

# **Chief Secretary for Administration's Office – Administration Wing**

## **Environmental Report 2014**

### ***Introduction***

This report sets out the environmental objectives, green management performance, additional energy saving and carbon reduction measures that have been put in place/carried out by the Administration Wing of the Chief Secretary for Administration's Office in managing the energy efficiency performance of the Central Government Office (CGO) and the Office of the Chief Executive (CE's Office), collectively referred to as the Central Government Complex (CGC), as well as in housekeeping its offices in 2014.

2. The key responsibilities of the Administration Wing are to:
  - Provide support to the Chief Secretary for Administration (CS) and the Financial Secretary (FS) in monitoring progress in the development and implementation of government policies and programmes.
  - Coordinate the Government's business with the Legislative Council.
  - Liaise with the Independent Commission Against Corruption (ICAC) and the Office of The Ombudsman.
  - Handle protocol matters; honours and awards; and Justices of the Peace Scheme.

Among other things, the Administration Wing is also responsible for overseeing the building management of CGC, including the administration of the communal facilities and the provision of other common services to the various Bureaux/Offices (B/Os) of the Government Secretariat at CGC.

### ***Environmental Objectives***

3. The business activities of the Administration Wing are primarily office-based and do not give rise to any significant and direct environmental impact. This notwithstanding, we attach great importance to environmental concerns and energy conservation in our daily work. We are committed to ensuring that our business and activities are conducted in an environmentally responsible manner. As a building manager, we also seek to support the B/Os at CGC in pursuing their energy saving targets.

4. To this end, we have implemented a number of green management practices, both in carrying out building management of CGC and in housekeeping our offices, with a view to fostering a healthier and greener working environment. These are set out in the ensuing paragraphs.

### ***Environmental Management and Performance***

#### ***➤ Carbon Audit for CGC***

5. In 2013, the Administration Wing commissioned a consulting firm to carry out a carbon audit review for CGC. With the assistance of the Electrical & Mechanical Services Department (EMSD), the study reviewed the greenhouse gas (GHG) emission and carbon footprint of CGC and identified potential improvement opportunities. As revealed by the audit report, electricity consumption in particular the use of air-conditioning had accounted for a major part of the carbon emission. The report also recommended some energy saving measures to improve the GHG performance. Some of these recommendations have been implemented as set out in paragraph 6 below. The Administration Wing will continue exploring opportunity to introduce other longer term green measures in consultation with EMSD.

#### ***➤ Additional Energy Saving Measures***

6. The Administration Wing is mindful that energy conservation could only be achieved with the support and collaboration of all B/Os as tenants in CGO. In 2014, we implemented the following additional energy saving measures:

- In addition to the suspension of air-conditioning (A/C) in communal areas after the core hours (i.e. after 8 p.m. on working days and all non-working days), the A/C operating hours for office area was further shortened by half an hour, i.e. the A/C cut off time has been advanced from 8:00p.m. to 7:30p.m. on working days.
- Additional ‘save energy’ labels and notices were affixed in all plant rooms and communal conference venues where no occupancy sensor was installed to remind users to switch off lightings when leaving the venues.
- Apart from passenger lifts, some escalators are also suspended from service on non-working days and during the non-peak hours on working days.

- Some metal halide lights in communal area were replaced by more energy-efficient lighting devices such as LED lights. We will in consultation with EMSD continue to explore room for wider use of LED lights in future.
- We continued to participate in territory-wide promotional campaign/events organised by green bodies to reduce energy consumption and raise staff awareness of environmental protection/green management, for example the annual international lights-out event — Earth Hour Campaign organised by World Wildlife Fund (WWF) on 29 March 2014 in which all non-essential external lightings of CGC and other offices under the Administration Wing were switched off at night for one hour.

7. To promote wider green awareness and strive for sustainable green management results, we have regularly reviewed the effectiveness of these measures and will continue exploring other possible means to further reduce energy consumption in consultation with the B/Os and other relevant stakeholders.

8. The electricity consumption of CGC in 2014 has recorded a mild increase of 2.16% when compared to the previous year, mainly attributable to increase in activities in the communal areas, additional office area put into use, and the installation of 26 new system servers and related equipment in the Data Server Centres. The latter has accounted for over 95% of the year-on-year increase in electrical consumption.

➤ *Enhanced Waste Recycling Management Measures*

9. With wider publicity efforts to promote staff awareness on waste management, the quantity of recyclable items collected in 2014 has generally exceeded those in the previous year, in particular empty cans. In brief, some 215,810 kilograms (kg) of waste paper, 186 kg of plastic (including bottles, CDs and DVDs), 1,448 empty cans of soft drinks, about 5,280 litres of glass bottles, and about 340 pieces of used batteries were collected in 2014. We have also extended our collection to include spent mercury-containing fluorescent lamps and light bulbs, with the help of EMSD by arranging licenced chemical waste collectors to collect these waste items generated at CGC for proper disposal.

➤ *Paper Consumption*

10. To minimise paper consumption, staff members have been regularly reminded to conduct business and disseminate information by electronic means as far as possible. Printing/photocopying of documents, if unavoidable, should be

done on double-side of a paper and the number of copies made be kept to the minimum as necessary. All photocopiers and network printers in the office are equipped with double-sided printing function. Staff members have also established the practice of reusing envelopes and paper where practicable. The paper consumption in 2014 has recorded an increase of 5% when compared to the previous year. This was primarily due to increase in office activities of some particular units with ad hoc upsurge in printing demands in meeting their operational needs. We will continue to monitor the paper consumption patterns and issue advice to relevant units as appropriate.

### ***Other Green Measures***

#### *Water Management*

11. One of the in-built green features of CGC is a rainwater recycling system which collects rainwater from rooftop and other areas of the buildings for irrigation at the Tamar Park. Besides, all water taps in toilets both on the office floors and the communal area are controlled by infra-red sensors. In support of the "Let's Save 10L Water" Campaign launched by Water Services Department (WSD) in 2014 for promoting public awareness of water conservation, we have further installed water flow controllers at the water taps in CGC to limit the maximum amount of water flow.

#### ➤ *Use of Environmental Friendly Vehicles*

12. In support of Government's policy to introduce more environmental friendly vehicles with less GHG emission, we have been replacing some of the petrol vehicles in the Administration Wing's pool transport with hybrid-fuel or electric vehicles. In 2014, we further replaced one petrol vehicle with a hybrid-fuelled car, thus making up a total of 12 hybrid-fuelled cars and two electric cars among our fleet of 23 vehicles. We are also planning to replace more pool cars with electric vehicles in future when some of the existing vehicles are due for replacement.

#### ➤ *Installation of Medium Chargers for Electric Vehicles*

13. As part of the ancillary facilities to support our wider use of electric vehicles, three medium chargers were installed at the underground carpark of CGC in 2014. With these medium chargers, the charging time for electric vehicles has been substantially reduced which in turn would provide greater incentive for more B/Os to consider switching to electric vehicles. In addition, a smart fast charging station at CGC would be installed by the Hong Kong Productivity Council (HKPC)

for use on a trial basis in 2015, providing CGC with a more user-friendly and efficient charging infrastructure.

➤ *Use of Environmentally Friendly Products/ Green Procurement*

14. Environmentally friendly, low-/no-VOC products have been ordered for use through the Government Logistics Department and outside contractors whenever practicable. The common items include stationery and IT consumables such as printer cartridges, clutch pencils, refillable ball pens, non-chlorinated correction fluid and mercury-free batteries, etc.

15. For procurement of services, we have also incorporated “green specifications” into the tender documents as far as practicable. For instance, we required CGO’s cleansing contractor to provide and make use of degradable and recycled plastic bags for collection of recyclable wastes and other refuses. Regular reports on green procurement are also submitted to Environmental Protection Department (EPD) for record and monitoring.

***Cultivating a Green Culture among Staff***

16. The Administration Wing supports and encourages staff to take part in greening activities such as nominating green managers to attend seminars/talks on energy-saving, energy consumption reporting and monitoring mechanism, carbon audit, etc. and to exchange experience with other organisations in the public and private sectors. To raise environmental consciousness amongst staff, we have closely monitored the monthly electricity consumption reports in collaboration with the B/Os, organised briefings for the B/Os staff on energy review and carbon audit, and shared with them green tips on energy saving. The General Circular No. 4/2012 on “Green Practices and Waste Avoidance” issued in 2012 is also re-circulated at regular intervals to remind offices of the green tips on green management.

***Achievements in Environmental Conservation and Energy Efficiency Management***

17. In recognition of its achievements in energy efficiency and environmental performance, as well as in sustaining a green working environment, the CGC received the following awards in 2014:-

➤ *Commendation Scheme on Source Separation of Commercial and Industrial Wastes ( Pure Office) “Gold Award”*

➤ *Indoor Air Quality (IAQ) “Excellent Class” Certificate.*

18. The Commendation Scheme is administered by EPD and the Gold Award is the highest grading for recognition of outstanding performance of the building management on waste separation and recovery of recyclables in the category of “Pure Office”. The IAQ Certificate of CGC is renewed on an annual basis upon compliance with the standard of “Excellent Class” as certified by EPD.

***Way Forward***

19. The Administration Wing is committed to energy saving and the continued implementation of appropriate green housekeeping measures and best practices in green management. We will continue to explore further room to reduce energy consumption, and review the effectiveness of the various green measures on an ongoing basis. We will take appropriate actions to ensure the efficient operation of all the green features, and to sustain our green management performance in collaboration with our works/maintenance agents, major stakeholders and green partners. With the help of EMSD, we are also planning to conduct an energy audit for CGC in 2015.

***Enquiries***

20. Enquiries on this report can be sent: –

- by post to the Administration Wing of the Chief Secretary for Administration’s Office, Central Government Offices at 2, Tim Mei Avenue, Tamar, Hong Kong;
- by fax to 2845 2091; or
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