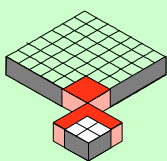

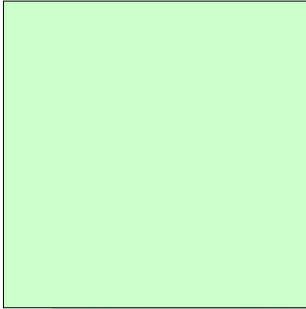


Environmental Report 2003



Government Property Agency



Message from the Government Property Administrator

The Agency, as the portfolio manager of mainly Government joint-user office buildings (JUBs) and quarters accommodation, is committed to using best endeavours to integrate environmentally responsible culture and measures into our operations.

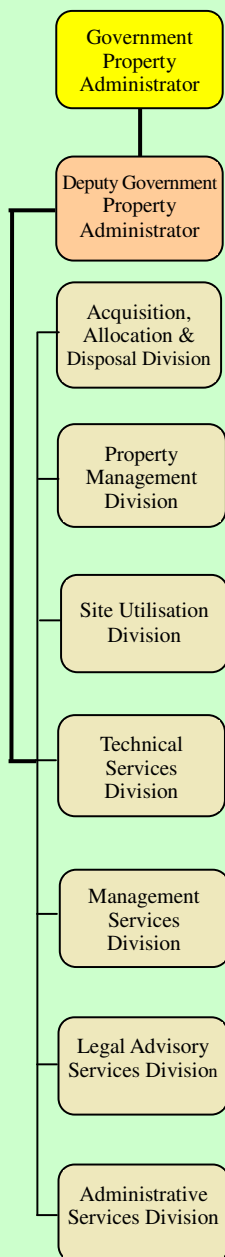
As it is expected that there will not be construction of new JUBs and quarters for some time, our focus will be on matters relating to public hygiene in work place and domestic premises, environmentally friendly property management measures, energy conservation, green office house-keeping and environmental awareness training for staff in the next few years.

This year a Green Management Committee comprising members of all functional divisions, has been established in the Agency. This signifies our strong commitment to environmental improvement and boosting environmental awareness among all staff in the Agency.

**Maria S. N. Kwan, JP
Government Property Administrator**

The Agency, its Stakeholders and the Environment

Organization Chart



The Government Property Agency is the portfolio manager of a range of government properties covering offices (mainly JUBs), residential units (quarters and ex-quarters) and miscellaneous properties returned to the Agency for temporary or permanent custody. It is headed by the Government Property Administrator and has around 230 staff of the administrative, general, professional and technical grades. The Agency comprises seven Divisions.

Our stakeholders mainly comprise users of government properties under the Agency's management and our works agents for construction, building/E&M maintenance and property management. The former includes bureaux and departments, quarters occupants as well as members of the public. Our works agents include Architectural Services Department (ArchSD), Electrical and Mechanical Services Department (EMSD), property management agents (PMAs) and real estate agents etc.

In meeting Government's accommodation needs, the Agency's work impacts on the environment through the choice of building design, materials and installations, construction methodology and process for government constructed JUBs and quarters. In optimizing the use of government accommodation, the Agency endeavours to make better use of scarce land resources and has regard to the compatibility of the proposed land use with the surroundings. In managing government properties, due attention is given to energy conservation and efficiency. In performing internal office management, the Agency strives to reduce the use of papers, stationery and electricity.

Environmental Policies



Landscaped area is widely provided in new quarters



Enhanced cleaning in common area during SARs period



Centralized Monitoring System for Property Management



'Green Talk' for staff

- Ensure that sustainable design, building materials, installation and process are adopted in the construction of new Government JUBs and quarters, fitting-out projects and refurbishment;
- Ensure that property management of Government accommodation under the Agency's management is done in an environmentally responsible manner, for example by promoting energy efficiency measures in the interests of environmental protection and energy conservation;
- Ensure green office management; and
- Provide training for staff to increase awareness of the need for continual improvement in protecting the environment, preventing pollution and enhancing energy conservation and efficiency.

Functions and Major Activities of the Agency



Optimize land resource by re-development of under-utilized GIC site



Construction of JUBs to meet government's needs for offices



Property management services to provide safe, hygienic and comfortable environment for users



Optimize the use of lobby space in JUBs through commercialization where appropriate

Functions

- **Acquisition and Allocation**
 - ◆ Mainly to meet Government's needs for offices and quarters in an economic and cost effective manner.
- **Property Management**
 - ◆ To manage government properties under the control of the Agency cost-effectively and modernize them to meet changing needs.
- **Estate Utilization**
 - ◆ To optimize the utilization of government sites and surplus properties with potential for alternative government use or commercialization.

Functions and Major Activities of the Agency

Major Activities

- ◆ Co-ordinating, assessing and allocating owned or leased accommodation to government bureaux/departments through construction of new government offices buildings or renting or purchasing;
- ◆ Vetting schedule of accommodation in respect of government bureaux/departments and voluntary organizations using government accommodation;
- ◆ Negotiating the best overall deal for the government in acquisition and leasing of accommodation;
- ◆ Setting and reviewing space and furniture standards for JUBs and specialist buildings;
- ◆ Managing JUBs, government quarters under GPA's purview through outcome-base contracts and reviewing maintenance, security and amenity standards;
- ◆ Reviewing and optimizing the existing and planned use of GIC sites and properties;
- ◆ Exploring commercial opportunities in government estates where appropriate.



Environmental Achievements in 2003



Lai King Disciplined Services Quarters



Sau Mau Ping Disciplined Services Quarters

(1) *HK-BEAM* scheme is an initiative of The Real Estate Developers Association of Hong Kong. It provides authoritative guidance and assessment method to developers, users and estate managers of buildings regarding good environmental performance in buildings. It is operated by the Centre of Environmental Technology Limited (CET), an independent, non-profit, environmental information centre. The CET Assessor will evaluate, rate and issue the Certificate to the assessed building.

Incorporation of Environmentally Friendly Elements in the Agency's work identified below :

- **Major Acquisition and Fitting-Out Work**

To re-provision some Government users at the ex-Kai Tak Terminal Building, about 19,000m² of office premises at Kowloon Bay were leased on a fitted-out basis from the landlord in 2003. Through collaboration among this Agency, ArchSD, EMSD and the landlord, significant environmental friendly elements including but not limited to the following were incorporated into the fitting-out works.

- ◆ Use of energy efficient T5 light fittings with electronic ballast;
- ◆ Air-conditioning zoning of the office space is demarcated according to user's working mode to minimize the consumption of electricity;
- ◆ Use of raised floor system in office area to minimize waste in future alteration.

- **Project Management**

For JUBs and government quarters to be constructed, the Agency will work in collaboration with ArchSD and EMSD to ensure that building design, services installations and building materials used are environmentally friendly. Although no new buildings were completed within 2003, two disciplined services quarters, namely Lai King Disciplined Services Quarters and Sau Mau Ping Disciplined Services Quarters were awarded fair and good ratings respectively in the year using the Hong Kong Building Environmental Assessment Method (HK-BEAM)⁽¹⁾. These rating awards reflect recognition of past efforts made towards attaining a more sustainable environment.

Environmental Achievements in 2003 (Cont'd)



Dual flush / water saving cistern placed in some government offices



Monitoring display meter of photovoltaic panels installed in Wanchai Tower

● Continuous Improvements to Facilities

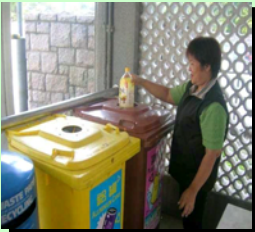
We are willing to adopt new technology in building management and building services installation for a better environment and to reduce energy consumption. Programmes are reviewed with ArchSD and EMSD with respect to refurbishment works and energy saving initiatives respectively on a yearly basis to implement continuous improvements to existing facilities.

- ◆ Light fittings in old government JUBs are being replaced by more energy efficient T5 light fittings with electronic ballast since 2002 and two government offices, namely Kowloon Government Offices and North Point Government Offices, have been replaced with more energy efficient fittings in 2003;
- ◆ Toilet cisterns in some JUBs are being replaced by dual flush/water saving cisterns to reduce the amount of foul water generated. Three JUBs, namely Queensway Government Offices, Yuen Long Government Offices and North District Government Offices have been incorporated with these facilities in 2003;
- ◆ We have facilitated the installation of photovoltaic panels, one of EMSD's renewable energy projects at Wanchai Tower to raise public awareness for environmental protection and to help in exploring the feasibility of using solar energy in Hong Kong. The project was in train in 2003.

Environmental Achievements in 2003 (Cont'd)



Recyclable waste collection



Waste separation programme



Stop engine day

● Property Management

The Agency manages its JUBs and quarters through property management agents (PMAs) engaged under outcome-based contracts. Environmental initiatives taken in 2003 include:

- ◆ Continued operation of waste separation (paper, aluminum cans and plastic bottles) and recycling programme in all 46 JUBs and 81 quarters developments;
- ◆ Implementation of energy-saving measures in respect of air-conditioning, lighting & electricity consumption and/or lift & escalator operation in existing JUBs and quarters accommodation.
- ◆ Promotion of the organization of environmental improvement programmes/awareness activities by PMAs with various themes including:
 - Recyclable Waste Collection;
 - Warm Clothing Collection Campaign for Winter ;
 - Election for 'Green' Family;
 - Stop Engine Day.
- ◆ Issuing of monthly electricity consumption statistics to the Building Management Committees (BMCs) of JUBs through the PMAs on a monthly basis to enhance user departments' awareness of their energy consumption level and assist them in planning programmes on energy conservation.

Environment Achievements in 2003 (Cont'd)



Waste separation collection bins placed in all JUBs



Green box to collect recyclable paper in office

Statistics of the Waste Separation Programme

The following quantities of separated waste are collected from 46 JUBs and 81 quarters in 2002 and 2003.

Item	2002 (in Kg)	2003 (in Kg)	Percentage increase/ decrease
Paper	1,183,000	1,315,000	+11.10%
Plastic bottles	13,000	14,000	+7.60%
Aluminum cans	13,000	12,000	-7.70%

Higher quantities of paper waste (+11.1%) and plastic bottles (+7.6%) were collected in 2003 as compared with those collected in 2002. The drop in aluminum cans (-7.7%) collected was probably due to the increasing use of more plastic or paper containers for beverages.

Environmental Achievement in 2003 (Cont'd)

● Green Housekeeping Initiatives

Paper Conservation

- ◆ Wide use of electronic mailing facility for internal and external communication by the Agency to reduce use of paper;
- ◆ Send out electronic Christmas greetings only.

Paper Recycling

- ◆ Collect waste paper for recycling under centrally arranged programme for JUBs.

Use Environment-friendly Products

- ◆ Use over 50% of recycled toner cartridges for PC printers;
- ◆ Use recycled paper as far as possible;
- ◆ Wide use of clutch lead pencils to reduce consumption of wood pencils.

Energy Conservation

- ◆ Switch off office lights during lunch hours and shorten the operation hour of general lighting in common areas.
- ◆ Implement energy-saving measures in JUBs, such as reducing core hours of air-conditioning and operation of elevators during non-peak hours.

Promote Environmental Awareness

- ◆ Issue regular reminders through email to remind colleagues to stay green.

Establishment of Green Management Committee



Green Management Committee
in meeting

A Green Management Committee (GMC) was established in December 2003. Its aim is to:

- Introduce measures and arrange training to raise the levels of awareness among staff of the Agency regarding environmental protection, energy efficiency and conservation;
- Determine performance targets on green measures and formulate action plans;
- Record, review and publicize achievements;
- Carry out an Internal Environmental Audit;
- Prepare Environmental Report.

Environmental Plan and Targets for 2004

Targets

- ◆ Subject to availability of funds implement proposed Energy Retrofit Projects
- ◆ Mount at least two environmental awareness activities by each PMA
- ◆ Achieve the 2.5% paper reduction target set by ETWB
- ◆ Conduct at least two environmental awareness activities in the Agency
- ◆ Complete the Internal Environmental Audit

● Continuous Improvement to Existing Facilities

The Agency will work with ArchSD and EMSD to undertake the following Energy Saving Retrofit Projects in JUBs subject to availability of funds.

- ◆ Addition of Automatic Tube Cleaning System for Chiller Condensers in WanChai Tower, Revenue Tower and Immigration Tower ;
- ◆ Replacement of light fittings with energy efficient T5 light fittings with electronic ballasts in Kowloon East Government Offices (GO) and Middle Road multi-storey carpark;

● Property Management

Continue to implement and monitor environmental measures already in place which include:

- ◆ Issuing of power consumption statistics;
- ◆ Implementation of energy-saving measures;
- ◆ Mounting of environmental activities by PMAs.

New initiatives concerning public hygiene measures to promote prevention of Dengue Fever in JUBs and quarters will be implemented.



Environmental Plans and Targets for 2004 (Cont'd)

- **Green Housekeeping Initiatives**

The Agency will endeavour to stay green in all its operations and has set new targets to be accomplished within 2004.

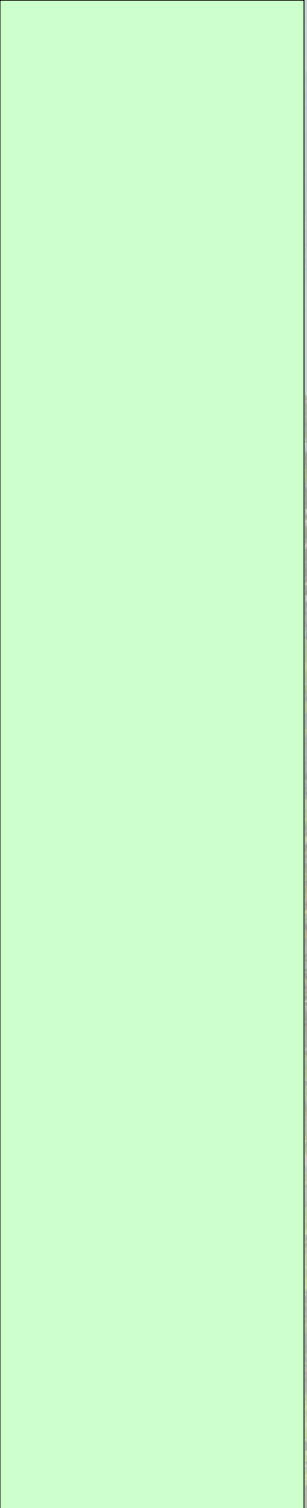
- ◆ Adoption of the target set by Environment, Transport and Works Bureau (ETWB) to reduce use of paper by 2.5% ;
- ◆ Complete an Internal Environmental Audit.

- **Environmental Awareness Activities**

- ◆ Seminar(s) on green issues will be arranged to boost the commitment of staff towards a more sustainable environment;
- ◆ Green Activity(ies) will be arranged to broaden colleague's knowledge on environmental protection.



Comments and Suggestions



Comments and/or suggestions regarding the report and/or environmental initiatives relating to the operations of the Agency are most welcome. Please contact Ms. Jane AU Yeung, the Secretary of GMC at telephone no. 2594-7756 or Mr. Anthony Yu, Departmental Secretary, at telephone number 2594-7605 or e-mail to sas@gpa.gov.hk.