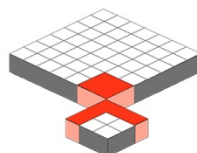
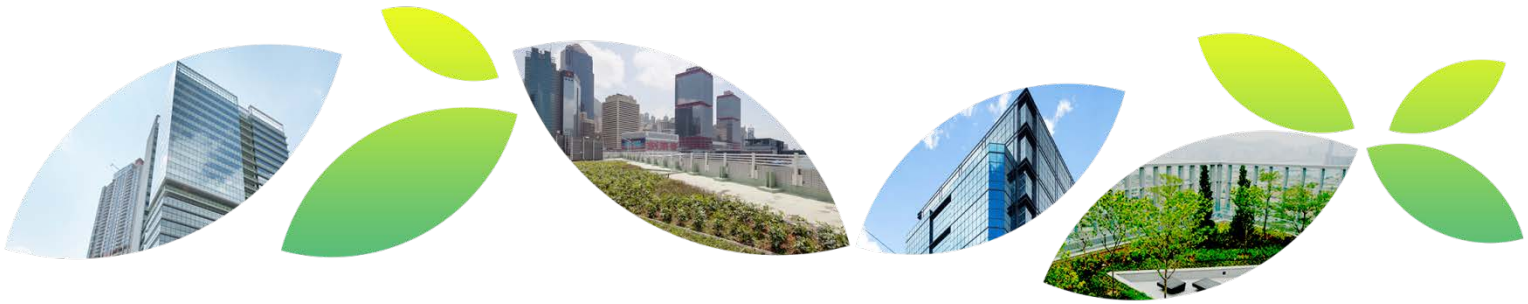


環保報告

Environmental Report 2017



政府產業署
Government Property Agency



1. Message from the Government Property Administrator

Environmental protection is an integral part of the corporate functions of the Agency. It is our conviction to make contribution to environmental protection in Hong Kong. We adopt environmental policies in the construction of new Government buildings as well as in fitting-out and refurbishment projects for existing properties, and apply green housekeeping measures to properties under our management.

This report sets out our work in environmental protection in the year 2017 and the results of our efforts made. As the steward of Government properties, we continue to proactively subject all our activities to the closest environmental scrutiny.

In the development of new Government office buildings as well as reprovisioning projects, we strive to optimise development potential, adopt sustainable design to meet operational needs and implement energy-efficient measures to facilitate green management of the properties. We are pleased that our newest joint-user office building, the Trade and Industry Tower in the Kai Tak Development Area has achieved the highest Platinum rating in the Building Environmental Assessment Method (BEAM) Plus of the Hong Kong Green Building Council and the Platinum rating in the Leadership in Energy and Environmental Design™ (LEED®) certification programme. We are committed to implementing energy-efficient measures and will continue to adopt various forms of energy efficient features and renewable energy technologies for other new Government office building projects in the pipeline. This includes construction of the West Kowloon Government Offices development which is expected to be completed in 2019.

In the management of Government properties, we closely monitor energy consumption and roll out various measures to exercise economy. We also introduce various waste separation and recycling programmes and carry out carbon audit regularly for our office buildings and quarters.

In pursuing our environmental objectives, we rely heavily on partnership with user bureaux and departments accommodated in our buildings, our works agents, property management agents and other business collaborators, occupants of properties under our management and an increasingly environmentally conscious and responsible community. We express our deep appreciation to their support which is instrumental in our environmental protection work.



We shall continue to identify opportunities and implement measures to contribute towards the Government's target to reduce the total electricity consumption by 5% from FY2015-16 to FY2019-20.

Internally, to promote staff support of the green measures and to raise awareness on energy saving and concern for the environment, green activities will be continually arranged for their participation.

It is crucial that we should develop new momentum to go forward and to make further improvement. Community aspiration in minimising energy consumption and waste reduction, recycling and separation is ever-increasing. We are confident that, with the strong partnership we have built up with all parties concerned, we will rise to the challenge and make our contributions.

Tommy Yuen

Government Property Administrator

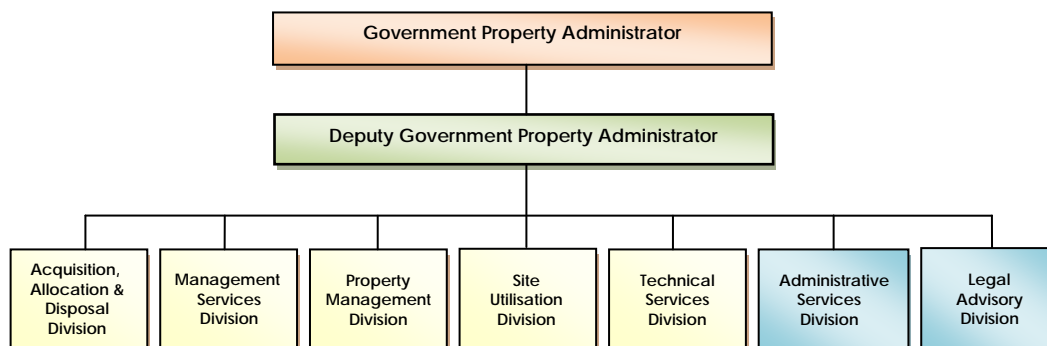
2. Vision and Mission

With the vision of providing suitable Government accommodation to enable efficient delivery of public services, the Agency's mission is :-

- To meet Government's need for accommodation through optimal use of the current stock of properties and development of new facilities where necessary.
- To provide quality management services for Government properties through cost-effective means available.
- To modernise Government properties to meet changing operational and statutory requirements.
- To optimise the utilisation of Government sites and properties.

3. Organisation and Functions

The Government Property Agency has an establishment of 211 staff and is headed by the Government Property Administrator. The Agency discharges its main functions through five operational Divisions in accordance with agreed strategic plans in striving to achieve the Agency's vision and mission. Two other Divisions provide administrative and legal advisory support respectively to the Agency.



Organisation Chart

The main functions and activities of the Agency are :-

- To construct, purchase or lease as may be necessary office premises to meet Government's accommodation needs and to ensure their proper utilisation.
- To manage Government properties under its purview.
- To optimise the use of Government, Institution or Community sites through reviewing site reservations, seeking the release of under-utilised Government sites and examining proposals for new developments.
- To vet accommodation requirements of bureaux and departments.
- To optimise the use of Government-owned premises and de-lease office accommodation as far as possible.
- To lease out surplus Government properties with commercial potential and implement new commercialisation initiatives where appropriate.
- To scrutinise deeds of mutual covenants provisions and execute assignments concerning Government accommodation in private developments.

4. Environmental Policies



The Agency's Environmental Policies are :-

- To contribute to environmental conservation by ensuring that sustainable designs, building materials, installations and processes are adopted in the construction of new Government joint-user office buildings (JUBs) and quarters, and in fitting-out and refurbishment projects.
- To 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-saving, separation of waste at source, food waste recycling, etc.
- To implement green office management through effective housekeeping to minimise waste and use of resources.
- To promote environmental awareness and participation among staff and visiting members of the public in the continuous improvement of environmental protection, reducing pollution and enhancing energy conservation and efficiency.

5. Working with Partners



The Agency has followed the latest Joint Technical Circular on Green Government Buildings issued by the Environment Bureau (ENB) and Development Bureau (DEVB).

We have been working closely with our partners to implement the Environmental Policies in the following areas :-

- In the construction and refurbishment of Government premises, the Agency seeks to minimise the environmental impact in the design, construction methods and choice of materials.
- In making proper use of scarce land resources and the existing building stock, the Agency coordinates the different accommodation needs of bureaux and departments to ensure the optimum utilisation of Government sites and premises.
- In managing Government properties, the Agency continues to implement green housekeeping measures to minimise energy consumption and facilitate collection of waste for recycling as far as possible.

Our partners mainly comprise users of Government properties under the Agency's purview and agents for works, maintenance and management. The former includes bureaux and departments accommodated in JUBs and residents in Government quarters as well as non-Governmental organisations (NGOs) and private tenants in premises under our management. Our agents include Architectural Services Department (ArchSD) and Electrical and Mechanical Services Department (EMSD) as our works and maintenance agents, and Property Management Agents (PMAs).

The Agency is a member of the inter-departmental Steering Committee on the Promotion of Green Building and Renewable Energy led by the Secretary for the Environment. Apart from reviewing the relevant work of Government departments, the Committee also gauges the views of the industry and studies overseas experience. It formulates strategies to further promote green buildings and makes recommendations on relevant measures.

The Agency is also a member of the Energy Efficiency and Conservation Sub-committee under the Energy Advisory Committee, comprising members of various disciplines from the public and private sectors, contributing views and support to the green policies of Government.

6. Green Management Committee and Internal Environmental Audit



To coordinate and spearhead the work on environmental protection, the Agency established a Green Management Committee (GMC) in December 2003. Comprising representatives from all Divisions under the Deputy Government Property Administrator, the GMC operates as the focal point in bringing together the inputs of Divisions in tackling environmental issues covering all aspects of the Agency's functions.

The GMC continues to review environmental policies, set performance targets on green measures, review and report green management measures and arrange green training activities to enhance staff awareness. It has also organised annual Internal Environmental Audits (IEAs) to ensure compliance with the Agency's Environmental Policies and commitments.

The Agency has completed IEA 2017, concluding that all operations generally conformed to the Environmental Policies and targets set for 2017.

7. Environmental Initiatives

7.1 Sustainable Design in New and Existing Buildings

The Agency has been working together with ArchSD, EMSD and other relevant departments to ensure the implementation as far as practicable of Government's policy and initiatives by adopting sustainable design and materials in the construction of new buildings and renovation of existing buildings.

Sustainable Design in New Buildings

In line with the policy of sustainable development, we have stipulated explicit requirements in the Project Definition Statements of new projects which fall under the Agency's purview to ensure optimisation of site development potential, use of sustainable designs to cater for present and future needs, and adoption of energy-efficient installations to facilitate energy-saving and green management of the properties in the long run.

The West Kowloon Government Offices (WKGO) development, the next new JUB project in the pipeline is currently under construction. The project will continue to adopt various forms of energy efficient features and renewable energy technologies, reflecting the Agency's commitment to the construction of new green buildings.



WKGO under development

During the construction stage, various environmental and green measures have been carried out including green hoarding, sorting and recycling of construction waste, wheel washing system for construction vehicles, green housekeeping measures such as regular tidying of the site and participation by the contractor in ArchSD's Green Contractor Awards.

Energy conservation and environmental features in this project include deployment of occupancy/motion sensors to control supply of air-conditioning and lighting by zones; use of Light Emitting Diodes (LED) type lights; installation of individual energy monitoring meters for user departments/ bureaux; and the use of environmental friendly and recycled materials. Various renewable energy technologies have also been adopted such as the photovoltaic (PV) panels and solar hot water system.



Green/ Environmental Measures carried out during the construction of WKGO

In line with the policy in promoting green building in Hong Kong, the Agency has been working closely with ArchSD in participating in green building labeling for our new government building projects. The Trade and Industry Tower which was selected as a demonstration project to showcase green building design in Government buildings, has achieved the Platinum rating in the Building Environmental Assessment Method (BEAM) Plus of the Hong Kong Green Building Council and the Platinum rating in the Leadership in Energy and Environmental Design™ (LEED®) certification programme. The Agency will continue to participate in the various building environmental assessment system following the latest ENB and DEVB's guidelines and circulars.



Platinum Rating in the Building Environmental Assessment Method (BEAM) Plus



Platinum Rating in the Leadership in Energy and Environmental Design™ (LEED®) Certification Programme

For the fitting out works in the allocated premises of user departments/ bureaux in the new development and existing buildings, the Agency also worked with the relevant departments and stakeholders with a view to exploring the adoption of energy-saving design in the office fitting-out works.

Energy Saving Projects in Existing Buildings

For existing Government properties under our management, the Agency has been working closely with EMSD and ArchSD to explore new energy saving opportunities with a view to further reducing energy consumption. Three major energy consumption areas, namely air-conditioning, luminaires, and lift operation were identified for continued and focused action.

In the 2015 Policy Address, the Chief Executive has announced the target of 5% energy saving in the total electricity consumption of Government buildings from FY2015-16 to FY2019-20 under comparable operation conditions, using FY2013-14 as the baseline. In response to this target, the Agency has been exploring with EMSD to identify more energy saving projects based on the energy audits.

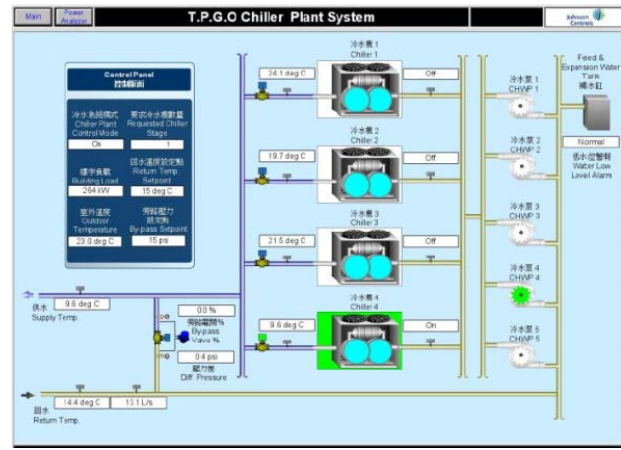
The projects proposed by EMSD included replacement of existing plant and equipment at the end of their economic life with more energy-efficient alternatives, such as installing frequency inverters, electromagnetic descaling systems and high efficiency chillers in air-conditioning systems; replacing existing T8 fluorescent lights with T5 lights; replacing spot ceiling lights with compact fluorescent lights; replacing quartz lights in all lifts with LED type; replacing existing exit sign lighting with LEDs; installing LED lightings in the staircases.

Examples of the major energy saving projects carried out to existing buildings in 2017 are highlighted below :-

1. Replacement of chiller system at Cheung Sha Wan Government Offices;
2. Replacement of chiller unit and chilled water pump at Yuen Long Government Offices; and
3. Upgrade of the Central Control and Monitoring System (CCMS) of chiller plants and addition of associated control devices in Tai Po Government Offices.



Replacement of chiller system at Cheung Sha Wan Government Offices Building



Replacement of flow meter and CCMS software to enhance the efficiency of chiller plants in Tai Po Government Offices

In examining the site utilisation of different development projects, the Agency continued to ensure that the proposed projects optimised the development potential of the sites and would cater for the user departments' long-term operational needs. Where the proposals involve the re-provisioning of any existing facilities, consideration will be given to the beneficial use of the existing accommodation after re-provisioning. The Agency also reminds the related departments of the need to follow guidelines of the Environmental Protection Department (EPD) in addressing environmental concerns when they draw up their development proposals.

Renewable Energy (RE) Projects

The Agency has worked closely with ArchSD in adopting various RE technologies in design of the new JUBs projects, in accordance with the latest circulars and guidelines issued by the ENB and DEVB. The following RE technologies were adopted in the new/ existing JUBs and quarters :-

- PV system;
- solar hot water system;
- daylight suntubes.



PV Panels installed at Trade and Industry Tower



Daylight suntubes installed at Shun Lee Disciplined Services Quarters

Apart from the environmental benefits, it also serves as educational purpose to promote the wider use of RE technologies. For existing Government buildings, the Agency has been exploring with ArchSD and EMSD to incorporate the RE technologies in the upcoming major retrofitting and/ or renovation works where technically and financially practicable.

7.2 Energy Efficiency



ENERGY SAVING PLAN

For Hong Kong's Built Environment
2015~2025+

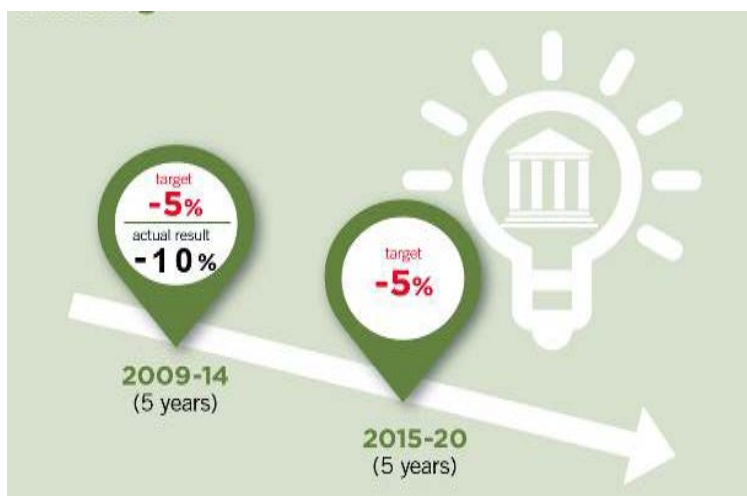
Apart from the energy saving projects, the Agency has implemented various housekeeping measures in existing buildings to further reduce the electricity consumption.

As a means to monitor electricity consumption, the Agency records monthly statistics on total power consumption of JUBs and conveys the information to the Building Management Committee (BMC) of each JUB. (The BMC is formed by the user bureaux/departments in the building.) At BMC meetings, energy-saving is a standing item on the agenda for regular review of the results by the BMC concerned; and for planning future energy-saving strategies. To achieve further improvements, the Agency has installed floor-by-floor energy monitoring meters with Local Monitoring Systems (LMS) in relevant JUBs. With the completion of such installation, PMAs are now able to closely monitor the power consumption of individual floors. This will alert the user bureaux/departments in JUBs and the Agency to any irregularities; and enable follow-up examination and formulation of remedial measures in collaboration with the Agency's works agents and PMAs.

The Government premises under the purview of the Agency are continuously managed in an environmentally responsible manner. Energy-saving measures implemented include shortening the operating hours of air-conditioning plant; lift services and public lighting; installation of timer to switch off unnecessary building services installations (e.g. reducing the public lighting during daytime, suspension of lift services during non-peak hours).



In 2009, the Government adopted a target-based green performance framework for new and existing Government buildings, with the target of 5% energy saving in the electricity consumption of Government building from FY2009-10 to FY2013-14 using the FY2007-08 as the baseline. With the completion of relevant improvement projects and implementation of electricity saving measures, the Agency achieved approximately 10% saving during the period.



In FY2016-17, our electricity consumption for all JUBs was 223,276,000 kilowatt hour (kWh), representing a decrease of about 2.0% against FY2013-14 under comparable operating conditions *.

In responding to the new 5% energy saving target for the next 5 years, from FY2015-16 to FY2019-20, the Agency will continue to work with EMSD to identify energy management opportunities to further reduce the electricity consumption in existing buildings.

* **Comparable Operating Conditions :**

Adjustment (normalisation) is needed for the comparison of consumption under changed operational profiles in order to reflect the actual savings on a like-for-like basis. Major factors like change in the number of JUBs, extension of opening hours and overtime work, additional A/C plant, office equipment etc., mean daily maximum temperature, number of working days will all be taken into consideration when carrying out the adjustment. The concept is adopted from the International Performance Measurement and Verification Protocol (IPMVP) which provides standard methods for documenting energy savings.

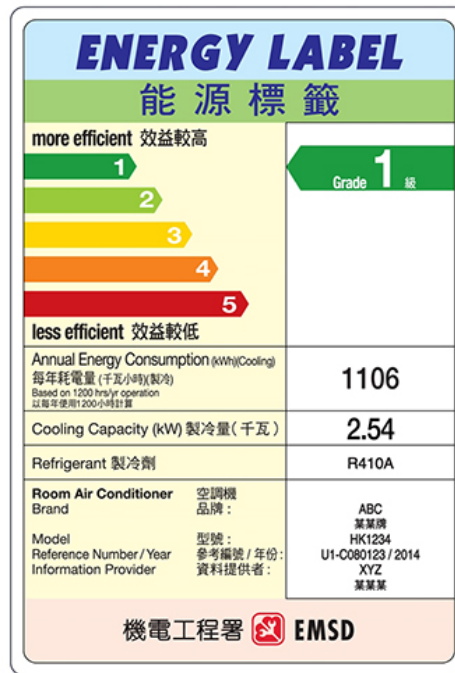
Air-conditioning facilities account for a major part of the overall energy consumption in office buildings. The Agency has adopted measures to reduce energy consumption in all JUBs, including standardising the specified average room temperature of 25.5°C during the summer months and the core air-conditioning hours with a view to maintaining the workplace as a comfortably air-conditioned environment. Other measures including reducing the number of light fittings, installing motion sensor for public lighting devices, optimising the operating hours of lift services and public lighting, installing timers to switch off building services installations, etc. are continuously implemented.

In some of the tenancy agreements of leased-in premises, the upper limit of air-conditioning temperature provided was previously specified by the landlord at 23.5°C. Given that the room temperature for Government accommodation is now generally maintained at 25.5°C during the summer months and to support energy-saving, the Agency has requested all new leasing or renewal cases to adopt the 25.5°C limit.

To promote the energy saving and low carbon living to building users and the public, the Agency has joined various events, such as the “No Air Con Night 2017” by Green Sense, “Earth Hour 2017” by World Wide Fund for Nature (WWF) and the “No Car Day 2017” by Friends of the Earth.



The Agency also continued to procure energy-efficient domestic electrical appliances for Government quarters under its management, such as refrigerators which comply with Energy Label Grade 1 under the Mandatory Energy Efficiency Labelling Scheme issued by EMSD.



7.3 Greenhouse Gas Reduction



The Agency, working in accordance with the Commitment 4 of the Clean Air Charter which states that Government bureaux and departments “undertake to adopt energy-efficient measures in their operations”, will continue to adopt practicable energy-efficient measures and comply with the Environmental Policies in order to contribute towards improving the air quality of the territory.

Climate change has become a major challenge to the international community. With reference to internationally recognised guidelines, EPD and EMSD have produced their own guidelines for carbon audit of buildings in Hong Kong. The guidelines assist users and managers of buildings to improve the awareness of greenhouse gas emissions and to actively participate in combating climate change. The Agency supports the initiative and has nominated buildings under its management to participate in the annual audit.

In 2016/17, carbon audits were carried out in 46 JUBs and 58 quarters. Over the year, 21 JUBs and 27 quarters recorded a decrease in Greenhouse Gas (GHG) emission. For the remaining developments that showed a mild increase in GHG, the majority of which had higher electricity consumption arisen from one-off circumstances during the year, e.g. increase of mean daily maximum temperature, planned electrical installations (mainly server rooms requiring 24-hour air conditioning supply), planned maintenance and renovation works and higher occupancy rates.

To improve future carbon audit results, we will continue to launch various programmes for floor-to-floor source separation of waste, collection of other waste recyclable items such as bottles, clothing, rechargeable batteries, etc. The Agency will continue to closely monitor the use of electricity consumption in all JUBs and quarters under Agency’s management and will explore further energy-saving measures in conjunction with our works agents, PMAs and user departments through energy saving works and housekeeping measures.

7.4 Indoor Air Quality

In response to EPD's launch of the 2008 Hong Kong Awards for Environmental Excellence Scheme, the Agency actively participated in obtaining the Sectoral Awards in the Public Sector and NGOs group. The Agency made arrangements for the buildings under its management to obtain Indoor Air Quality certification annually, and was acknowledged as one of the Top 10 organisations with highest participation rate in 2017. Award was also received by the Agency in respect of the Sha Tin Government Offices in recognition of our 10-year commitment to the IAQ certification scheme.



"Excellent class" was granted to the Trade Industry Tower under the Indoor Air Quality Certification Scheme while all other JUBs suitable for such monitoring achieved "Good Class" in 2017.



7.5 Waste Reduction and Management

In line with the setting up of the Food Wise Hong Kong Steering Committee to formulate and oversee the implementation strategies of the Food Wise Hong Kong Campaign to reduce food waste to be disposed of at landfills, the Agency and its PMAs signed up as Food Wise Partners under the Food Wise Hong Kong Campaign. We are committed to implementing measures for reducing food waste, and supporting the Food Wise Hong Kong Campaign and similar initiatives to encourage behavioural and cultural changes that engender respects for our precious food and natural resources in the management of our properties.

We also display at our properties posters for promoting the best practices and behavioural changes to reduce food waste, and to enhance the awareness and acceptance of food waste reduction best practices.

Our PMA also participated in several food collection campaigns to help reduce the food waste in government quarters, including the mooncake collection by Food Grace. The Agency also achieved the Platinum Class in the FoodEver Award organized by the Hong Kong Women Professionals & Entrepreneurs Association, in collaboration with the Hong Kong Productivity Council.



The Agency has also initiated a food waste recycling pilot scheme since 2013 in some Government quarters. The idea of converting food waste to useable fertiliser via a composting process is an initiative to support green living. We have worked closely with EPD to achieve desirable results in the scheme. In order to promote residents' awareness of proper management of food waste and their participation in the food waste recycling scheme, our PMAs concerned organise from time to time promotional and educational activities in those Government quarters.

Where feasible and practicable, the Agency would implement appropriate measures to further promote and extend the food waste recycling scheme to more Government quarters.



Waste reduction and recycling programmes are also implemented by PMAs in the JUBs and quarters under Agency's management.

The Agency records data on the quantities of recyclable wastes collected under each category and reports them to EPD on a monthly basis. There is a general decrease in the waste collected in 2017, which is mainly due to lesser waste paper, metals and plastic items collected from JUBs and Government quarters.

By incorporating suitable provisions in the property management contracts, the Agency implements environmental awareness programmes and green campaigns through PMAs in JUBs and quarters under the Agency's management.

In 2017, our PMAs organised various environmental awareness activities. Apart from the display of posters, food and waste recycling points, green corners are set up in some quarters to promote green living. The Agency received reports on such activities at its monthly meetings with PMAs.

Other environmental measures have also been carried out by the PMAs, including promotion of the use of environmentally friendly supplies (e.g. provision of degradable plastic rubbish bags to residents for use in Government quarters) in the management of Government buildings.



Following awards were received by the Agency and PMAs in 2017:

- Silver Award under the Commendation Scheme on Source Separation of Commercial and Industrial Waste 2016/17 organized by EPD.
- Bronze Award under the Commendation Scheme on Source Separation of Domestic Waste 2016/17 organized by EPD.
- FoodEver Award – Platinum Class issued by Hong Kong Women Professionals & Entrepreneurs Association, in collaboration with the Hong Kong Productivity Council.
- Certificate of Recognition issued by Hong Chi Association for participation in the Hong Chi Jockey Club Glass Bottle Recycling Project.
- Certificate of Appreciation issued by ENB for sustaining and support given to recycling business in EcoPark.
- Appreciation Award issued by EPD for participation in the Rechargeable Battery Recycling Programme.
- Appreciation Award issued by EPD for participation in the Fluorescent Lamp Recycling Programme.
- Certificate of Appreciation issued by Eco Association for participation in the Hong Kong Office Paper Recycling Campaign.
- Certificate of Appreciation issued by EPD for participation in the Chinese New Year Waste Electrical and Electronic Equipment Recycling Collection Service.
- Certificate of Appreciation issued by EPD for support given to the E-waste Collection Service (Housing Estate).
- Certificate of Appreciation issued by Food Grace for participation in MoonCake collection of the Green Mid-Autumn Festival 2017 Campaign.

The Agency also worked to promote the reduction of wastes generated from office renovation.

In vacating Government's leased-in premises, the Agency has taken the initiative to encourage landlords to retain our existing fittings or fixtures as far as possible. The Agency would negotiate with the landlord to repossess the property in its "as-is" condition and do away with the reinstatement requirement such that the future tenant can make use of our existing fittings and decoration for a number of office de-leasing cases for helping reduce waste that could be generated in the process.

For leased-out surplus quarters, the Agency has adopted a flexible approach in requiring outgoing tenants to fulfil their reinstatement obligations. For fittings or fixtures which are still in good condition and useful to incoming tenants, the Agency will waive the tenant's reinstatement obligation. Apart from reducing construction waste, the arrangement also improves the marketability of the quarters for future leasing. Separately, for lettings of surplus quarters, the Agency has disposed of them on an "as-is" basis in order to achieve the objective of environmental protection.

In new leasing cases, the Agency liaises with the works agents and landlords to examine the possibility of retaining existing fittings or fixtures for use.



In scrutinising the fitting-out of Government offices, departments are advised to adopt an open-plan setting as far as possible and internal partitioning should be kept to the minimum to provide the greatest flexibility in the use of space and to minimise fitting-out or reinstatement works. The Agency also stipulated the inclusion of environmental friendly features in the tender specifications for partition screens and workstation panels:

- Wooden panels used in making partition screens and workstation panels should meet the low formaldehyde emission requirement of Class E1.
- All workstations feature energy-saving LED as task lights.
- Workstations are provided with power points with an "On/Off" lighting switch to facilitate saving of power when they are not in use.

7.6 Water Consumption Management

To help create a healthy environment for water consumption and maintain water quality for buildings managed by the Agency, we have worked closely with ArchSD to implement proper periodical maintenance and housekeeping measures to the water supply system.

Water saving devices such as self-closing/ sensor water tap were installed in the toilets of most JUBs. Water saving dual flush toilet cisterns will also continue to be installed to replace the existing traditional toilet cisterns in the toilets of JUBs whenever feasible in the upcoming renovation and maintenance projects. Besides, posters and notices were placed in prominent places in JUBs and Government quarters to encourage water saving.



The Agency has coordinated with WSD to install flow controllers to the water taps of typical toilets and pantries which were completed in all JUBs whenever feasible.

Other water saving devices would be installed whenever feasible in the future alteration/ refurbishment projects carried out by ArchSD under the latest Water Efficiency Labelling Scheme (WELS) issued by WSD.

7.7 Other Green Initiatives

(i) Electric Vehicle Charging Facilities

To assist in promoting Government policy for a wider use of electric vehicles (EV) to help improve roadside air quality, reduce greenhouse gas emission and promote development of environmental industries, 150 standard/medium EV chargers have since 2012 been installed in government car parks open to public use under the management of the Agency. To enhance the EV charging facilities, EPD will replace the existing standard charger to medium charger by phases in the government car parks managed by the Agency.

To facilitate EV drivers to use these charging facilities, special arrangements have also been made with the car park operators running these car parks to reserve some of the parking spaces fitted with charging facilities during non-peak parking hours for priority use by EV drivers for recharging. To draw EV driver's attention to the charging facilities, notices are placed in conspicuous locations of these car parks. The Agency will continue to liaise with relevant departments and bureaux to increase related EV charging facilities to complement Government's energy-saving policy.



(ii) Tree Management and Greening

For new building projects, we will provide landscaping at appropriate areas. For example, in the Trade and Industry Tower, landscaping is provided at ground floor, the covered elevated walkway and the main roof, with vertical greening at the building facades. For WKGO under development, these landscaping features will also be provided with the coverage of total greenery areas not less than 20% following the relevant circulars for new government building projects.

The Agency has also been working with ArchSD to explore the feasibility of providing landscaping and green roof in existing JUBs and quarters. Inspection and maintenance of existing trees under the Agency's management are carried out by the PMAs in accordance with relevant guidelines on a regular basis.



In 2017, the Agency joined the Tree Conservation Scheme under the Hong Kong Environmental Protection Association in respect of the Trade and Industry Tower and West Kowloon Disciplined Services Quarters.



(iii) Other Green Requirements for Commercialised/ Leased Premises

To promote various green initiatives in government premises that are leased out to private tenants, the Agency has incorporated the following green requirements/ conditions in the relevant tenancy agreements, including :-

1. light out requirement for external advertising signs from 11p.m. to 7 a.m. The move is in line with Government's objective to promote energy saving and reduce the environmental problems arising from external lighting, including light nuisance and energy wastage;
2. Requiring the operator of government canteen not to use single-use and non-decomposable lunch boxes for take-way services;
3. Prohibiting the sale of plastic bottled water measuring 1 litre or less through the automatic vending machine(s).



7.8 Green Housekeeping and Activities

According to the latest Joint Technical Circular on Green Government Buildings, Green Managers and Energy Wardens are to be appointed by bureaux and departments to help implement the programme of green housekeeping. The Agency has assigned a Green Manager and an Energy Warden, introduced measures for increasing staff awareness and involvement in environmental issues, publicised our commitment to protect the environment and formulated related action plans and recorded our concerned achievements. The following green initiatives were carried out in the Agency's office :-

- Installing water saving devices in all toilets and pantries.
- Engaging the contractor of Government Logistics Department (GLD) to collect paper waste for recycling.
- Implementing the programme through GLD's bulk purchase contract or trade-in arrangements when purchasing new computers.
- Switching off the chilling function of the water dispenser during winter time to save energy.

The Agency also continues to re-circulate notices on environmental policies and green activities as well as circulars on housekeeping measures and energy conservation to all staff periodically through the intranet and email to remind them of proper green housekeeping measures, including :-

- Switching off monitor and printers before getting off duty rather than leaving them at a stand-by or energy-saving mode
- Encouraging colleagues to separate waste at source.
- Posting notices inside pantries and toilets of the Agency to remind staff on water saving.

In paper consumption, electronic mailing has been widely used by the Agency for communication and information dissemination within the office and with outside parties to minimise the use of paper. The Agency has continued to use 100% recycled paper, adopt double-sided printing and collect waste paper for recycling, thereby maintaining a similar level of paper consumption in 2017 as compared with that in the preceding year. However, room for further significant reduction in coming years may be limited as we have already reduced paper consumption for several years, and more projects involving paper consumption have been initiated.



Green Activity

The following green activities were held in 2017 for the Agency's staff :-

1. Presentation by ArchSD on the green and sustainable design concept adopted in WKGO.



2. Visit to the Community Green Station (CGS) in Shatin and Hong Kong East.



These green activities were well attended and received by the Agency's staff. The Agency will continue to arrange more of such visits or green activities to raise staff awareness on the concern for the environment.

8. Environmental Targets for 2018 onwards

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

- In collaboration with works agents, incorporate sustainability, energy-saving and renewable energy features in the design and construction of new Government office buildings and renovation projects; and facilitate implementation of renewable energy and energy-saving projects.
- Seek advice from ArchSD and EMSD to carry out planning and feasibility studies on the use of state-of-the-art energy-efficient and renewable energy designs/technologies for existing buildings.
- Carry out energy audit and re-audit in JUBs, and implement action plans for further energy-saving measures in conjunction with works agents and PMAs.
- Monitor electricity consumption and issue statistics to BMCs of JUBs each month to enhance the monitoring of energy consumption levels and facilitate the implementation of energy-saving measures.
- Maintain the average indoor air-conditioning temperature of JUBs at 25.5°C in summer and rationalise the operating hours of chillers in JUBs as far as possible.
- Maintain a minimum acceptable illumination level in common areas of JUBs outside office hours.
- Reduce the number of lifts and escalators in operation in JUBs during off-peak hours to a minimum without interrupting the normal service level.
- Continue to procure energy-efficient domestic electrical appliances meeting Energy Label Grade 1 under EMSD's Energy Efficiency Labeling Scheme.
- Carry out carbon audit on JUBs and selected quarters.
- Implement waste separation and recycling programmes in all JUBs and quarters and compile monthly records on waste quantities for effective performance monitoring.
- Carry out technical feasibility for installation of food waste composter in quarters not covered in the pilot scheme and explore other means to handle food waste in quarters efficiently.
- Continue to liaise with relevant departments and bureaux to increase or upgrade the related EV charging facilities in car parks under the Agency's management.

- Implement greening in the Agency's properties where practicable.
- Continue to impose condition in tenancy agreements of external advertising signs requiring operators to switch off lighting installations from 11p.m. to 7a.m.
- Conduct at least two environmental awareness activities annually in each quarters building.
- Continue to support and participate in environmental award schemes.
- Carry out annual internal environmental audit and review the findings to identify necessary improvements.
- Conduct environmental awareness activities annually for staff in the Agency.
- Keep up green housekeeping measures and encourage staff to adopt best practices for energy saving.

9. Comments and Suggestions

We welcome comments and suggestions regarding the report and environmental initiatives of the Agency.

Please contact the Agency by phone through Mr. Jonathan Chan, Secretary of the Green Management Committee (telephone number 2594 7756) or Ms. Leonie Wong, Deputy Departmental Secretary (Administration) (telephone number 2594 7605) or by sending e-mail to enquiry@gpa.gov.hk.

