

Chief Secretary for Administration's Office – Administration Wing

Environmental Report 2019

Introduction

This Environmental Report highlights various green management initiatives implemented by the Administration Wing of the Chief Secretary for Administration's Office at the Central Government Offices (CGO) and the Office of the Chief Executive (CE's Office), collectively referred to as the Central Government Complex (CGC), in 2019. It also presents the collaborative efforts of the CGC in minimising environmental impacts arising from internal operations in 2019 and our continuous contributions to a sustainable environment.

2. The key responsibilities of the Administration Wing are to:

- Provide support to the Chief Secretary for Administration and the Financial Secretary, in overseeing the effective functioning of the Government Secretariat machinery.
- Coordinate the Government's dealings with the Legislature, act as the contact point between the HKSAR Government on one hand and the Judiciary, Independent Commission Against Corruption and the Office of The Ombudsman on the other.
- Serve as contact point between the Government and the Consular Corps, administer the system for honours and awards and the scheme for Justices of the Peace.
- Provide secretariat support for the Administrative Appeals Board, the Municipal Services Appeals Board and the Disaster Relief Fund Advisory Committee.
- Formulate and develop policy in respect of legal aid and free legal advice services.
- Develop and implement the policy for the management of government records in accordance with legal, fiscal, administrative, program and historical values, collect and make the archival records accessible.

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 operating at CGC.

Environmental Objectives

3. The Administration Wing has been implementing various green management practices with a view to fostering a healthier, greener and more sustainable working environment in CGC. While the business activities of the CGC are primarily office-based and do not give rise to any significant environmental impact, we still continue to take appropriate measures to reduce the environmental impact of our daily operation. Throughout the years, we have anchored at various fronts to develop and sustain an environmentally friendly workplace by means of energy saving and efficient electricity consumption, reduction of resources consumption, and promotion of waste recycling. We also coordinate amongst B/Os at CGC in pursuing the overall energy saving targets.

4. The Government has set a target of reducing electricity consumption in government buildings by 5% from 2015-16 to 2019-20, using the 2013-14 as the baseline under comparable operating conditions. We are glad that the CGC has already achieved the target in 2017-18, two years ahead of schedule, by way of monitoring electricity consumption, reviewing the schedules of operations of various systems and identifying possible areas of energy saving. The ensuing paragraphs list out the green management practices both in building management of CGC and in housekeeping our offices implemented in 2019.

Environmental Management and Performance

➤ *Energy Audit*

5. In 2019, in collaboration with the Electrical and Mechanical Services Department (EMSD) and the Architectural Services Department (ArchSD), we have installed additional motion sensors and replaced the lighting equipment at communal areas with more energy-efficient Light Emitting Diode (LED) devices which can significantly reduce energy consumption. Besides, we have rescheduled the underground Carpark on LG1 and LG2 into different lighting zones and installed more motion sensors and LED lighting so as to reduce energy consumption. To monitor the use of energy in the Carpark, especially the level of energy consumption by the electric vehicle (EV) chargers, we have reorganised the power supplies to the EV chargers and installed independent meters to measure all energy used in charging new electric vehicles. Noting the increasing number of electric vehicles being parked at CGC in recent years, we have also laid sufficient power cables for supporting more EV chargers to be installed in the Carpark when necessary.

6. 2019 continued to be a busy year for the CGC, with longer operating hours in individual offices and the communal area. New offices have been set up with more electrical and electronic equipment installed. There have been also more staff working in CGC, marking a 3.3% increase. With growing IT initiatives, more IT servers and equipment were installed in the CGO Server Centres. These have brought about a greater consumption of energy in CGC. Nevertheless, we continued to implement various energy management opportunities (EMOs) to reduce energy consumption. For instance, we had improved the lighting efficiency of the underground carpark and communal area with the installation of more than 1,220 LED lamps, which contributed to a reduction of electricity consumption in lighting equipment by 22.6%. Furthermore, noting that deterioration of parts in the seawater pump house and chiller plants of the air-conditioning system might bring about additional energy consumption due to lower operational reliability, we had replaced the aged parts with new ones so as to improve the energy efficiency. With our ongoing efforts, despite the above-mentioned factors in bringing about increase in energy consumption, we had contained the growth of overall energy consumption to a moderate increase of 3.6% compared with 2018.

7. We will continue with our good practice of recording monthly statistics on the power consumption of individual B/Os and alerting B/Os of their own energy consumption for raising their awareness in conserving energy and taking timely remedial actions. As energy conservation in CGC can only be achieved with the support and collaboration of all B/Os, we will continue to explore other possible means to further reduce energy consumption in consultation with the B/Os and other relevant stakeholders.

➤ *Carbon Audit*

8. To maintain a sustainable low-carbon working environment for CGC, we have been closely monitoring the carbon emission during our operations by conducting carbon audits. Pursuant to the government policy of reducing the GHG emission, we have conducted annual carbon audit since 2017 for evaluating the carbon performance and identified areas for reduction in GHG emissions. The total carbon emission of CGC in 2019 were about 25,000 tonnes, marking an increase of 5.9% over 2018, which has been mainly due to the increase in electricity consumption arising from the reasons as elaborated in paragraph 6 above. We will continue to monitor the carbon performance in CGC and adopt appropriate carbon reduction measures.

➤ *Waste Reduction and Recycling Management*

9. We continued to weigh and measure general waste and recyclable materials generated by individual B/Os of CGC on a daily basis. We will carry on the measurement exercise to keep track of our performance in waste reduction.

10. In addition, we continued to promote waste recycling in CGC. Recycling bins are placed in communal areas to facilitate collection of various recyclable materials including waste paper, aluminium cans, plastics, glass bottles and used batteries by staff and visitors. We have also arranged separation of waste on each office floor. The recyclable materials collected are delivered on a regular basis to recycling operators. The CGC collected more than 200,000 kilogrammes of waste paper and plastic for recycling in 2019. The quantity of various types of recyclable materials collected in 2019 is detailed in the following table :

Recyclable Materials Collected in 2019	Quantity (% change compared with 2018)
Waste Paper	202 849 kg (-7.9%)
Plastic (including bottles, CDs and DVDs)	677 kg (+14.2%)
Aluminium Cans	7 651 nos. (+6.8%)
Glass Bottles	460 litres (-68%)
Used Batteries	420 pieces (-22.4%)
Spent Mercury-containing Fluorescent Lamps and Light Bulbs	961 kg (+25.8%)

We are pleased to report that, in recognition of our recycling efforts, EPD presented the CGC with the “Silver Award (Pure Office)” under the “Commendation Scheme on Source Separation of Commercial and Industrial Waste 2018/19”.

11. The Chief Executive has announced in 2018 Policy Address to install more water dispensers at government venues to inculcate a "bring your own bottle" culture and reduce consumption of plastic bottled water. To support the initiative, water-filling type water dispensers have been installed for use by CGC users (*Fig. 1*).



Fig. 1 – Water-filling Type Water Dispensers

➤ *Paper Consumption*

12. Staff members have been conducting businesses and disseminating information by electronic means as far as practicable. To minimise paper consumption, printing and photocopying of documents, if unavoidable, are encouraged to be kept to the minimum and should be done on both sides of paper. All photocopiers and network printers in the office are equipped with double-sided printing functions. Envelopes and paper should be reused where practicable. Following a reduction in paper consumption by 3.5% in 2018, it was encouraging to note that we had achieved a further reduction in 2019 by 2.9%. To promote paperless office, the Administration Wing has implemented an electronic recordkeeping system (ERKS) to keep records electronically since 2017. The implementation of ERKS contributes to less paper consumption, hence promoting environmental-friendly records management practice and saving storage cost. We will continue to monitor the paper consumption patterns and issue advice to relevant units as appropriate.

➤ *Water Quality*

13. To help create a healthy environment for water consumption and maintain water quality for CGC, we have worked closely with ArchSD to implement proper periodical maintenance and housekeeping measures for the water supply system. In response to Water Supplies Department's "Quality Water Supply Scheme for Buildings - Fresh Water (Management System)" ("the Scheme"), we have hired a qualified person to review and devise a water safety plan for CGC, with a view to eliminating potential contamination risks in the internal plumbing system and safeguarding the quality of potable water in CGC. Apart from the above, we also carry out inspections at exposed water pipes and record water meter readings regularly so as to identify possible water leakage and take remedial actions the earliest possible. Water Supplies Department had awarded CGC with the "Gold Standard" under the Scheme in 2018 in appreciation of our efforts in implementing water safety plan and the good condition maintained in the internal plumbing system. We will continue to inspect our water supply system in accordance with the water safety plan to make sure that the system is always maintained properly.

➤ *Indoor Air Quality*

14. We also attach great importance to indoor air quality as it has direct health impact on CGC users. With EMSD's assistance, we have engaged accredited bodies in conducting indoor air quality measurement for CGC on a yearly basis. The CGC has been awarded the "Indoor Air Quality Certificate (Excellent Class)" under the Indoor Air Quality Certification Scheme for eight consecutive years since 2012. We will continue to work with EMSD to ensure the quality of indoor air for CGC users.

➤ *Ongoing Promotional Initiatives*

15. We continued to participate in the territory-wide promotional campaigns and events organised by green bodies to reduce energy consumption and raise staff awareness of environmental protection/green management. During the annual international lights-out event - Earth Hour Campaign organised by World Wildlife Fund on 30 March 2019, all non-essential external lightings of CGC were switched off on the night for one hour.

Other Green Measures

➤ *Use of Environmental Friendly Vehicles and Installation of Fast Charging Station*

16. Both hybrid-fuelled vehicles and electric vehicles contribute to lowering GHG emissions in that hybrid-fuelled vehicles are equipped with regenerative braking systems and electric vehicles run on electricity instead of fossil fuel respectively. EVs can also reduce roadside airborne pollutant emissions. Hence, the Administration Wing has put in place both hybrid-fuel and EVs in the vehicle fleet. By end 2019, there were a total of five hybrid-fuelled cars and two electric cars in our 24-vehicle fleet. In addition, we have plan to purchase two electric cars as replacements of existing petrol vehicles and they are expected to be delivered in 2021-22. To support wider use of electric vehicles, we joined the Hong Kong Productivity Council's pilot project to develop a 50kW Electric Vehicle Fast Charging Station in the CGC Carpark. On top of the four existing medium chargers in the CGC Carpark, this fast charging station equipped with two fast chargers and one medium charger has been put in use in 2019. As the fast chargers can charge electric vehicles faster than the medium chargers, the shortening of charging time will provide greater incentive for B/Os to consider switching to electric vehicles which create no tailpipe emissions, thus in turn helping improve roadside air quality. We will continue to explore the possibility of installing more chargers for use by EVs in support of the Government's policy of promoting wider use of EVs.

➤ *Use of Environmentally Friendly Products/Green Procurement*

17. We continued to adopt environmentally friendly, low-/no-VOCs (volatile organic compounds)¹ products whenever practicable. We have also purchased green stationery items and IT consumables. The common items include clutch pencils, refillable ball pens, non-chlorinated correction fluid and mercury-free batteries, etc. We will continue to adopt green product specifications promulgated by EPD in procurement exercises where such specifications are applicable.

18. For procurement of services, we have also incorporated "green specifications" into the tender documents as far as practicable. We required CGC's cleansing contractor to practise recycling, and provide and make use of degradable and recycled plastic bags for collection of recyclable wastes and other refuse.

Cultivating a Green Culture among Staff

19. The Administration Wing has been encouraging low-carbon practices in CGC by achieving a low-carbon performance and developing staff's awareness of environmental conservation. For the CGO canteen, we have stipulated in the tenancy agreement that the operator should use reusable tableware to serve dine-in

¹ VOCs will react with nitrogen oxides to form ozone, which in turn helps the formation of fine particulates. The use of VOC-containing products releases VOCs that eventually cause air pollution and smog.

customers unless specifically requested. On the other hand, we have also been encouraging staff to bring their own utensils and avoid using plastic bags for the takeaway orders of food/drinks through various publicity means (e.g. to display posters inside the CGO canteen and to include a reminder in the weekly canteen menu circulated to B/Os , etc.). We are pleased to observe that quite a number of staff have made a habit of bringing their own utensils and/or declining disposable tableware and plastic bags, for their takeaway orders.

20. Besides, we have also worked closely with the operator of the CGO canteen for adoption of green measures. In addition to establishing a practice of serving cold drinks only with paper straws (upon request), the CGO canteen has started to provide wooden stirrers, spoons, forks and knives in lieu of plastic ones in 2019. In order to achieve greater reduction in the use of single plastics, the operator has also adjusted some operational arrangements of the CGO canteen by –

- (i) including such information on the payment receipts as “No plastic bag”, “No disposable lunch box”, etc. for take-away customers to facilitate canteen staff to follow up; and
- (ii) tasking dedicated staff to work at the designated counter to help pack take-away orders with provision of no more than the necessary disposable tableware rather than doing it on a self-served basis.

21. The success of our green office management requires the support and cooperation from the staff members. The Administration Wing supports and encourages staff to take part in greening activities such as nominating green managers to attend seminars on energy-saving, energy consumption reporting and monitoring mechanism, ways to conduct carbon audit, etc. The General Circular on “Green Practices and Waste Avoidance” is also circulated at regular intervals to remind staff of the green tips on green management.

Way Forward

22. We will continue our efforts in driving the energy conservation policy and implementing green housekeeping measures in CGC. We will also seek closer cooperation with B/Os on one hand in saving energy and collecting recyclable wastes, and working with our technical partners including ArchSD and EMSD to explore further room to reduce energy consumption and GHG emissions and to review the effectiveness of the green measures on the other. For example, we are exploring room for replacing more lamps with LED devices in office areas, reviewing the operating hours of air-conditioning for offices and elevators, and installing devices in the seawater cooled chillers of CGC air-conditioning system

with a view to enhancing the energy performance of the system. To sustain our continuous efforts, in response to the new “Green Energy Target” set by the Government in the 2019 Policy Address which seeks to further improve its use of energy by 6% by 2024-25, we will continue to endeavour to meet the new target by implementing various practical and effective energy saving measures and achieving low-carbon performance at the CGC.

Enquiries

23. Enquiries on this report can be sent:

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