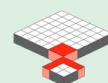


環保報告 ENVIRONMENTAL REPORT 2019





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 2019 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 re-provisioning 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. Our efforts are recognised by the achievements attained in the recently completed joint-user Government Office Buildings (JUBs). The Trade and Industry Tower in the Kai Tak Development Area has been awarded “Project of the Year Awards – Public Use Building: Winner” in the Chartered Institution of Building Services Engineers Hong Kong Awards 2019. Meanwhile, our newest joint-user office building, the West Kowloon Government Offices (WKGO) completed in March 2019, has also achieved Provisional Gold rating under the Building Environmental Assessment Method Plus of the Hong Kong Green Building Council, and successfully registered under the Buildings Energy Efficiency Ordinance for its compliance with the Code of Practice for Energy Efficiency of Building Services Installation 2012 (rev.1) Edition. We are committed to continuing to adopt various forms of energy-efficient features and renewable energy technologies for Government office building projects in the pipeline. The new Treasury Building which is expected to be completed in 2022, will be one of them.

In the management of Government properties, we are closely monitoring energy consumption and have rolled out various measures to exercise economy. We have also introduced various waste separation and recycling programmes and have been carrying 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 for their support which is instrumental in our environmental protection work.

We have continued 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 continuously 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 stakeholders concerned, we will rise to the challenge and make further contributions.

Leonia Tai
Government Property Administrator

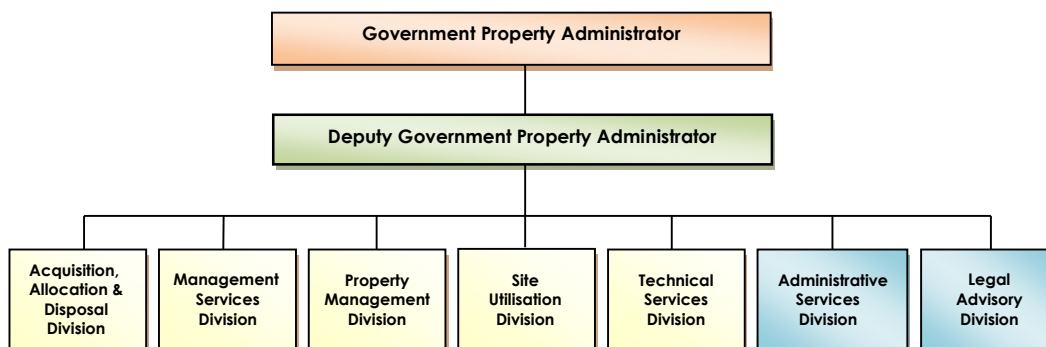
2. Vision and Mission

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 274 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 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 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 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 and chaired by 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 2019, concluding that all operations generally conformed to the Environmental Policies and targets set for 2019.

7. Environmental Initiatives

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

7.1 Sustainable Design in New Buildings

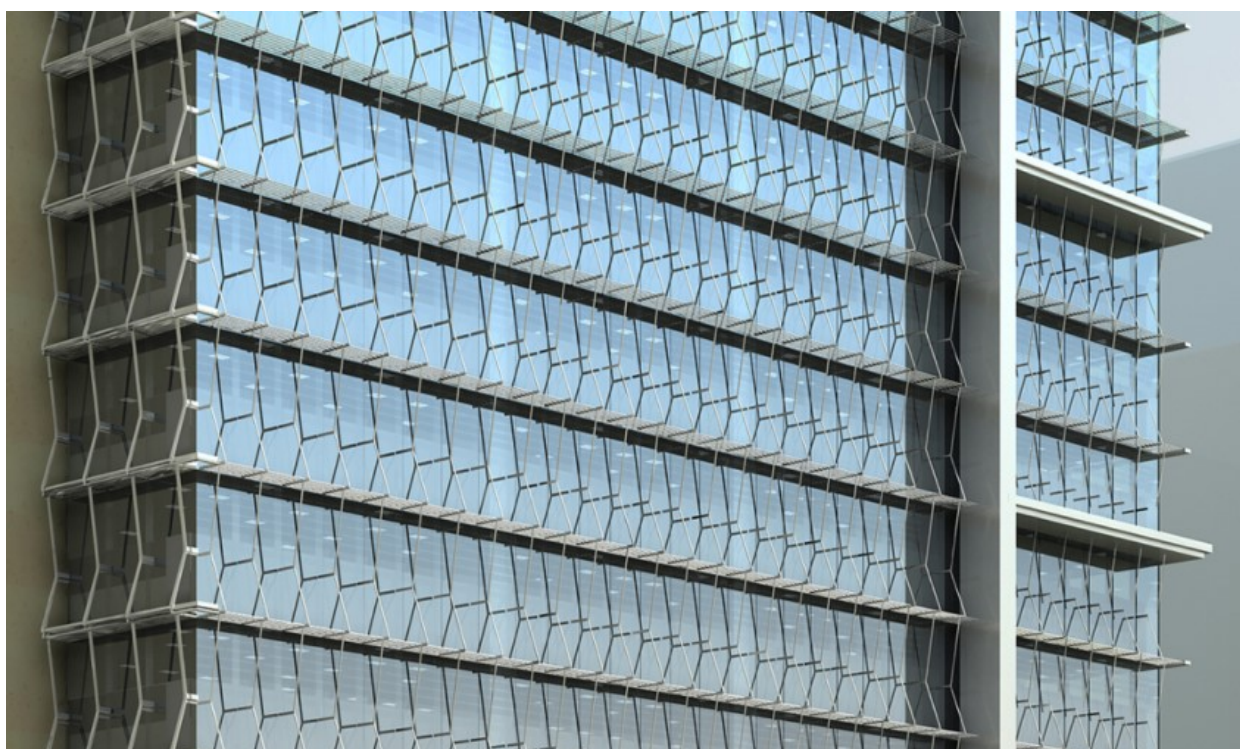
In line with the policy of sustainable development, we have stipulated explicit requirements in the Project Definition Statements of new projects which fall under the Agency's purview to ensure optimisation of site development potential, use of sustainable designs to cater for present and future needs,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



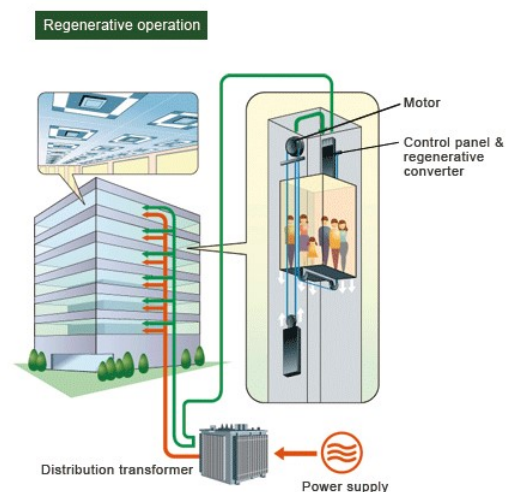
Visualization of Treasury Building

The Treasury Building in Cheung Sha Wan under construction will adopt various green and energy-saving features in the building design, reflecting the Agency's commitment to the construction of new green buildings –

- High performance façade system with low Overall Thermal Transfer Value (OTTV) - by devising the “end-core” floor layout in lieu of central core floor layout to overcome the site constraints, the solid walls of the cores help reduce OTTV drastically while maintaining sufficient window provisions for natural lighting to the offices;
- Vertical greening at podium façade;
- External sunshading devices – the sunshading devices are dimensioned and shaped to optimise the shading effect without compromising the view from office. The proposed system is considered functional, economical, aesthetic and thematic all at the same time;



- Renewable energy and regenerative power facilities including photovoltaic panel system and power regenerative lifts;



- Other energy-efficient facilities include -
 - Oil-free water cooled chillers
 - Heat recovery chiller and air to air heatwheel
 - Demand control ventilation
 - LED lighting
 - Occupancy sensors and daylight sensors
 - Service-on-demand escalators
 - Rainwater harvesting system
 - Condensate water recycling system
 - Water saving sanitary fitments
 - Charging facilities for electric vehicles

In line with the policy in promoting green buildings in Hong Kong, the Agency has been working closely with ArchSD in participating in green building labeling for our new government building projects. The Treasury Building and WKGO both achieved Provisional Gold rating under the Building Environmental Assessment Method (BEAM) Plus of the Hong Kong Green Building Council. The WKGO also successfully registered under the Buildings Energy Efficiency Ordinance for its compliance with the Code of Practice for Energy Efficiency of Building Services Installation 2012 (rev.1) Edition. The Agency will continue to participate in the various building environmental assessment systems following the latest ENB and DEVB's guidelines and circulars.



hereby certifies that 特此證明

**West Kowloon Government Offices
西九龍政府合署**

11 Hoi Ting Road
海庭道11號

has achieved **Provisional Gold** rating under BEAM Plus NB V1.2
獲得綠建築評新建建築 (1.2版) 暫定金級



Overall Score
整體得分
73

6 Credits
分 Innovations and Additions
創新 附加分

M. Cheung

Mr CHEUNG Hau-wai, SBS
Chairman
Hong Kong Green Building Council Limited
香港綠色建築議會有限公司 主席
張家威先生, 建築師

12 March 2019

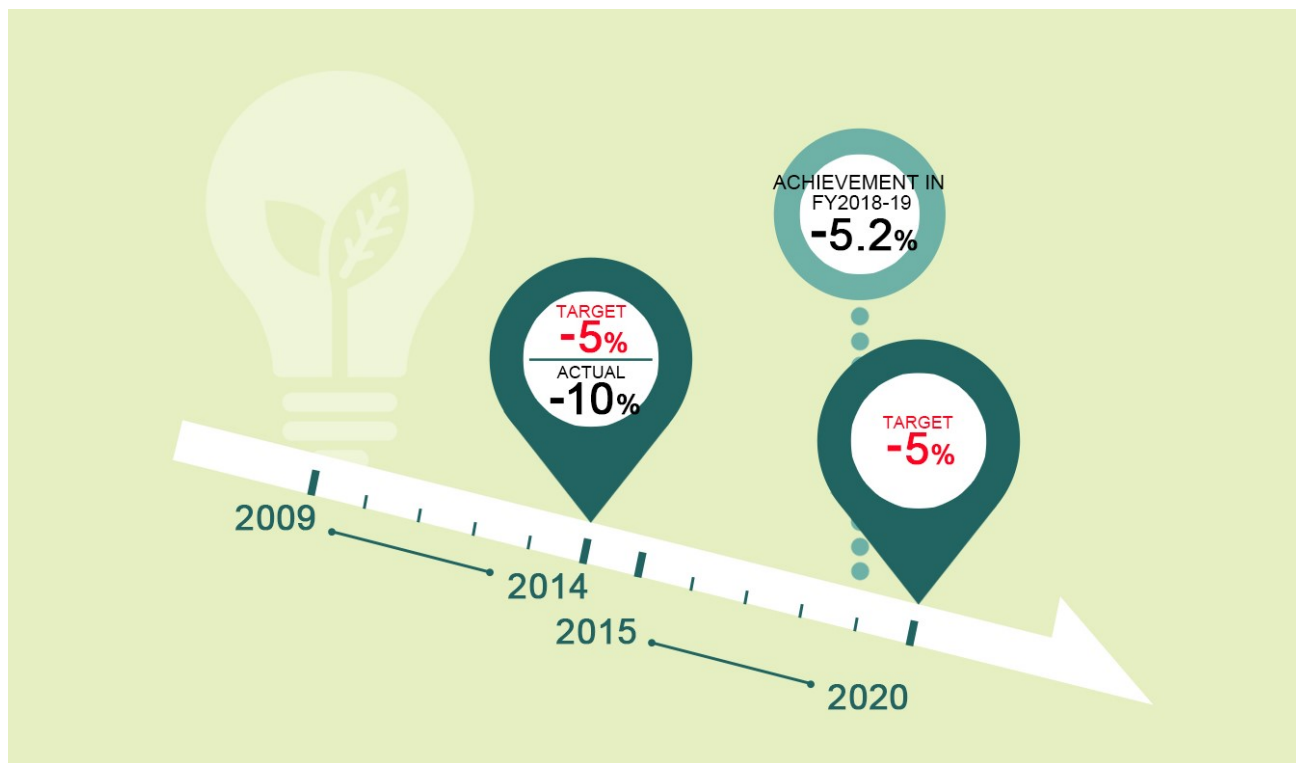


In examining the site utilisation of different development projects, the Agency continues to ensure that the proposed projects optimise the development potential of the sites and would cater for the user departments' long-term operational needs. Where the proposals involve the re-provisioning of any 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.

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

7.2 Energy Saving and Efficiency in Existing Buildings

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 buildings 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.



The Government continued to strive for the target of 5% energy saving for the successive 5 years, from FY2015-16 to FY2019-20. To achieve the target, the Agency has been working with EMSD to identify energy management opportunities to further reduce the electricity consumption in existing buildings.

In FY2018-19, the total electricity consumption for JUBs was 216,032,000 kilowatt hour (kWh), representing a decrease of about 5.2% against FY2013-14 under comparable operating conditions*, meeting the target of 5% energy saving set for FY2015-16 to FY2019-20.

* 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 which provides standard methods for documenting energy savings.

Energy Saving

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 helping reduce energy consumption.

Three major energy consumption areas, namely air-conditioning, luminaires, and lift operation have been identified for continued and focused action. Improvement projects have been carried out by EMSD which include replacement of existing plant and equipment at the end of their economic life with more energy-efficient alternatives; 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 common areas and carparks.

Examples of our major energy saving projects carried out in 2019 are set out below -

1. Replacement of air-cooled Variable Speed Drive (VSD) chillers and chilled water pumps with VSD energy saving features at Tokwawan Government Offices;
2. Replacement of sea water cooled chiller at Queensway Government Offices.



Replacement of air-cooled chillers and chilled water pumps at Tokwawan Government Offices



Replacement of sea water cooled chiller at Queensway Government Offices

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 comprises representatives from 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, enabling 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. 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 while maintaining energy efficiency. Other energy-saving 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.

As for leased-in premises, in some of the tenancy agreements, 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 and renewal cases to adopt the 25.5°C limit.

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

| ENERGY LABEL 能源標籤 | |
|---|-------------------|
| more efficient 效益較高 | Grade 1 級 |
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| less efficient 效益較低 | 5 |
| Annual Energy Consumption (kWh)(Cooling) 每年耗電量 (千瓦小時)(製冷) <small>Based on 1200 hrs/yr operation 以每年使用1200小時計算</small> | 1106 |
| Cooling Capacity (kW) 製冷量 (千瓦) | 2.54 |
| Refrigerant 製冷劑 | R410A |
| Room Air Conditioner 空調機 Brand 品牌: | ABC 某某牌 |
| Model 型號: | HK1234 |
| Reference Number / Year 參考編號 / 年份: | U1-C080123 / 2014 |
| Information Provider 資料提供者: | XYZ 某某某 |
| 機電工程署  EMSD | |

To promote energy saving and low carbon living to building users and the public, the Agency has joined various events, such as the 10th “No Air Con Night 2019” by Green Sense and “Earth Hour 2019” by World Wide Fund for Nature (WWF).



#CONNECT2EARTH

WWF

地球一小時
EARTHHOUR.HK
2019
30Mar 8:30PM
立即簽名支持
SIGN UP NOW

60+
f i t o
WWF-Hong Kong

慳啲 REDUCE
醒啲 RETHINK

改變生活·變好世界
CHANGE THE WAY WE LIVE



環保觸覺
Green Sense

第10屆無冷氣夜
10th No Air Con Night 2019

感謝

富城物業管理有限公司
海港政府大樓

參加無冷氣夜 2019
推動低碳生活·特此予以謝意

In appreciation to
Urban Property Management Limited
Harbour Building

for joining No Air Con Night 2019
and promoting low carbon living.

Renewable Energy (RE) Projects

The Agency has worked closely with ArchSD in adopting various RE technologies in the design of new JUB projects, with due regard to the latest circulars and guidelines issued by ENB and DEVB. Apart from the new developments, the Agency also endeavours to explore opportunities in employing RE technologies in existing JUBs and quarters as far as practicable. RE technologies recently adopted include –

- PV system;
- solar hot water system;
- daylight suntubes;
- solar bollard; and
- PV powered LED lamp



PV Panels at Trade and Industry Tower



Daylight suntube at Shun Lee Disciplined Services Quarters



Solar bollard at Shun Lee Disciplined Services Quarters



PV powered LED lamp at Kwai Fuk Court(left) and Aurora(right)

Apart from the environmental benefits, it also serves for educational purposes 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.

7.3 Greenhouse Gas Reduction



The Agency, working in accordance with 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 (GHG) emission 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 2018/19, carbon audits were carried out in 45 JUBs and 56 quarters developments. Over the year, 19 JUBs and 37 quarters developments recorded a decrease in GHG emission. For the remaining buildings that showed a slight increase in GHG, the majority recorded higher electricity consumption due to one-off operations during the year, e.g. planned electrical installations (mainly server rooms requiring 24-hour air conditioning supply), planned maintenance and renovation works and higher occupancy rates.

**Carbon Audit Result for FY 18/19 on
Buildings with Annual Electricity Consumption over 500,000 kilowatt hour (kWh)
under GPA Management**

1. Scope of Reporting

| | | |
|--|------------|------------------------------|
| Total Scope 1/Direct greenhouse gas (GHG) Emissions: | 1,854.76 | Tonnes of CO ₂ -e |
| Total Scope 2/Indirect GHG Emissions: | 159,274.16 | Tonnes of CO ₂ -e |
| Total Scope 3/Other GHG Emissions: | 1,149.10 | Tonnes of CO ₂ -e |
| Total GHG Emissions: | 162,278.02 | Tonnes of CO ₂ -e |

2. GHG Reduction Measures Implemented in the Reporting Period






| | |
|----------------------|---|
| Energy saving | Replacing existing T8 fluorescent tubes with T5 lighting |
| Paper saving | 100% recycled paper for copying and re-use single-sided paper |
| Water saving | Installation of water-saving devices such as self-closing/ sensor water tap in toilets of most Government offices |
| Recycling activities | Collection boxes in place for different recyclable items |
| Staff engagement | Green activity and briefing for Agency's staff |






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 the 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 Hong Kong Awards for Environmental Excellence Scheme in 2008, the Agency has been actively participating in obtaining the Sectoral Awards in the Public Sector and NGOs group.

The Agency has made arrangements for the buildings under its management to obtain Indoor Air Quality certification annually. "Excellent Class" was granted to Trade and Industry Tower and North Point Government Offices under the Certification Scheme while all other JUBs suitable for Indoor Air Quality monitoring achieved "Good Class" in 2019.

| | | |
|--|---|---|
|  | 環境保護署 ENVIRONMENTAL PROTECTION DEPARTMENT |  |
| Indoor Air Quality Certificate (Excellent Class) 室內空氣質素檢定證書《卓越級》 | | |
| Valid period 有效日期: 29 January 2019 to 28 January 2020 | | |
| I hereby certify that the indoor air quality of the following location(s) has fully complied with the Excellent Class of the Indoor Air Quality Objectives. 本人證明下列地點的室內空氣質素完全符合「卓越級」室內空氣質素指標。 | | |
| Name of building 建築物名稱 | Trade and Industry Tower 工業貿易大樓 | |
| Address 地址 | 3 Concorde Road, Kowloon | |
| Certified location(s) 已檢定地點 | 九龍協調道 3 號 Whole Building 全幢 | |
| Approved HKIAS IAQ Signatory 香港認可處核準室內空氣質素簽署人員 | | |
| Name 姓名 | Nq Yan Wa | |
| IAQ Certificate Issuing Body 室內空氣質素證書簽發機構 | Acoustics and Air Testing Laboratory Co., Ltd. | |
| Signature 簽署 |  | |
| Date of issue 簽發日期 | 20 March 2019 | |
| Certificate No. 證書編號 | 4102018201903 (2016) | |
| |  | Organisation Chop 機構印鑑 |
| <small>(This certificate is issued based on the results of the HKIAS endorsed inspection report no. IPJ18-176-RP020) (此證書是根據香港檢驗機構認可計劃檢驗報告編號 IPJ18-176-RP020 所得之結果發出)</small> | | |
| Indoor Air Quality Certification Scheme for Offices and Public Places 辦公室及公眾場所室內空氣質素檢定計劃 | | |
|  | Indoor Air Quality Information Centre 室內空氣質素資訊中心 | |

| | | |
|--|---|---|
|  | 環境保護署 ENVIRONMENTAL PROTECTION DEPARTMENT |  |
| Indoor Air Quality Certificate (Excellent Class) 室內空氣質素檢定證書《卓越級》 | | |
| Valid period 有效日期: 04 June 2019 to 03 June 2020 | | |
| I hereby certify that the indoor air quality of the following location(s) has fully complied with the Excellent Class of the Indoor Air Quality Objectives. 本人證明下列地點的室內空氣質素完全符合「卓越級」室內空氣質素指標。 | | |
| Name of building 建築物名稱 | North Point Government Offices 北角政府合署 | |
| Address 地址 | 333 Java Road, North Point | |
| Certified location(s) 已檢定地點 | 北角渣華道 333 號 Whole Building 全幢 | |
| Approved HKIAS IAQ Signatory 香港認可處核準室內空氣質素簽署人員 | | |
| Name 姓名 | Nq Yan Wa | |
| IAQ Certificate Issuing Body 室內空氣質素證書簽發機構 | Acoustics and Air Testing Laboratory Co., Ltd. | |
| Signature 簽署 |  | |
| Date of issue 簽發日期 | 04 June 2019 | |
| Certificate No. 證書編號 | 1938018201906 (2019) | |
| |  | Organisation Chop 機構印鑑 |
| <small>(This certificate is issued based on the results of the HKIAS endorsed inspection report no. IPJ18-176-RP012) (此證書是根據香港檢驗機構認可計劃檢驗報告編號 IPJ18-176-RP012 所得之結果發出)</small> | | |
| Indoor Air Quality Certification Scheme for Offices and Public Places 辦公室及公眾場所室內空氣質素檢定計劃 | | |
|  | Indoor Air Quality Information Centre 室內空氣質素資訊中心 | |

7.5 Waste Reduction and Management

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.

On reduction of food waste, 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 PMAs have also participated in several food collection campaigns to help reduce the food waste in quarters, including the mooncakes collection and "New Year Gift Packs and Food Collection 2019" organised by St. James' Settlement in 2019.



FOOD-COMMUNITY
SAVE & SHARE 惜食共享·社區伙伴

月餅月餅
月餅月餅
月餅月餅

月餅收集

SAVE & SHARE

月餅收集行動——歡迎捐贈包裝完整的月餅
Mooncakes Collection —— Welcome to donate the packaged mooncakes

日期 Date: **月餅可於6/9/2019前交回管理處代為轉交至食物援助機構**
1/8/2019 - 9/9/2019

歡迎捐贈包裝完整及未過最佳食用日期的月餅(冰皮月餅除外)。FOOD-CO 會將您的捐獻轉交至同區食物援助機構。

Donations of mooncakes with complete packaging which do not past the best before date are welcome(except snowy mooncakes). FOOD-CO will re-distribute your donations to the nearby food support service point.

主辦機構 Main Organizer: 聖雅各福群會總會 902室, 翠濠坊總辦事處(西安中心), 聖雅各福群會慈惠軒(石硤尾), 聖雅各福群會慈惠軒(葵涌)

主理機構 Main Organizer: 聖雅各福群會
項目資助 Project Funded By: S I E + F U N D 守 莊 創 基 金

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活動證書
CERTIFICATE OF ACTIVITY

茲證明
This is to certify that

Broadcast Drive, No. 87-91

曾參加
participated in the

賀年食品及乾糧收集行動2019
New Year Gift Packs and Food Collection 2019

主辦機構 Main Organizer



項目資助 Project Funded By



策略伙伴 Anchor Partner



The Agency has also initiated a food waste recycling pilot scheme since 2013 in some 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 quarters.

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



Food waste composter at Kwai Yung Court

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

In 2019, our PMAs organised various environmental awareness activities. Apart from the display of posters, food and waste recycling points are set up in some quarters developments to promote green living. The Agency receives reports on such activities through regular meetings with PMAs.

The Agency records data on the quantities of recyclable wastes collected under each category and reports to EPD on a monthly basis. There was a general increase in the waste collected in 2019, mainly due to more paper and plastic items collected from JUBs and quarters.

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



The following awards were received by the Agency and PMAs in 2019:

- Bronze Award under the Commendation Scheme on Source Separation of Domestic Waste 2018/2019 organised by EPD.
- Certificate of Recognition by Kwun Tong Community Green Station of Recycling Project in various categories, including participations of Used Electrical Appliances Recycling Services (Second Runner-up), Used Computer Appliances Recycling Services (The Champion) and Total Recycling Services (The Champion).
- Hong Kong Green Organisation Certificate, Energywise Certificate (Basic Level) and Wastewise Certificate (Basic Level) issued by Environmental Campaign Committee.
- Certificate of Recognition issued by Hong Chi Association for participation in the Hong Chi Jockey Club Glass Bottle Recycling Project.
- 2019 Friends of EcoPark Certificate of Appreciation issued by ENB for sustaining the 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.
- Appreciation Award issued by Environmental Campaign Committee for participation in 2019 Hong Kong Awards for Environmental Excellence.
- Certificate of Participation issued by World Green Organisation for participation in Paper Saving Campaign.
- EcoPartner Certificate for Bank of China (Hong Kong) (BOCHK) Corporate Environmental Leadership Awards Programme 2019 issued by Federation of Hong Kong Industries (FHKI) and BOCHK.



The Agency has also worked to promote the reduction of wastes generated from office renovation and leasing out of surplus quarters.

In new leasing cases, the Agency liaises with the works agents and landlords to waive reinstatement liability upon lease expiry. With the consent of the landlords, the Agency imposes such nil reinstatement liability clause in the basic term letters and tenancy agreements accordingly. While the clause is not a mandatory requirement for new leasing cases, the Agency would endeavour to achieve this desirable provision as far as practicable so as to encourage recycling and reusing the fittings or fixtures therein by the incoming tenants. An example is a new leasing case of a warehouse where the landlord has agreed to waive reinstatement liability upon lease expiry.



For leases without the nil reinstatement liability clause, in vacating the 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 helping reduce waste that could be generated in the renovation process. We have successfully persuaded the landlords to retain some existing fittings or fixtures for a number of office de-leasing cases.

On the other hand, for leased-out surplus quarters, the Agency has adopted a flexible approach in requiring outgoing tenants to fulfil their reinstatement obligation. 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 to achieve the objective of environmental protection.

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 in the tender specifications for partition screens that the wooden panels used in making partition screens should meet the low formaldehyde emission requirement of Class E1.

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 taps 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 are placed in prominent places in JUBs and quarters to encourage water saving.



The Agency has coordinated with Water Supplies Department (WSD) to install flow controllers to the water taps of typical toilets and pantries in all existing 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 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, 198 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 above existing standard chargers to medium chargers by phases.

To facilitate EV drivers to use these charging facilities, special arrangements have been made with the car park operators 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 drivers' attention to the charging facilities, notices are placed in conspicuous locations of these car parks. The Agency will continue to liaise with relevant bureaux and departments to increase EV charging facilities to complement Government's energy-saving policy.



(ii) Tree Management and Greening

For new building projects, the Agency will provide landscaping at appropriate areas. For example, in the Treasury Building, landscape features will be provided at appropriate areas for environmental and amenity benefits, with the vertical green system at podium as one of the main features for the façade design.



Vertical greening of podium at Treasury Building

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 PMAs in accordance with relevant guidelines on a regular basis.



Landscaping at roof and at-grade pedestrian level at WKGO

In 2019, the Agency joined the Tree Conservation Scheme under the Hong Kong Environmental Protection Association in respect of the Queensway Government Offices.

(iii) Other Green Requirements for Commercialised/Leased-out 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 government canteen operators not to use single-use and non-decomposable lunch boxes for take-way services (for tenancies invited before 2019);
3. Requiring catering outlets operators (including government canteen operators) not to provide (i) any type or item of disposable tableware for dine-in customers and (ii) disposable tableware by default or in sets for take-away customers (for tenancies invited from 2019 onwards); and
4. Prohibiting the sale of plastic bottled water measuring 1 litre or less through the automatic vending machines.



Light out requirement for external advertising signs from 11p.m. to 7a.m.

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 continued effective green management by assigning 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; formulated related action plans; and recorded our achievements concerned. The following green initiatives have been carried out in the Agency's office -

- Installing water saving devices in all toilets and pantries.
- Engaging the contractor of Government Logistics Department (GLD) for the collection of used paper for physical destruction and paper records for recycling.
- Implementing green housekeeping through GLD's bulk purchase contract or trade-in arrangements when purchasing new computers.
- Adjusting the supply of hot and cold water of the water dispenser to achieve energy saving.

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 monitors 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 2019 as compared with that in the preceding year. With such efforts, we are mindful that room for further significant reduction in coming years may be limited as we have already reduced paper consumption for several years, and initiated various projects involving paper consumption.



Green Activity

The following green activity was held in 2019 for the Agency's staff -

1. Green building tour to EcoPark & WEEE Park (Waste Electrical and Electronic Equipment treatment and recycling facility)



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

8. Environmental Targets for 2020 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 study 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 bureaux and departments 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 liaise with the works agents and landlords to waive reinstatement liability upon lease expiry.
- 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 Ms. Joey Yim, Secretary of the Green Management Committee (telephone number 3842 6824) or Ms. Leonie Wong, Deputy Departmental Secretary (Administration) (telephone number 3842 6816) or by sending e-mail to enquiry@gpa.gov.hk.