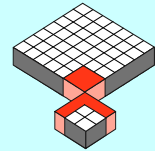


ENVIRONMENTAL REPORT 2007

Government Property Agency



1. Message from the Government Property Administrator

As the executive agent of Government's properties, the Agency puts conservation high on its agenda. By inculcating an environmentally responsible culture in the organisation and subjecting all its activities to close scrutiny from an environmental angle, it has managed to incorporate environmental protection as a key component in discharging its functions and responsibilities.

Building on our experience over the years, we will continue to adopt an environmentally friendly approach in planning new office projects, reprovisioning and refurbishing existing offices and managing office buildings and quarters under our portfolio. To this end, our work is greatly facilitated by the encouragement and warm reception of an increasingly environmentally conscious community, which has enabled us to successfully introduce initiatives such as separation of waste in office buildings and quarters, conducting energy audits in joint-user office buildings, improving the energy efficiency of building services and adopting green housekeeping practices in building management. I am pleased that in our ongoing effort to play our part in environmental protection, we have been enjoying the strong support of client bureaux and departments, works agents, business partners and members of the public. We will continue to work in partnership with them in exploring new opportunities to further realize environmental benefits.

K K Kwok, JP
Government Property Administrator

2. Vision and Mission

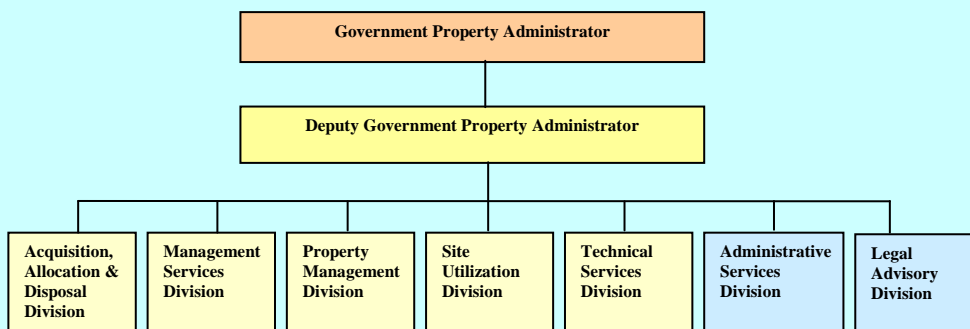


With the vision of providing suitable government accommodation to enable efficient delivery of public services, the Agency's mission is:

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

3. Organisation and Functions

Headed by the Government Property Administrator and Deputy Government Property Administrator, the Agency has an establishment of 213. Its operational functions are carried out by five functional Divisions which set strategic plans to align with the Agency's vision and mission. Two support Divisions provide administrative and legal advisory services respectively.



Organisation Chart



The main functions and activities of the Agency are:

- To construct, purchase or lease for general use office premises to meet accommodation needs and to ensure their proper utilization.
- To manage government properties under its purview.
- To optimize the use of government, institutional and community sites through reviewing site reservations, seeking the release of underutilized government sites and examining proposals for new developments.
- To vet accommodation requirements of bureaux and departments.
- To optimize 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 commercialization initiatives where appropriate.
- To scrutinize deeds of mutual covenants and execute assignments in respect of government accommodation in private developments.



4.0 Environmental Policies



The Agency's Environmental Policies are:

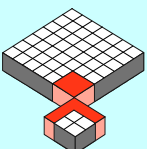
- To contribute to environmental conservation by ensuring that sustainable designs, building materials, installations and processes are adopted in the construction of new government joint-user office buildings (JUBs) and quarters, and in fitting-out and refurbishment projects;
- To ensure that the management of government properties under the Agency's portfolio is carried out in an environmentally responsible manner, for example, by promoting energy saving;
- To implement green office management through effective housekeeping to minimize waste and use of resources; and
- To promote environmental awareness and participation among staff in the continuous improvement of environmental protection, reducing pollution and enhancing energy conservation and efficiency.

5. Working with Partners



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

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



- In meeting Government's accommodation needs, the Agency builds or refurbishes offices with environmental considerations in the design, construction methods and choice of materials.
- In order to make better use of scarce land resources and existing building stock, the Agency coordinates the different accommodation needs of bureaux and departments to optimize the use of government sites and premises.
- In managing government properties, the Agency continues to implement green housekeeping measures to reduce energy consumption and facilitate collection of waste for recycling as far as possible.

6. Green Management Committee and Internal Environmental Audit



A Green Management Committee (GMC) was established in December 2003 to coordinate the Agency's efforts in environmental protection with inputs from all Divisions covering various aspects of the Agency's functions. It comprises representatives from all Divisions and is chaired by the Deputy Government Property Administrator.

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.

IEA 07 was completed in Jun 08. All operations generally conformed to the environmental policies and targets set for 06/07.

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

7. Environmental Initiatives in 2007

7.1 Rolling Programmes for Energy Saving Retrofit and Renewable Energy Projects



The Agency has been working closely with EMSD and ArchSD in exploring new energy saving opportunities with a view to further reducing energy consumption in JUBs. Four major energy consumption areas, in respect of air-conditioning, luminaries, electrical installations and lift operation, were identified for continued focussed action. We also carried out energy retrofit projects proposed by EMSD to upgrade the existing installations progressively in a cost-effective manner according to an implementation programme.

The programme included replacement of existing plant and equipment at the end of their economic life with more energy-efficient alternatives, such as 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, and installation of frequency inverters and automatic tube cleansing systems in air conditioning systems. To promote the use of renewal energy, photovoltaic panels will be installed in the government quarters at Cloudridge in 2008.

With the progressive implementation of energy-saving projects in the current programme, it is estimated that a total saving in the region of \$9M in energy cost will be realised over the next five years. Beyond that, however, further energy savings in JUBs are unlikely to be significant, as much of the benefits of energy saving measures will have been realized. Nonetheless, the Agency will continue to make efforts to identify new opportunities for further energy saving.



7.2 Monitoring Electricity Consumption in Government Joint User Buildings



Electricity used by air-conditioning systems accounts for a major part of the overall energy consumption in office buildings. Additional energy saving measures have been introduced in all JUBs since the summer of 2005, including raising the average room temperature to 25.5°C and shortening the core air-conditioning hours. Other measures including reducing the number of light fittings, optimising the operating hours of lift services and public lighting, installation of timers to switch off building services installations such as exhaust fans inside car parks during the off-peak hours are continuously being enforced.

To achieve further improvements, floor-by-floor energy monitoring meters with Remote Monitoring Systems (RMS) have been installed in a number of JUBs. Energy audits have been completed and follow-up actions are being implemented. Energy saving measures implemented include the removal of some light fittings for those offices with excessive illumination levels and encouragement of users to adopt good practices in the office such as installing timers for electrical appliances, switching off computers when leaving the office, etc.

Monthly statistics on total power consumption of JUBs are recorded and reported to the Building Management Committee (BMC) of each JUB as a means of monitoring electricity consumption. At every BMC meeting, energy saving is an agenda item for a thorough review of the results obtained in the previous period and planning future energy saving strategies. Any irregularities are investigated in conjunction with the Agency's works agents, PMAs and user bureaux/departments for developing remedial measures.

In line with ETWB Circular Memorandum of 25 July 06, all bureaux and departments are now responsible for the target-setting, monitoring and reporting of energy consumption figures in their individual annual Environmental Reports (ERs). The Agency is currently installing floor-by-floor energy monitoring meters which will enable the respective bureaux and departments to effectively monitor their performances and report them in their annual ERs.

7.3 Environmental Awareness, Waste Separation and Re-cycling Programme in JUBs and Quarters

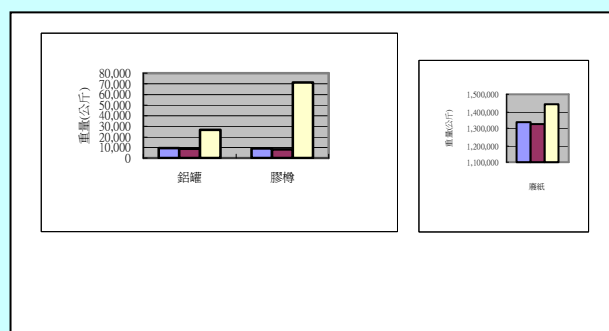


By incorporating suitable provisions in the property management contracts, the Agency implemented environmental awareness programmes and green campaigns through PMAs in JUBs and quarters under the Agency's purview. To raise occupants' environmental awareness, publicity materials were prepared and widely distributed to user departments.

The Recyclable Waste Collection Campaign, which involves distributing environmental friendly refuse bags to occupants of quarters and floor-by-floor Source Separation Programme, continued. An expanded mode of the Source Separation Programme has also been implemented to most quarters. Under the Programme, large brown boxes are placed on the ground floor of quarters beside the existing 3-colour source separation boxes to collect different types of recyclable materials, such as mooncake boxes, electrical appliances, books, clothing, etc, as arranged periodically by the Building Management Office.

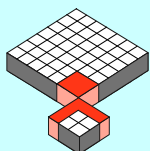
There were 4 to 8 environmental awareness activities organised by each PMA in 2007. They included collection of used clothes, collection of recyclable batteries, "Community Green Network Programme" organised by Environmental Protection Department (EPD), collection of used toner cartridges, recycling of old electrical and electronic equipment, etc. Besides, a barter exchange programme is also promoted in some quarters. These activities were reported at PMAs' monthly contract meetings with the Agency.

Data on the quantities of recyclable wastes collected under each category are recorded and reported to EPD on a monthly basis. Compared with 2006, the total amount of recyclable waste, including waste paper, aluminum cans and plastic bottles collected at GPA venues increased by 14.32% from 1,345,983 kg in 2006 to 1,538,685 kg in 2007.



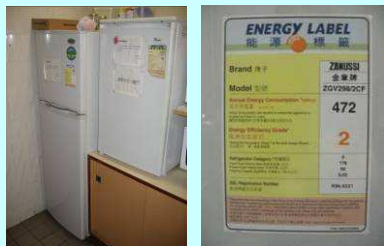
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Waste collected under Waste Separation and Recycling Programme at GPA venues



7.4 Procurement of Energy-efficient Electrical Appliances

The Agency continued to implement the policy of procuring energy-efficient domestic electrical appliances for quarters under its management, such as refrigerators which comply with Energy Label Grades 1 or 2 under the Energy Efficiency Labeling Scheme operated by EMSD.



7.5 Prohibiting the use of Non-decomposable Lunch Boxes



Through the incorporation of special provisions in tenancy agreements, we have been prohibiting operators of canteens in government buildings from using single-use non-decomposable lunch boxes for take-away services since 2004.

7.6 Environmental Concerns and Initiatives in New JUBs and Reprovisioning Projects



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 optimization of site development potential, adoption of sustainable designs to cater for proponent's present and future needs, and adoption of energy-efficient installations to facilitate energy saving and green management of the properties in the long run.

Examples of environmental initiatives being studied for future JUBs include the connection of the proposed Kai Tak Government Offices to the District Cooling System planned for Kai Tak developments and the adoption of state-of-the-art energy efficient designs and technologies for future office projects.

In examining the site utilization of development projects, the Agency continued to ensure that the proposed projects optimise the development potential of the sites and would cater for the user departments' present and future needs. In addition, when the proposals involve re-provisioning of any existing facilities, consideration will be given to beneficial use of the existing accommodation after re-provisioning. The Agency also reminds departments of the need to follow EPD's guidelines in addressing environmental concerns in development proposals.

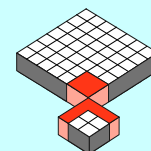
7.7 Reuse of Fittings and Fixtures in Deleasing or Newly Leased Properties



In vacating leased-in premises, the Agency has taken the initiative to encourage landlords to retain existing fittings or fixtures for use by future occupants. For instance, in the deleasing of the Hong Kong Island Smart Identity Card Centre, agreement was reached with the landlord to waive the removal of the toilet compartment walls and doors, exit doors and exit signs, ventilation fan system, chilled water pipes, etc., which were still in good condition for further use. As a result, the reinstatement cost for Government was reduced and considerable unnecessary construction waste avoided.

For leased-out surplus quarters, the Agency has adopted a flexible approach in requiring tenants to fulfill 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 the construction waste, the arrangement also improves the marketability of surplus quarters for future leasing.

In new leasing cases, the Agency liaises with the works agent and landlords to investigate the possibility of retaining existing fittings or fixtures for use. An example is the leasing of a commercial building for Civil Aviation Department (CAD) where the landlord was successfully persuaded to leave the existing furniture and partitioning on site to CAD at no cost. This resulted in reducing the fitting out cost as well as the amount of construction waste.



7.8 Reduction of Energy Consumption in Leased Properties



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 and to support energy saving, landlords have been asked to change the limit to 25.5°C for new leasing or renewal cases.

In line with Government's policy on energy saving, tenants of our premises have been encouraged to follow the Government's practice in setting the air-conditioned temperature in all areas in the building at 25.5°C and to frequently check and adjust the room temperature to avoid excessive cooling.

7.9 Green Housekeeping in GPA's Offices



Electronic mailing is widely used for communication and information dissemination within the office and to outside parties. The Agency has continued to use 100% recycled paper, adopt double-sided printing, collect waste paper for recycling and use recycled toner cartridges for all computer printers.

New computer equipment with energy-saving features is purchased through Government Logistics Department's bulk purchase contracts, while old ones are traded-in when purchasing new computers. Old network printers have been replaced with new ones with double-sided printing functions. This practice was extended to all newly acquired printers in 2007.

Notices on environmental policies and green activities as well as circulars on housekeeping measures and energy conservation are re-circulated to all staff periodically through the intranet to remind them of proper green housekeeping measures.

As a user department in Revenue Tower, the Agency has participated in EPD's programme Source Separation of Commercial and Industrial Waste. Recyclable waste paper, plastic bottles and aluminum cans are collected separately for collection by the cleansing company.

In paper consumption, the Agency achieved a 10% reduction compared with 2006. However, the Agency anticipates that the room for further significant reductions in coming years may be limited as the workload on the Agency increases and much of the benefits of sound housekeeping have already been realized.

7.10 Tender Specifications for New Fixtures



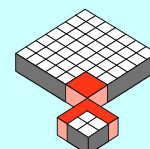
In scrutinizing the fitting out of Government offices, the Agency stipulated that environmental friendly features were included in GLD's tender specifications for partition screens and workstation panels:

- Wooden panels used in making partition screens and workstation panels are required to be of low formaldehyde content/emission requirement of Class E1.
- Energy saving fluorescent tubes (T5 type) are provided as task light for workstations.

7.11 Clean Air Charter



In line with Commitment 4 of the Clean Air Charter which states that Government bureaux and departments undertake to adopt energy-efficient measures in their operations, the Agency will continue to adopt energy-efficient measures in all its practices as set out above and in accordance with the Environmental Policies, as its contribution to improving the air quality.



7.12 Carbon Audit



Climate change has become a major challenge to the international community. With reference to internationally recognized guidelines, EPD and EMSD have produced draft guidelines for carbon audits of buildings in Hong Kong. The guidelines assist users and managers of buildings to improve awareness of GHG emissions from their buildings and to actively participate in actions to combat climate change. The Agency supports the initiative by nominating office buildings under its management to participate in the audit in 2008.

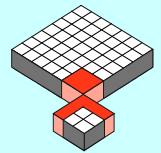
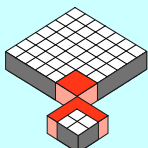
7.13 Green Activities organised by GMC



Two green activities were organised last year. A Senior Landscape Architect from ArchSD was invited in early 2007 to share her experiences in indoor planting with staff. An Environmental Protection Officer of EPD was invited in October 2007 to deliver a talk on HK's environment including details of:

- Action Blue Sky
- Source Separation of Domestic Waste
- Volatile Organic Compounds and Smog

These activities were well attended and received by staff.



8. Awards for 2007 and 2008



In recognition of the environmental performance of government buildings under the management of the Agency, a number of prizes were awarded to the Agency in 2007:

(1) The Good Energy Performance in the programme of The Hong Kong Energy Efficiency Registration Scheme for Buildings was granted by EMSTF to Cheung Sha Wan Government Offices, Trade and Industry Department Tower, Wu Chung House and Eastern Law Court Building.

(2) Shun Lee Discipline Services Quarters (DSQ), Wong Tai Sin DSQ, Sau Mau Ping DSQ and West Kowloon DSQ were cited by The Salvation Army for their keen participation in the Recycling Program.

(3) A Certificate of Merit was awarded to the government quarters at Aurizon, Aurora, Mt. Butler and Green Lane Hall by EPD in the competition on Source Separation of Domestic Waste.

In preparation for EPD's launch of the 2008 Hong Kong Awards for Environmental Excellence Scheme, the Agency is actively organising itself to compete for the Sectoral Awards in the Public Sector and NGOs group. As a first step, the Agency has made arrangements for the buildings under its management to obtain Indoor Air Quality certification in 2008.

Also in support of the Scheme, the Agency will arrange for its PMAs to participate in Property Management Sector Awards and to apply for respective labels for JUBs.

9. Environmental Targets for 2008 onwards



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

- 1 In collaboration with works agents, incorporate sustainability considerations and energy saving features in the design and construction of new government office buildings and renovation projects under the Agency's management.
- 2 Facilitate implementation of energy saving and renewable energy projects proposed by works agents for buildings under the Agency's management.
- 3 Implement greening in the Agency's premises where practicable.
- 4 Monitor and issue electricity consumption statistics to BMCs of JUBs each month to enhance user departments' awareness of their energy consumption levels for their future implementation of energy-saving measures.
- 5 Carry out energy audits and re-audits in JUBs, and implement action plans for further energy saving measures in conjunction with works and building management agents.
- 6 Continue the policy of setting the indoor air-conditioning temperature for government offices at 25.5°C in summer and shortening the operation hours of chillers as far as possible by rationalizing office hours of bureaux/departments in JUBs.
- 7 Reduce the illumination level of common areas in JUBs during off-peak hours.
- 8 Reduce the number of lifts and escalators in operation in JUBs during off-peak hours to a minimum without adversely affecting normal service level.
- 9 Implement waste separation and recycling programmes in all JUBs and quarters and compile monthly records on waste quantities for effective monitoring of performance.
- 10 Conduct at least 2 environmental awareness activities annually in each JUB or quarters building.
- 11 Continue to procure energy-efficient domestic electrical appliances which meet Energy Label Grade 1 or 2 under the Energy Efficiency Labeling Scheme operated by EMSD for quarters under our management.

- 12 Maintain the condition in tenancy agreements of Government canteens requiring canteen operators not to use single-use and non-decomposable lunch boxes for take-way services.
- 13 Keep up green housekeeping measures such as using intranet for distribution of circulars and notices to all staff, reducing paper & electricity consumption, using 100% recycled paper & recycled toner cartridges for all printers and regularly remind staff of housekeeping rules.
- 14 Carry out annual internal environmental audits and review the findings to identify necessary improvements.
- 15 Conduct at least 2 environmental awareness activities annually for staff in the Agency.
- 16 Carry out planning and feasibility studies on the use of state-of-the-art energy efficient designs and technologies.
- 17 Carry out carbon audits on selected JUBs.
- 18 Continue to support and participate in environmental awards schemes such as the new 2008 Hong Kong Awards for Environmental Excellence Scheme.



10. Comments and Suggestions

Comments and suggestions regarding the report and environmental initiatives of the Agency are welcome. Please contact Mr. Michael S. C. Mak, Secretary of the Green Management Committee (telephone number 2594-7756) or Mr. Louis Leung, Departmental Secretary (telephone number 2594-7605) or e-mail to ds@gpa.gov.hk.

