



DEPARTMENT OF THE ENVIRONMENT AND ENERGY

2015-16 ANNUAL REPORT ENVIRONMENTAL INDICATORS

The following performance indicators should be read in conjunction with the Department's Annual Report.

**Canberra Offices**

Sites and Staffing

The Department's Canberra operations are housed in several office tenancies which includes the John Gorton Building in Parkes, 33 and 51 Allara Street in Civic.

The total number of staff (FTE) located in these offices for the 2015-16 period is 1,586.

Environmental Management Framework

The Department's Environmental Management System (EMS) provides the framework and approach for our Canberra office locations. The EMS provides for the planning, implementation and review of strategies to reduce environmental impacts.

In 2015-16 EMS certification to the international standard for Environmental Management Systems (ISO14001:2004) was maintained in Canberra office locations. The EMS has been certified since 1999.

Energy

Office electricity use in 2015-16 decreased by 5% overall. The tenant light and power energy use was 4,277 mega joules per person, well below the government's target of 7,500 mega joules per person.

The Department continues to purchase 100% Green Power for its sites in Canberra and to offset greenhouse gas emissions.

Resource efficiency and waste

We continue to participate in the ACT Smart Office Recycling Program.

Table 1: Summary of Environmental Indicators – Canberra Offices

Indicator	2013-14 Result	2014-15 Result	2015-16 Result	% Change
<b>Staffing</b>				
Average staffing levels (FTE)	1,569	1,566.5	1,586	1.2%
<b>Office/building energy use</b>				
Total office tenant light and power	6,658,050 MJ	7,144,369 MJ	6,784,112 MJ	-5.0%
Tenant light and power per person	4,243 MJ/FTE	4,561 MJ/FTE	4,277 MJ/FTE	-6.2%
Tenant light and power per square metre	179 MJ/m <sup>2</sup>	180 MJ/m <sup>2</sup>	172 MJ/m <sup>2</sup>	-4.4%
Total base building energy use	n/a	n/a	n/a	n/a
Base building energy use by area	n/a	n/a	n/a	n/a

Building energy use (electricity and gas):				
Laboratories	n/a	n/a	n/a	n/a
Public Buildings	n/a	n/a	n/a	n/a
Accommodation	n/a	n/a	n/a	n/a
Warehouse	87,606 MJ	100,069 MJ	108,925 MJ	8.8%
Other	n/a	n/a	n/a	n/a
GreenPower purchased as a proportion of total electricity purchased	100%	100%	100%	0%
<b>Transport*</b>				
Total number of fleet vehicles by location:				
Canberra fleet cars	9	7		
Other fleet cars	5	6	20	n/a
Total number of operational vehicles	14	13	20	n/a
Average Green Vehicle Guide (GVG) rating of fleet vehicles by location (score out of 20):				
Canberra pool cars	15.2	13.6		
Other fleet cars	11.5	12	12.1	n/a
Average fuel consumption of fleet vehicles by location:				
Canberra pool cars	7.54 L/100 km	6.08 L/100 km		
Other fleet cars	8.86 L/100 km	9.43 L/100 km	11.84 L/100 km	n/a
Fleet vehicle fuel consumption by type:				
Unleaded petrol	2,706 L	3,124 L	1062.46 L	n/a
E10 petrol	3,101 L	0	2336.62 L	n/a
Diesel	4,607 L	4,546 L	13617.01 L	n/a
LPG	0 L	0	0 L	n/a
Total distance travelled by vehicle fleet	120,314 km	90,429 km	143,704 km	n/a
* For 2015-16, information for fleet cars has been combined to include fleet vehicles located in Darwin for the Supervising Scientist. It is therefore not possible to provide a meaningful comparison between the 2014-15 and 2015-16 years.				
<b>Water Consumption</b>				
Total metered potable office water use	21,324 kL	27,889.79 kL	29,495 kL	5.6%
Total metered potable office water use per person	14 kL/FTE	18 kL/FTE	18.6 kL/FTE	3.3%
Total metered potable office water use by area	0.57 kL/m <sup>2</sup>	0.70 kL/m <sup>2</sup>	0.75 kL/m <sup>2</sup>	7.1%

<b>Resource efficiency and waste**</b>				
Internal copy paper per person	9.0 reams/FTE	8.37 reams/FTE	7.71 reams/FTE	-7.9 %
Percentage of paper purchased with post consumer recycled content	100%	100%	100%	0%
Office paper recycled	133 t	236.5 t	150.0 t	-36.58%
Other waste sent to recycling facilities (excluding office paper):				
Cardboard	28.4 t	26.9 t	16.78 t	-37.6%
Co-mingled office waste	50.9 t	58.9 t	32.41 t	-45.0%
Organic waste	21.5 t	22.9 t	18.82 t	-17.8%
Waste sent to landfill	32.2 t	39.2 t	42.17 t	7.6%
Total waste production	266.1 t	384.4 t	260.18 t	-32.32%
Total waste produced per person	20 kg/FTE	25 kg/FTE	26.59 kg/FTE	6.4%
Total waste recycled per person	149.06 kg /FTE	216.25 kg/FTE	137.46 kg/FTE	-36.43%
Proportion of waste diverted from landfill	88%	90%	83.8%	-6.89%

\*\* Paper recycle data – identified error in the data from previous years.

## Interstate Offices

### Australian Antarctic Division

#### Sites and staffing

The Australian Antarctic Division (AAD) environmental performance report covers facilities and operations in Tasmania, Macquarie Island and Antarctica. Facilities include offices, laboratories and workshops at Kingston and at the Hobart port, as well Macquarie Island Research Station and three Antarctic research stations: Davis, Mawson and Casey. This report also includes resource use and emissions associated with the operation of the Antarctic vessel *Aurora Australis*; intercontinental and intracontinental aviation operations as well as vehicle use in Australia, Antarctic stations and in the field.

In 2015-16, the AAD had 265 FTE employees at Kingston and Hobart port as well as 33 FTE employees of the Marine Reserves Branch of Parks Australia at the Kingston site. In 2015-16 approximately 109 FTE expeditioners were employed across three stations in Antarctica and a station on Macquarie Island to manage and support scientific research and operational programs. A total of 496 expeditioners went south during the 2015-2016 summer; these included scientists, field workers, summer personnel, and others who may visit stations for periods ranging from hours to months. For the purpose of estimating per capita values for energy, water, resource use and waste generation a value of 144 equivalent full time (EFT) expeditioners is used. This value, while imprecise, is considered more indicative the highly variable station population and resource use across the summer and winter seasons.

#### Environmental management framework

Australia remains the only Antarctic Treaty party to hold external certification of its Environmental Management System to the international standard for Environmental Management Systems (ISO 14001:2004), the AAD has maintained this accreditation since 2002. Annual surveillance audits conducted at Australian-based operations, along with triennial audits of Antarctic/sub-Antarctic stations. A recertification audit to the revised standard (ISO 14001:2015) will be conducted in 2017.

## Energy

During 2015-16, energy use at the Kingston and Hobart Cargo and Biosecurity Centre (CBC) increased as a result of an increase in diversity of shipping and aviation related cargo and logistics activities within the Australian Antarctic program. The AAD maintains a range of energy efficiency measures across its facilities and, where possible, improvements in energy efficiency are incorporated into maintenance and renewal programs for all sites. Fuel consumption and kilometres travelled by the AAD's Kingston AAD vehicle fleet decreased slightly from the previous year.

In Antarctica and Macquarie Island the total fuel used for electricity generation and vehicle use increased from the previous year. This increase is attributed to the winding back of temporary precautionary fuel saving measures implemented at Mawson Station in 2014 and an extended operational season of Wilkins ice runway in Antarctica. The total energy generated by the Mawson wind turbines was slightly lower than the previous year however, renewable energy still contributes 45-50% of the energy use of the station.

Electricity use per person in Antarctica can fluctuate from year to year depending on weather conditions, temperatures, the number of people on station and the nature of scientific and operational projects over the summer and winter periods. The overall energy use per expeditioner in 2015-16 decreased by 6% due to improved energy efficiency strategies and behaviours across all stations.

Total marine diesel oil used for shipping in 2015-16 increased by 25% reflecting an overall increase in activity from the previous Antarctic shipping season.

The most significant increase in resource use in 2015-16 was the total consumption of aircraft fuel (Aviation Turbine Kerosene) which increased by 105% from the previous year. This measure includes all aviation fuel used for intercontinental and intracontinental flights supporting the Australian Antarctic program. Approximately 15% of this increase in fuel usage is related to Airbus A319 intracontinental flights which increased from 11 to 15 in 2015-16. The remaining 85% of additional fuel usage can be attributed to eight flights to Antarctica by the Royal Australian Air Force (RAAF) C17-A Globemaster III Aircraft. This was the first season the Australian Antarctic Program has had access to this heavy lift aircraft which provided unprecedented capability and support, including the transport of critical cargo and personnel as well as heavy machinery and helicopters between Australia and Antarctica.

## Resource efficiency and waste

The proportion of waste sent to recycling from Kingston offices and the Hobart cargo facility remained stable reflecting the effective use of recycling and landfill receptacles across the Kingston site and a positive approach to recycling and waste sorting. Office paper usage increased slightly from the previous year, as did the amount of paper sent to recycling.

The total amount of waste returned to Australia from Antarctic stations increased from the previous year this is consistent with Australia's treaty, policy and strategic commitments. A large proportion waste material was returned to Australia and sent to landfill this included legacy waste from an abandoned tip site at Casey Station. This led to a 164% (107 t) increase in landfill and a reduction in the proportion of waste diverted from landfill from 63% to 17%. The reduction in recycling is also influenced by an unusually high value the previous year which included 2,600 (approx. 50 t) crushed steel drums which were returned to Australia for recycling.

The grounding of the *Aurora Australis* at Mawson Station in February 2016 resulted in a significant quantity of cargo unable to be returned to Australia, including waste, from Mawson and Davis stations and Macquarie Island. The AAD has plans to address this during the 2016-17 shipping season.

## Water

In 2014-15 an issue with water metering at the Kingston site was identified and subsequently resolved. As a result the value for potable water consumption at the Kingston appears significantly higher (61%) than the previous year. Previously reported water figures are now not considered to be a true indication of actual water use due to the above water metering issue. To offset potable water use the AAD collects and uses rainwater for wash-down facility for vehicles, plant and equipment at Kingston.

Water production and consumption at the AAD's sub-Antarctic and Antarctic stations varies and is dependent upon the method of water production and storage employed at each station and the number of personnel on station throughout the year.

Clean drinking water in Antarctica is a valuable commodity. Energy provided by diesel generators is required to operate desalination plants and pumps or melt ice and heat water. All expeditioners are asked to use water wisely and water-saving appliances are installed wherever possible on stations. While total water use across all stations increased slightly with increased expeditioner numbers, water use per expeditioners has remained stable.

Table 2: Summary of environmental indicators — AAD Kingston Offices

Indicator	Units	2013-14 Result	2014-15 Result	2015-16 Result	% Change
<b>Staffing</b>					
Average Staffing Levels (Full Time Equivalent)	FTE	311	287	298	3.8%
<b>Office/building energy use</b>					
Total office tenant light and power	MJ	3,357,759	3,004,766	3,184,510	6.0%
Tenant light and power per person	MJ/FTE	10 796	10,470	10,686	2.1%
Tenant light and power per square metre	MJ/m <sup>2</sup>	387	347	367	5.8%
Total base building energy use	MJ	3 357 759	3,004,766	3,184,510	6.0%
Base building energy use by area	MJ/m <sup>2</sup>	387	347	367	5.8%
Building energy use (electricity and gas):					
Laboratories	MJ	1 044 636	934,816	990,736	6.0%
Public Buildings	n/a	n/a	n/a	n/a	n/a
Accommodation	n/a	n/a	n/a	n/a	n/a
Other including warehouse, workshops, outbuildings	MJ	7 163 220	6,410,168	6,793,622	6.0%
Cargo facility at Hobart Port	MJ	709 877	693,014	766,688	10.6%
Training facility at Kettering	MJ	12 337	15,271	14,674	-3.9%
Green Power purchased as a proportion of total electricity purchased	%	0%	0%	0%	0%
Renewable energy generated	MJ	0	0	0	0.0%

<b>Transport</b>					
Total number of fleet vehicles		8	9	9	0.0%
Average green vehicle guide (GVG) rating of fleet vehicles		11.9	10.8	9.2	-14.8%
Average fuel consumption of fleet vehicles	L/100km	12.8	14.0	12.0	-14.3%
Fleet vehicle fuel consumption by type:					
Unleaded Petrol	L	6 926	4,657	3,528	-24.2%
E10 Petrol	L	0	0	0	0.0%
Diesel	L	3 194	3,319	3,155	-4.9%
LPG	L	0	0	0	0.0%
Total distance travelled by vehicle fleet	km	78 937	57,078	55,503	-2.8%
<b>Greenhouse Gas Emissions</b>					
Greenhouse gas emissions attributed to office tenant light and power	t CO <sub>2</sub> -e	205	184	195	6.0%
Greenhouse gas emissions attributed to base building energy use	t CO <sub>2</sub> -e	205	184	195	6.0%
Greenhouse gas emissions attributed to energy used by:	t CO <sub>2</sub> -e	64	57	61	7.0%
Laboratories	n/a	n/a	n/a	n/a	n/a
Public buildings	n/a	n/a	n/a	n/a	n/a
Accommodation	t CO <sub>2</sub> -e	438	392	415	5.9%
Other (workshops, warehouse, outbuildings)					
Cargo facility	t CO <sub>2</sub> -e	43	42	47	11.9%
WTF facility at Kettering	t CO <sub>2</sub> -e	0.75	0.93	0.90	-3.2%
Greenhouse gas emissions attributed to fleet vehicles	t CO <sub>2</sub> -e	26	21	18	-14.3%
Total greenhouse gas emissions (not including waste)	t CO <sub>2</sub> -e	982	880	931	5.8%
Total greenhouse gas emissions (not including waste) per person	t CO <sub>2</sub> -e	3.2	2.9	3.1	6.9%
<b>Water Consumption*</b>					
Total metered potable office water use	kL	2 043	2,489	4,009	61.1%
Total metered potable office water use per person	kL/FTE	7.8	10.4	16.4	57.7%
Total metered potable office water use by area	kL/m <sup>2</sup>	0.24	0.29	0.46	58.6%

<b>Resource Efficiency and Waste</b>					
Internal copy paper per person	reams/FTE	.65	.67	.72	7.4%
Percentage of paper purchased with post-consumer recycled content	%	100%	100%	100%	0%
Office paper recycled	t	7.2	6.9	10.0	45.0%
Other waste sent to recycling facilities (excluding office paper):	t	77.1	107.9	134.7	24.8%
Co-mingled office waste	t	0	0	0	0%
Organic waste	t	0	0	0	0%
Waste sent to landfill	t	117.1	152.4	168.9	10.8%
Total waste production	t	233	267.2	303.6	13.6%
Total waste sent to landfill per person	kg/FTE	435.3	624.6	675.5	8.1%
Total waste recycled per person	kg/FTE	286.6	442.4	538.9	21.8%
Proportion of waste diverted from landfill	%	41%	43%	44%	2.3%

\* Water metering issues reported in 2014-15 have been resolved, pre 2015-16 values are not considered reliable.

**Table 3 Environmental indicators—Antarctic and Macquarie Island operations (four stations)**

<b>Indicator</b>	<b>Units</b>	<b>2013-14 Result</b>	<b>2014-15 Result</b>	<b>2015-16 Result</b>	<b>% Change</b>
<b>Energy Use</b>					
Electricity generated by diesel	MJ	18,150,142	17,543,736	18,518,764	5.6%
Renewable energy generated	MJ	6,131,902	6,316,776	5,438,271	-13.9%
Electricity use per person (expeditioners, round trippers, voyage management staff, crew etc.)	MJ/FTE	186,785	178,064	166,368	-6.6%
Operational diesel fuel used (electricity generation, vehicles, plant, incinerators, boilers), Special Antarctic Blend	L	2,113,396	1,952,196	2,268,650	16.2%
Total number of operational vehicles		187	177	187	5.6%
Marine diesel oil used for shipping	L	3,060,798	2,658,660	3,337,744	25.5%
Aircraft fuel used (Aviation Turbine Kerosene)	L	718,667	726,756	1,494,239	105.6%
<b>Greenhouse Gas Emissions</b>					
Greenhouse gas emissions attributed to diesel fuel (electricity generation, vehicles, plant, etc.)	t CO <sub>2</sub> -e	5,670	5,237	6,086	16.2%
Greenhouse gas emissions attributed to shipping	t CO <sub>2</sub> -e	8,883	7,717	9,689	25.5%
Greenhouse gas emissions attributed to aircraft	t CO <sub>2</sub> -e	2,002	2,003	4,119	105.6%
Total greenhouse gas emissions for Antarctic operations	t CO <sub>2</sub> -e	16,555	14,958	19,894	33%

Total greenhouse gas emissions for Antarctic operations per person	t CO <sub>2</sub> -e	127	112	138	23.2%
Greenhouse gas emissions saved through renewable energy generation	t CO <sub>2</sub> -e	428	441	380	-13.8%
<b>Water Consumption</b>					
Total water use	kL	6,621	5,914	6,270	6.0%
Total water use per person	kL/FTE	50.9	44.1	43.5	-1.3%
<b>Waste Returned to Australia (RTA)</b>					
Liquid waste treated and disposed	t	19.7	23.4	17.4	-25.6%
Waste sent to recycling facilities	t	70.2	110.6	46.5	-58.0%
Waste sent to landfill	t	65.4	65.8	173.8	164.1%
Total waste production	t	155.3	199.8	237.7	19.0%
Total waste per person	kg/FTE	1,043	1,316	1,530	16.2%
Proportion of waste diverted from landfill	%	52%	63%	17%	-73.0%
<b>AAD Greenhouse Gas Emissions</b>					
Total greenhouse gas emissions (not including commercial flights and waste)—Kingston offices, labs, workshops, warehouse, outbuildings and cargo facility	t CO <sub>2</sub> -e	982	880	931	5.8%
Total greenhouse gas emissions for Antarctic operations.	t CO <sub>2</sub> -e	16,555	14,958	19,894	33.0%
<b>Total AAD greenhouse gas emissions</b>	<b>t CO<sub>2</sub>-e</b>	<b>17,537</b>	<b>15,838</b>	<b>20,825</b>	<b>31.5%</b>

## Supervising Scientist Branch and Joint Management Branch (Parks Australia)

### Sites & staffing

The Supervising Scientist Branch (SSB) and Joint Management Branch (JMB) (Parks Australia) operates from two premises – the Darwin office and the Jabiru Field Station. The Darwin office is shared by SSB and JMB while office space at Jabiru is only used by SSB. Both sites are used by SSB for office and laboratory operations as well as storage of plant and equipment. The Jabiru facility is also shared with a commercial tenant. It should be noted that calculations reported per person for electricity and water use at the Jabiru site will be inflated as the electricity and water totals are for both staff and commercial tenants but only departmental staff numbers have been used to calculate the per person figures.

### Environmental management framework

Darwin and Jabiru contributes to the department's sustainability objectives through a range of measures aimed at continuously improving the environmental performance of business operations and minimising any associated environmental impacts.

Although there is no formal environmental management system in place, the Darwin and Jabiru operations are conducted in a manner consistent with the department's aim to minimise the ecological footprint on the environment. This involves a range of strategies including complying with legal and other agreements, actively promoting sustainable work practices, preventing pollution as a result of work practices, focusing on continuous improvement, public reporting of environmental performance as part of the department's annual report, and procurement and use of sustainable goods and services.



## Energy

During 2015-16 there was only minimal increase in total power consumption for all sites combined, from the previous year. Continued routine maintenance of electrical items, including testing and tagging electrical items and replacing faulty and aged equipment, assists with the more efficient use of electricity. Due to its remote location Jabiru often has power blackouts. The office uses a generator for electricity during these times. Accordingly there are fluctuations every year in the amounts of electricity bought and electricity generated. It is important to note that both sites do not have separate metering, so individual components of the electricity reporting are estimates only, based on area. The combined building energy usage is 883,141 MJ but does not include the hangar as data was not available.

## Resource efficiency and waste

The waste figures reported are for Darwin only. The Jabiru Field Station does not collect data on waste, although it continues to sort waste to be recycled at the local waste repository. There was an overall decrease in total waste produced between 2014-15 and 2015-16 from 20.43 t in 2014-2015 to 10.23 t in 2015-16, a reduction of 50% (10.21 tonnes). Whilst SSB had reduced resources over the reporting period through staff reductions, SSB are unable to explain the large reduction in reported waste generation.

## Water

Water consumption at the Darwin facility increased by 19% from 4,909 kilolitres in 2014-15 to 5,857 kilolitres in 2015-16. Water consumption at the Jabiru Field Station has decreased by 65% from 10,196 kilolitres in 2014-15 to 2,615 kilolitres in 2015-16. The repair of a water leak under an unused building at the Field Station would account for the decrease to a usage rate and usage is now consistent with previous years.

It is estimated that SSB is responsible for about 50% of total water used by staff at the Jabiru facility, largely aquaculture activities and grounds maintenance, and that 50% of water is used by a local Indigenous business that operates a native plant nursery on the site.

Table 4: Environmental indicators – Darwin and Jabiru

Indicator	2013–14 Result	2014-15 Result	2015-16 Result	% Change
<b>Staffing</b>				
Average Staffing Levels (Full Time Equivalent)	60	59	48	-18.6%
<b>Office/building energy use</b>				
Total office tenant light and power	982,130 MJ	986,258 MJ	883,141 MJ	-10.5%
Tenant light and power per person	16,479 MJ	16,632 MJ	18,398 MJ	10.6%
Tenant light and power per square metre	513 MJ/m <sup>2</sup>	513 MJ/m <sup>2</sup>	951 MJ/m <sup>2</sup>	85.38%
Total base building energy use	982,130 MJ	986,258 MJ	0 MJ*	n/a
Base building energy use by area	513 MJ/m <sup>2</sup>	513 MJ/m <sup>2</sup>	0 MJ/m <sup>2</sup> *	n/a
Building energy use (electricity and gas):				
Laboratories	1,231,879 MJ	1,241,073 MJ	1,277,837 MJ	3%
Public buildings	n/a	n/a	n/a	n/a
Accommodation	n/a	n/a	n/a	n/a
Other—warehouse (JFS)	1,029,001 MJ	1,033,326 MJ	1,175,335 MJ	13.7%
Green Power purchased as a proportion of total electricity purchased	0%	0%	0%	0%
Renewable energy generated	0 MJ	0 MJ	0 MJ	0 MJ

* The Darwin offices are not responsible for any base building energy costs. It has been incorrectly reported in previous years that they are responsible when this is not the case.				
<b>Transport**</b>				
Total number of fleet vehicles	9	8		
Total number of operational vehicles	n/a	8		
Average green vehicle guide (GVG) rating of fleet vehicles	8.6	8.3		
Average fuel consumption of fleet vehicles	9.1 L/100km	9.1 L/100km		
Fleet vehicle fuel consumption by type:				
Unleaded petrol	0 L	0 L		
E10 petrol	n/a	n/a		
Diesel	10,502 L	12,739 L		
LPG	n/a	n/a		
Total distance travelled by vehicle fleet	122,878	148,508		
** Information on fleet cars has been included in the fleet cars under Transport in Table 1.				
<b>Water consumption</b>				
Total metered potable water use (office, lab and irrigation)				
Darwin	6,062kL	4,909kL	5,857kL	19.3%
Jabiru	3,949kL	7,383kL	2,615kL	-64.6%
Total metered potable water use per person (office, lab and irrigation)	n/a	n/a	n/a	n/a
Total metered potable water use by area	n/a	n/a	n/a	n/a
<b>Resource efficiency and waste</b>				
Internal copy paper per person	5.4 reams/FTE	4.4 reams/FTE	6.3 reams/FTE	43.2%
Percentage of paper purchased with post consumer recycled content	100%	100%	100%	0
Office paper recycled	0.2 t	0.3 t	0.3 t	0
Other waste sent to recycling facilities (excluding office paper):				
Co-mingled office waste	12.87 t	8.35 t	6.89	-17.5%
Organic waste	Not measured	Not measured		
Waste sent to landfill	10.8 t	11.8 t	3.34 t	-71.6%
Total waste production	23.11 t	20.43 t	10.23 t	-50%
Total waste sent to landfill per person	144 kg/FTE	168 kg/FTE	69kg/FTE	-58.9%
Total waste recycled per person	219 kg/FTE	150 kg/FTE	150kg/FTE	0%
Proportion of waste diverted from landfill	56%	42 %	32.7%	-22%

**All other interstate locations**

The Department has a number of staff located in other States and Territories. The Environmental Management practices for these staff are reported within the offices they reside or by the organisation that has responsibility for the tenancy the Department of the Environment and Energy has an agreement with.

Departmental staff endeavour to meet environmental best practice where practicable to do so within the offices they reside.