



# AUDIT COMMISSION CONTROLLING OFFICER'S ENVIRONMENTAL REPORT 2008

## INTRODUCTION

Established under Article 58 of the Basic Law, the Audit Commission functions independently and is accountable to the Chief Executive of the HKSAR. The Commission carries out two types of audit: regularity audits and value-for-money audits. Regularity audits are intended to provide an overall assurance of the general accuracy and propriety of the financial and accounting transactions of the government and other audited bodies. Value for money audits are intended to provide independent information, advice and assurance about the economy, efficiency and effectiveness with which any bureau, department, or audited organisation has discharged its functions. As at 31 December 2008, the Commission had an establishment of 185.

## OUR ENVIRONMENTAL POLICY

2. The Audit Commission is committed to ensuring that our operations are conducted in an environmentally responsible manner and meeting the commitments of the Clean Air Charter. To help promote environmental protection and reduce air emissions, the Audit Commission:

- adopts green housekeeping practices and energy-efficient measures; and
- carries out value for money audits on selected government activities which have a significant environmental impact and on related environmental issues, with a view to highlighting areas for improvement in the implementation of Government's environmental improvement policies.

## HOUSEKEEPING PRACTICES AND ENERGY-EFFICIENCY MEASURES:

3. The Audit Commission is committed to adopting green housekeeping practices and energy-efficient measures. Since 1993, a Green Manager at Directorate level has been appointed to introduce and review initiatives to improve the Commission's green housekeeping practices and energy-efficient measures. Through the years, the range of

initiatives has expanded. Staff of the Audit Commission are required to follow the following green measures:

## **Paper saving measures**

### ***Reduction of paper and envelope consumption:***

- use electronic mail and intranet for communication and dissemination of information;
- disseminate the Audit Reports on the Internet (<http://www.aud.gov.hk>);
- use PC-based faxes;
- use plain paper fax machine;
- avoid using fax leader pages;
- avoid sending original documents after they have been sent by fax;
- adopt electronic templates of letterhead, memo and forms to avoid pre-printed copies;
- use photocopiers and printers with double-sided printing function;
- print on both sides of paper;
- minimise photocopies by circulating circulars and other documents instead of issuing personal copies to officers;
- review distribution lists regularly;
- use old sets of documents for re-circulation;
- send unclassified documents without envelopes;
- reuse old envelopes and loose minute jackets/use transit envelopes if required; and
- send greeting cards in festive seasons by electronic means.

### ***Reuse of paper:***

- place “reuse green boxes” at designated locations to collect paper used on one side for reuse; and
- use blank side of used paper for drafting, photocopying and printing documents (including fax).

### ***Recycling of paper:***

- print Audit Reports using recycled paper or paper made from woodpulp derived from renewable forests; and
- place “recycle green boxes” at designated locations to collect waste paper for recycling.

## **Energy saving measures**

- set AC temperature at 25.5°C;
- use venetian blinds to adjust room temperature when necessary;
- reduce lighting to minimum required for illumination;
- use energy-efficient fluorescent tubes;
- install occupancy sensors in the washrooms where lighting usage is not frequent;
- colour-code the individual lighting switches in multiple-switch circuits to identify lights not in use;
- switch off lights, air conditioning, computers and electrical appliances not in use;
- unplug all hand-held equipment chargers from socket outlets when not in use;
- minimise the use of personal electrical appliances such as heater, fan, lamp and kettle;
- set office equipment to energy saving mode during office hours;
- install timer adaptors to turn off office equipment after office hours;
- use computer workstations and printers with automatic energy saving function;
- turn off the monitor when leaving the office, even for a short period ;
- turn off non-essential servers at night, on Saturdays and public holidays;
- use LCD monitors instead of CRT monitors when replacement is required; and
- conduct routine checks during lunch hour and after office hours to ensure that any unnecessary lights and air-conditioners are switched off.

## **Publicity/education measures**

- issue internal circular to regularly remind all staff on the economical use of paper and energy saving;
- display posters which remind drivers to switch off vehicle engine while waiting;
- post 'save energy' and 'save water' notices near light switches and water taps;
- place notices near photocopiers to remind staff to make photocopies using reusable paper and to collect waste paper for recycling; and
- conduct environmental seminar.

## **Other green measures**

- enforce smoke-free work place policy in all offices;
- arrange regular cleaning of carpet;
- clean air ducts regularly with a view to maintaining good air ventilation;
- conduct regular indoor air quality checking;
- place air purifiers near photocopiers;
- switch off the engine of the departmental vehicle while waiting;
- use unleaded fuel;
- collect used printer cartridges for reuse;
- use refillable ball pens and clutch pencils;

- minimise use of products which are not environmentally friendly (e.g. correction fluid);
- repair old equipment;
- use hand-dryers in washrooms;
- reuse decorative materials in festive seasons;
- exchange diskettes within and outside of department;
- collect used CDs for recycling; and
- provide rubbish bins in the pantry for collecting waste plastic bottles and cans

## **GREEN HOUSEKEEPING PRACTICES AND ENERGY-EFFICIENCY MEASURES:**

### **PERFORMANCE AND TARGET**

#### **PAPER AND ENVELOPE CONSUMPTION**

4. In 2008, there was an increase of 4.96% in paper consumption as compared with 2007 due to the conduct of a survey and a recruitment exercise. Envelope consumption

decreased by 12.3%. About 99% of the total quantity of paper used in 2008 was recycled paper with at least 50% recycled pulp.

5. In 2009, it is the Commission's target to contain the growth of paper and envelope consumption.

#### **ENERGY-EFFICIENCY MEASURES**

6. The Commission occupies an internal floor area of 1,961m<sup>2</sup> on 25<sup>th</sup> and 26<sup>th</sup> of the Immigration Tower. In 2008, the electricity consumed by normal power supply of office areas was about 205,614 kWh<sup>1</sup>. The corresponding indirect emission was 393, 239 and 12.3 kg of SO<sub>2</sub>, NO<sub>x</sub> and RSP<sup>2</sup>.

7. There is one departmental vehicle, using unleaded fuel in the Commission. The total mileage in 2008 was 10,115 km and the unleaded fuel consumption was about 1,699.7 litres. The related emission was about 9.1 kg of NO<sub>x</sub>.

8. In 2009, the Commission will make continued efforts to promote energy saving in the office premises.

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<sup>1</sup> *The electricity consumption for the office A/C system is excluded as no separate meters are available for measurement.*

<sup>2</sup> *The indirect emission from electricity consumption is calculated according to the formulae set out in the "Guide to Clean Air Charter Report Writing" published by EPD in January 2008.*

## **AUDIT STUDIES ON ENVIRONMENTAL ISSUES: PERFORMANCE AND TARGET**

9. In 2008, the Audit Commission issued two value for money audit reports on environmental-related issues.

### **“Government electricity consumption”**

(Chapter 5 of the Director of Audit’s Report No. 51 of October 2008)

10. The Government consumes a large quantity of electricity in delivering its services. The Audit Commission conducted a review to examine the economy, efficiency and effectiveness in the management of electricity consumption by bureaux and departments (B&Ds). The review examined: (a) the B&Ds’ management of electricity accounts; (b) the electricity consumption of two new government buildings; (c) the implementation of energy-saving retrofit programme; (d) the B&Ds’ procurement of energy-efficient electrical appliances; and (e) the Government’s achievement of energy-saving targets. The Audit Commission had made a number of recommendations to improve the Government’s management of electricity consumption.

### **“Reduction and recovery of municipal solid waste”**

(Chapter 11 of the Director of Audit’s Report No. 51 of October 2008)

11. Municipal solid waste (MSW) mainly comprises domestic waste, and commercial and industrial waste. In 2007, 3.44 million tonnes of MSW were disposed of at landfills. The provision and operation of landfills in Hong Kong are costly. The three existing landfills, which occupy 270 hectares of land, cost \$6 billion to build and \$400 million a year to operate. The Audit Commission conducted a review to examine the economy, efficiency and effectiveness of the Environment Bureau and the Environmental Protection Department in managing the disposal of MSW. The review covered: (a) the strategic management of MSW; (b) the progress of the actions taken to recover MSW, including putrescible waste, paper waste and plastic waste; and (c) the implementation of domestic and non-domestic waste-recovery programmes. The Audit Commission had identified areas where improvements could be made in managing the disposal of MSW, and had made a number of recommendations to address the issues.

12. The Audit Commission will continue to conduct value for money audit studies on issues which have significant environmental impact.

## **THE WAY FORWARD**

13. The Audit Commission will make continued efforts to help promote environmental protection through adopting green housekeeping practices as well as

energy-efficient measures, and carrying out value for money audits on environmental issues.

## **FEEDBACK**

14. We value very much your feedback, which would be useful for further improving our report in the coming years. If you have any comments or suggestions, please let us know by any of the following means -

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26th floor, Immigration Tower  
7 Gloucester Road, Wanchai  
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(Attention: Departmental Secretary)

Fax: (852)2824 2087

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