全是出於自願。你所提供的個人資料將依照《個人資料(私隱)條例》(第486章)的規定予以處理。

使用個人資料

1. 你在本履歷表所提供的個人資料，將由政府總部民政事務局保存。民政事務局可使用有關的個人資料，並可向政府其他局及部門透露這些資料，作下列用途：
 - (a) 有關政府委任事宜，包括政府委員會的任命；
 - (b) 方便政府與你聯絡；
 - (c) 方便頒授獎狀/獎章(若有的話)；及/或
 - (d) 與上述目的直接有關的用途。

你在“職業/專業”、“現時職位”及“在政府委員會的社會服務”欄內填報的個人資料，也有可能因上述(a)項或(c)項所述的用途而公開讓公眾參閱。除非你表明同意或香港特別行政區的法律容許，否則你在本履歷表所提供的個人資料將不會用作上述目的以外的用途。

取閱個人資料

2. 你有權：
 - (a) 取得民政事務局所保存有關你的個人資料的列印本；
 - (b) 要求改正你的個人資料。

查詢

3. 凡涉及本履歷表所收集的個人資料或與本履歷表有關的任何查詢，均可向以下人員提出：
香港添馬添美道2號
政府總部西翼12樓
民政事務局
行政主任(個人檔案)
【電話：3509 8001 / 電郵地址：eo_pi@hab.gov.hk】

個人聲明

4. 請在履歷表第三頁的聲明內簽名，然後把填妥的表格交回民政事務局局長。

POINTS TO NOTE

It is voluntary for you to supply the personal data requested of you in this form. Any personal data provided will be treated in compliance with the Personal Data (Privacy) Ordinance (Cap. 486).

Use of Personal Data

1. Personal data provided by means of this form will be retained by the Home Affairs Bureau, Government Secretariat. The personal data will be used by the Home Affairs Bureau and may be disclosed to other Government bureaux and departments for the following purposes:
 - (a) activities relating to Government appointments, including appointments to Government boards and committees;
 - (b) to facilitate communication between Government and yourself;
 - (c) to facilitate the granting of awards (if any); and/or
 - (d) any other purpose directly related to the above purpose(s).

Personal data provided under "Occupation/Profession", "Current Employment" and "Community Service on Government Boards and Committees" may also be disclosed to the public for information in connection with matters relating to (a) or (c) mentioned above. Personal data provided in this form will not be used for purposes other than those mentioned above unless you have given prescribed consent to such use or unless such use is permitted by the Laws of Hong Kong Special Administrative Region.

Access to Personal Data

2. You have the right to:
 - (a) obtain a printed copy of your personal data held by the Home Affairs Bureau;
 - (b) request the correction of your personal data.

Enquiry

3. All enquiries concerning the personal data collected in this form or the form itself should be addressed to:
Executive Officer (Personality Index),
Home Affairs Bureau,
12/F West Wing, Central Government Offices,
2 Tin Mei Avenue, Tamar, Hong Kong.
(Tel: 3509 8001 / Email Address : eo_pi@hab.gov.hk)

Declaration by Individuals

4. Please sign the declaration on page 3 of the form and return the completed form to the Secretary for Home Affairs.

註 釋 EXPLANATORY NOTE

1. **職業**
Occupation/Profession 請在下列各項選擇一項最能代表你的職業：
Please choose one of the following which best describes your occupation/profession:
- | | |
|--------------------------------------------------|------------------------------------|
| 會計 accountancy | 進出口 import & export |
| 漁農業 agriculture & fisheries | 資訊科技 information technology |
| 建築、都市規劃及測量 architectural, planning and surveying | 保險業 insurance |
| 藝術及文化 arts and culture | 法律 legal |
| 銀行及金融服務 banking and financial services | 製造業 manufacturing industry |
| 商業 business | 市場推廣 marketing |
| 飲食 catering | 醫療衛生服務 medical and health services |
| 中醫 Chinese medicine | 地產及建造業 real estate & construction |
| 教育 education | 宗教 religious |
| 工程 engineering | 社會福利 social welfare |
| 高等教育 tertiary education | 體育 sports |
| 酒店及旅遊 hotel and tourism | 航運交通及物流 transport and logistics |
| 人力資源 human resources | 批發及零售 wholesale & retail |
| | 其他 (請註明) others (please specify) |
2. **有異趣關注的事項 / 專業知識**
Interest / Expertise 請註明你對下列那方面有異趣關注或有專業知識 (可選擇多於一項)：
Please indicate your interest/expertise in any of the following fields (you may choose more than one item):
- | | |
|---------------------------------------------------------------------------------------|------------------------------------------|
| 漁農業 agriculture and fisheries | 牌照事務 licensing |
| 上訴委員會 appeal boards | 製造業 manufacturing industry |
| 藝術、演藝事業及文化 arts, performing arts and culture | 囚犯福利 prisoners' welfare |
| 金融 (包括銀行、証卷、保險、會計) finance (including banking, securities, accountancy and insurance) | 公眾健康及衛生 public health and hygiene |
| 兒童事務 children matters | 科學及科技 science and technology |
| 教育 education | 社會福利 social welfare |
| 長者事務 elderly matters | 體育及康樂 sports and recreation |
| 環境問題 environmental matters | 電訊及廣播 telecommunication and broadcasting |
| 性別課題 gender matters | 貿易 trade |
| 酒店及旅遊 hotel and tourism | 航運交通及物流 transport and logistics |
| 房屋 housing | 信託基金 trust funds |
| 勞工事務 labour matters | 青年事務 youth matters |
| 治安 law and order | 其他 (請註明) others (please specify) |
| 法律問題 legal matters | |
3. **現任/曾任職位**
Capacity in which you are serving/have served 請註明你是否任職主席、副主席、委員、當然委員或代表委員。
Please indicate whether you are serving / have served as chairman, vice-chairman, member, ex-officio member or representative member.