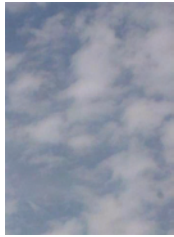


# ENVIRONMENTAL REPORT 2005



## Message from the Government Property Administrator

As the portfolio manager of Government joint-user office buildings (JUBs) and quarters, the Agency is committed to integrating an environmentally responsible culture and practices into all aspects of our operations.

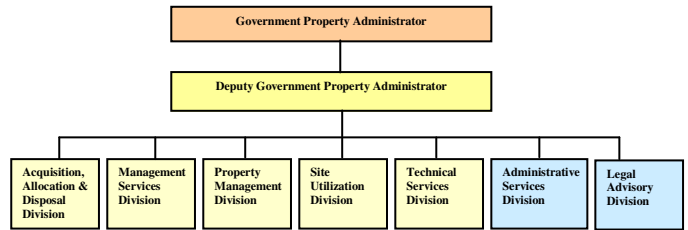
We continued to focus on energy-saving and environmentally friendly ways in the upkeep of buildings, property management and office house-keeping in 2005. We encouraged our stakeholders to organize and participate in green activities to promote environmental awareness and implement sustainable measures in the construction, management and house-keeping operations of government properties under our purview. These include setting room temperature at 25.5°C in government offices, maintaining a programme for the collection and recycling of wastes in JUBs and quarters, adjustment of lift operation mode to achieve greater energy efficiency, use of energy-saving equipment, environmental friendly fittings and sustainable materials in the maintenance and refurbishment of properties under our management.

Throughout the year, the Green Management Committee in the Agency kept up the effort in raising the environmental awareness of the Agency's staff and stakeholders through organizing annual internal environmental audits and in-house environmental activities.

K K Kwok, JP  
Government Property Administrator

## The Agency and its Mission

Headed by the Government Property Administrator, the Government Property Agency has around 210 administrative, professional, technical and general grades staff. It is organized into five functional divisions to deal with the allocation and acquisition of government accommodation, utilization of government sites and properties, management of JUBs and quarters, management services and technical services. It is supported by a legal advisory team and an administrative services team.



Organization Chart



## Our Vision

- ❏ To meet Government's need for accommodation through optimal use of current stocks.
- ❏ To provide quality management services for government properties through the most cost-effective means available.
- ❏ To modernize government properties to meet changing operational needs and statutory requirements.
- ❏ To optimize the utilization of government sites and surplus properties.

## Main Functions and Activities



- ❏ To construct, purchase or lease for general use office premises to meet accommodation needs and to ensure their proper utilization.
- ❏ To manage government properties under our purview.
- ❏ To optimize the use of government, institutional and community sites through reviewing site reservations, seeking release of underutilized government sites and examining proposal for new developments.
- ❏ To vet accommodation requirements of bureaux and departments.
- ❏ To optimize the use of government-owned premises and de-lease office and accommodation wherever possible.



- ❧ To lease out surplus government properties with commercialization potential and implement new commercialization initiatives where appropriate.
- ❧ To scrutinize deeds of mutual covenants and execute assignments in respect of government accommodation in private developments.



### Environmental Policies

- ❧ Promote environmental conservation by ensuring that sustainable designs, building materials, installations and processes are adopted in the construction of new government JUBs and quarters, and in fitting-out and refurbishment projects.
- ❧ Ensure that the management of government properties under the Agency's portfolio is carried out in an environmentally responsible manner, for example by promoting energy efficiency measures.
- ❧ Implement green office management through effective house keeping measures to minimize waste and use of resources; and
- ❧ Promote environmental awareness and participation among staff in the continuous improvement of environmental protection measures, reducing pollution and enhancing energy conservation and efficiency.

### Stakeholders

Our stakeholders mainly comprise users of government properties under the Agency's purview and agents for works and management. The former include bureaux and departments, users of quarters, tenants of government premises including non-government organizations (NGOs) and private tenants of surplus premises. Our works agents include Architectural Services Department (ArchSD), Electrical and Mechanical Services Department (EMSD), property management agents (PMAs) and real estate agents.

In meeting Government's accommodation needs, the Agency works in conjunction with works agents to build office and quarters with environmental protection and conservation in mind and incorporate

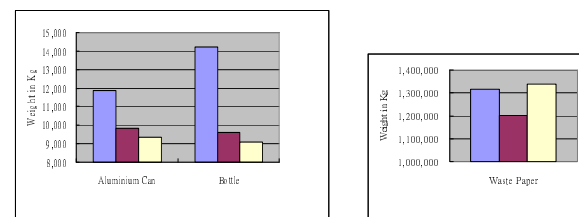
environmental considerations in the selection of materials, design layouts and construction methods. In order to make better use of scarce land resources and existing building stocks, the Agency is committed to co-ordinating the different accommodation needs of bureaux and departments to optimize the use of government sites and premises. In managing government properties, due attention is given to energy conservation and environmental protection measures such as optimising the lift operation mode and separation of waste for re-cycling. The Agency also adopts effective house keeping measures to reduce the consumption of paper and electricity in the office. Environmental protection measures are implemented through our property management agents for JUBs and government quarters to achieve the targets set up for energy conservation in the Government policy.

### Environmental Initiatives in 2005



#### Waste Separation and Re-cycling Programme

The Agency manages its Government JUBs and quarters through the engagement of PMAs under outcome-base contracts. PMAs are required to implement and manage a waste separation and recycling programme in the 50 government joint-user office buildings and 84 quarters developments. Data on quantities of recyclable wastes collected under each category are recorded and reported to the Environmental Protection Department on a monthly basis. Compared with 2004, the total amount of recyclable wastes, including waste paper, aluminum cans and plastic bottles, collected at GPA venues has increased by 9.89% or 134,172kg, out of which the total quantity of waste paper collected has increased most significantly, reflecting increased awareness and support from staff.



■ 2003 ■ 2004 ■ 2005

Waste collected under Waste Separation and Recycling Programme at GPA venues.

#### Monitoring of Electricity Consumption in Government Joint-user Buildings (JUBs)

Monthly statistics on power consumption of joint-user office buildings are recorded and reported to the respective Building Management Committees (BMCs) and subsequently the Environmental Protection Department in order to monitor the electricity consumption throughout the year. If irregularity in

consumption is found, investigation will be undertaken in conjunction with our works agents. Remedial measures will be implemented to achieve energy saving. Following the implementation of energy-saving measures including raising of air-conditioning temperature from 24°C to 25.5°C, and changing the operation mode of escalators and lifts, the total electricity consumption of all JUBs under our purview has decreased by 1.26% when compared with the corresponding period in 2004.

2003/04	261,801,647 kWh	👉👉👉
2004/05	257,542,949 kWh	👉👉
2005/06	254,276,124 kWh	👉

**Total Electricity Consumption record in 50 nos. JUBs**

Energy retrofit projects to provide existing premises with more energy saving equipment were drawn up and progressively carried out according to a refurbishment programme each year. The programme also included replacement of plant and equipment at the end of their serviceable life with more energy efficient installations, such as replacing existing T8 with T5 fluorescent light fittings which are about 30% to 40% more energy efficient and using water-cooled chillers in JUBs etc. In 2005, all down lightings in the public areas of North Point Government Offices were replaced by more energy efficient fluorescent light fittings. Lift operation mode was adjusted in quarters at Lok Fung Path and additional tube cleaning system for chiller condenser were added in Immigration Tower to enhance its efficiency and reduce energy consumption.



**Environmental Awareness Programme in JUBs and Quarters**

By incorporating relevant provisions in the Property Management Agreements, we implemented environmental awareness programmes or green campaigns through PMAs in the quarters under our purview. In 2005, the three PMAs employed by the Agency organized 11 different types of environmental awareness activities, including Social Recycling Programme, Used Clothing Collection, Moon-cake Box Recycling programme, Walking Stairs Campaign, E-card Design Competition etc.



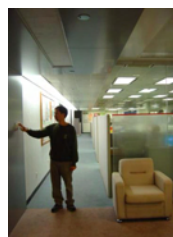
**Prohibit the use of non-decomposable lunch boxes in Government canteens.**

Through incorporation of provisions in the tenancy agreements, canteen operators in government canteens had been prohibited from using single-use and non-decomposable lunch boxes for take-way services since 2004.



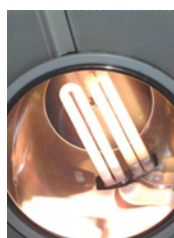
**Renewable Energy Project**

The Agency facilitated the installation of Building Integrated Photovoltaic (BIPV) system at Wanchai Tower in 2002 as a trial project proposed by EMSD to study the quantity of electricity generation in the local context, the stability of electricity generated by the BIPV system and the technology of integration to the power grid. The project is an attempt to reduce carbon dioxide emission resulted from conventional electricity generation. After its commissioning in 2003, the system has generated about 60,210kWh of electricity up to March 2006. Monitoring of the performance of the system is still on-going.



**Green House-keeping Measures in Offices**

Electronic mailing is widely used for communication and information dissemination within the office and to other outside parties. The Agency has continued to use 100% re-cycled paper, adopt double-sided printing, collect waste paper for recycling and use recycled toner cartridges for all computer printers. Environmental Policy and Green Activities notices and House-keeping rules for Energy Conservation circulars were re-circulated to all staff periodically via the intranet to remind them of various green house keeping measures to save on energy and protect the environment.



**Energy Retrofit Project and Refurbishment Programme**

Starting from 2003, the Agency has been working closely with EMSD to explore how energy saving measures can be adopted in JUBs to reduce electricity consumption. In the exercise, 3 major energy consumption areas in respect of air-conditioning, luminaries and electrical installations and lift operation were identified.



**Green Management Committee**

A Green Management Committee (GMC) was established in December 2003. It comprises representatives from all divisions and is chaired by the Deputy Government Property Administrator. The GMC sets performance targets on green measures, reviews and reports on green management measures and arranges green training activities. It also organizes Internal Environmental Audits (IEA) annually to ensure compliance with the Agency's Green Polices and commitments in the previous year. The Agency is a member of the Energy Efficiency and Conservation

sub-committee under the Energy Advisory Committee contributing views and support to the green policies of Government.

### Green Activities organized by GMC



Activity 1



Activity 2



Activity 3

An IEA 2005 was carried out in February 2006. It involved cross-divisional checking on implementation of green measures in office housekeeping, and in conducting core services of property management and in accommodation allocation. No non-compliance was identified in the exercise.

In April 2005, the Agency made a presentation of the Energy Efficiency and Conservation in Government Offices in the Experience Sharing Workshop (Activity 1) organized by EMSD to share our experience in promoting energy conservation measures in joint-user government offices in the past few years.

In order to enhance environmental awareness among staff, a site visit to the EMSD Headquarters (Activity 2) was made in October 2005. The EMSD Headquarters is an office cum workshop building housed in the previous cargo handling building at the former Kai Tak Airport. It was the product of a collaborated effort among EMSD, ArchSD and the Agency to re-vitalize the old building and transform it into its current use. Substantial demolition waste was avoided. Colleagues were impressed by the exhibits in the Exhibition Hall where the use of renewable energy was well demonstrated.

An experience sharing session (Activity 3) was conducted by the GMC on the Green Tour to Japan organized by the Hong Kong Institute of Architects in November 2005 to share with colleagues some of the latest sustainable designs in the Exposition Aichi and new overseas 'green' office buildings.



### Environmental Plan for 2006

The Agency will continue to implement the following measures to promote environmental protection in the coming years:

- ❏ Carry out energy-saving projects in collaboration with ArchSD and EMSD for buildings under our management
- ❏ Issue electricity consumption statistics to BMCs of JUBs each month to enhance user/departments' awareness of their energy consumption level and assist them in planning and implementing energy-saving measures.
- ❏ Maintain the policy of setting the indoor air-conditioning temperature for offices at 25.5<sup>0</sup>C in summer.
- ❏ Optimise the use of lifts and escalators by reducing their numbers in operation during off-peak hours.
- ❏ Organize at least two environmental awareness activities conducted by each PMA in properties managed by the Agency.
- ❏ Achieve the 2.5% paper reduction target set by ETWB.
- ❏ Complete the annual Internal Environmental Audit and review the findings to identify necessary improvements.
- ❏ Conduct at least 2 in-house environmental awareness activities in the Agency.
- ❏ To ensure that new domestic appliances such as instantaneous water heaters and refrigerators procured for quarters or new projects have obtained Energy Label Grade 1 or 2 under the Energy Efficiency Labeling Scheme operated by EMSD.
- ❏ Continue to support, studies on the viability of using new or renewable energy technologies in Hong Kong.
- ❏ In collaboration with works agents, incorporate energy conservation features in the design and construction of new government office buildings and renovation projects.



### Comments and Suggestions

Comments and/or suggestions regarding the report and/or environmental initiatives relating to the operation of the Agency are most welcome. Please contact Ms. Jane Au Yeung, Secretary of the Green Management Committee at telephone number 2594-7756 or Mr. Anthony Yu, Departmental Secretary, at telephone number 2594-7605 or e-mail to [sas@gpa.gov.hk](mailto:sas@gpa.gov.hk).