

Chief Secretary for Administration's Office – Administration Wing

Environmental Report 2024

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 2024. It also presents the collaborative efforts of the CGC in minimising environmental impacts arising from internal operations in 2024 and our continuous contributions to a green and 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; and
- 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 measures with a view to fostering a healthier, greener and more sustainable working environment in CGC. We endeavour to facilitate effective management of carbon emissions by enhancing energy conservation and waste recycling notwithstanding that the business activities of the CGC are primarily office-based and do not give rise to significant environmental impact. Throughout the years, with the concerted efforts of B/Os in CGC in supporting energy saving, efficient electricity consumption and waste recycling, we have been developing and sustaining an environmentally friendly workplace on a progressive basis.

4. After meeting the last Green Energy Target of reducing electricity consumption in government buildings for the period from 2015-16 to 2019-20, the Government set a new Green Energy Target in the 2019 Policy Address which seeks to further improve its use of energy by 6% for the period from 2020-21 to 2024-25, using 2018-19 as the baseline. We will strive and have confidence to achieve the new target of the Government. The ensuing paragraphs list out the green management practices implemented both in building management of CGC and in housekeeping our offices in 2024.

Environmental Management and Performance

➤ Energy Conservation

5. In 2024, we continued to identify areas for energy saving. For instance, the Architectural Services Department (ArchSD) installed additional motion sensors on different floors of B/Os in CGO which helped conserve power by shutting off the lights automatically when they no longer detected movement. Apart from the above, to further reduce energy consumption, we have been continuing to identify suitable locations at office and communal areas for replacing the lighting equipment with more energy-efficient Light Emitting Diode (LED) devices as far as practicable. We had replaced 130 T5 fluorescent tubes by LED lamps in communal areas and will continue to schedule the replacement of T5 fluorescent tubes by LED lamps in 2025 in suitable areas. We

also encouraged other B/Os to take the same initiative in their offices notwithstanding that LED lamps have been used by ArchSD for all additional lighting equipment installed in newly renovated office area of B/Os. Furthermore, Electrical and Mechanical Services Department (EMSD) replaced old parts of the air-conditioning systems for CGC with new ones with a view to improving the energy efficiency of the air-conditioning systems.

6. With our ongoing efforts, the overall electricity consumption of CGC in 2024 has maintained at a steady level, with a modest increase of 1.7% when compared with 2023. Energy conservation in CGC can only be achieved with the support and collaboration of all B/Os. We will continue with our practice of recording monthly statistics on the power consumption of individual B/Os and alerting B/Os of their energy consumption, thereby raising their awareness in conserving energy and taking timely actions. We will also continue to explore other possible means to further reduce energy consumption in consultation with the B/Os and other relevant stakeholders.

➤ *Use of Environmental Friendly Vehicles and Installation of Chargers for Electric Vehicles*

7. Both electric vehicles (EVs) and hybrid-fuelled vehicles contribute to lowering GHG emissions. EVs can also reduce roadside airborne pollutant emissions. Following the Government's green procurement practice in procuring EVs, the Administration Wing supports the procurement of EVs in the vehicle fleet. By end 2024, there were a total of eight EVs and four hybrid-fuelled cars in our 29-vehicle fleet. In addition, we have bid nine EVs as replacement of existing vehicles and the Government Logistics Department is following-up on the procurement. In respect of charging facilities, each EV of the Administration Wing was installed with one medium charger. In collaboration with EPD, we are going to enhance the EV charging facilities in CGO carpark by installing five fast chargers and two medium chargers for communal use in support of the Government's policy of promoting wider use of EVs.

➤ *Renewable Energy*

8. Renewable energy technologies have all along been used in the CGC since its commissioning in 2011. For example, solar photovoltaic panels on the rooftop of CGO collect sunlight and generate electricity to offset CGO electricity consumption. In 2024, the solar photovoltaic panels on rooftop generated about 28 000 kWh of electricity. To further increase the capacity of renewable energy generation, we are working with EMSD and ArchSD to upgrade and install more solar photovoltaic panels in CGO.

➤ *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 with this practice to keep track of our performance in waste reduction and to take action as appropriate.

10. Under our ongoing program to promote waste recycling in CGC, we have placed recycling bins in different locations in the communal areas to facilitate collection of various recyclable materials including waste paper, aluminium cans, plastics, glass bottles and used batteries, etc. We have also arranged separation of waste on each office floor. The recyclable materials collected are delivered on a regular basis to recycling operators. In 2024, the quantity of various types of recyclable materials collected is summarised below:

Recyclables	Amount Collected
Waste paper	158 445 kg
Aluminium cans	9 075 nos.
Plastics	561 kg
Glass bottles	315 litres
Used batteries	336 pieces
Spent mercury-containing fluorescent lamps and light bulbs	652 kg

11. In recognition of our efforts and the volume of recyclable wastes collected in CGC, the Environmental Protection Department (EPD) has presented the CGC with the “**Diamond Award (Pure Office)**” under the “Commendation Scheme on Source Separation of Commercial and Industrial Waste 2023/24” which is the highest-level award of the Scheme.



12. Besides, the CGC has been awarded the “**Wastewi\$e Certificate**” of Excellent Level under the Hong Kong Green Organisation Certification Scheme in 2024, which showcases our commitment to and efforts in environmental protection through waste reduction and/or recycling.

➤ *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 (WSD) “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 carried out inspections at exposed water pipes and recorded water meter readings regularly so as to identify possible water leakage and take remedial actions the earliest possible. With our continuous efforts in implementing our water safety plan, WSD has awarded CGC with the “**Gold Standard**” under the Scheme since 2018 in appreciation of the good condition maintained in the internal plumbing system.

14. Apart from fresh water, CGC has been awarded with a “**Blue Certification**” since 2022 under WSD’s “Quality Water Supply Scheme for Buildings – Flushing Water” to recognise our achievements in maintaining the flushing water plumbing system of the building. We will continue to inspect our water supply systems in accordance with the water safety plan to make sure that the systems are always maintained properly.



➤ *Indoor Air Quality*

15. We also attach great importance to indoor air quality (IAQ) 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 13 consecutive years since 2012. We were also awarded the “**IAQwiSe Certificate**” of Excellent Level under the Hong Kong Green Organisation Certification Scheme in 2024 which showcases our commitment to improving IAQ. We will continue to work with EMSD to ensure the quality of indoor air for CGC users.

➤ *Ongoing Promotional Initiatives*

16. 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 for Nature on 23 March 2024, all non-essential external lightings of CGC were switched off on the night for one hour.

➤ *Paper Consumption*

17. Staff members are encouraged to conduct businesses and disseminate information by electronic means as far as practicable. To minimise paper consumption, printing and photocopying of documents, if unavoidable, are 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. By effectively practising the abovementioned measures, the Administration Wing achieved a reduction in paper consumption by 3.3% in 2024 when compared to the previous year. 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.

➤ *Use of Environmentally Friendly Products/Green Procurement*

18. 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. For instance, where there are two or more lowest conforming offers which are identical in all respects, the one which could meet the desirable green specification(s) could be given the preference. Where the purchase is for replacement of stores or equipment, trade-in options will be considered as far as practicable.

19. For procurement of services, we have also incorporated green specifications into the tender/quotation documents as far as practicable. For instance, 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.

20. In 2024, we spent about \$4.1 million in purchasing products and services from the green procurement list. The majority of this expenditure was dedicated to acquiring items such as ink/toner cartridges, carton boxes and cleansing services.

➤ *Carbon Audit*

21. Pursuant to the government policy of reducing the greenhouse gas (GHG) emission, we have conducted annual carbon audit since 2017 for evaluating the carbon performance and reducing GHG emissions. The total carbon emission of CGC in 2024 was 19 849 tonnes, representing a decrease of 7.4% as compared to 2023. We will continue to monitor the carbon performance in CGC and adopt appropriate carbon reduction measures.

Cultivating a Green Culture among Staff

22. The Administration Wing has been encouraging low-carbon practices in CGC and promoting staff's awareness of conservation. For the CGO canteen, we have stipulated in the tenancy agreement that the operator should use reusable tableware to serve dine-in customers unless specifically requested. On the other hand, we have also been encouraging staff to bring their own utensils for the takeaway orders of food/drinks through various means (e.g. to display posters inside the CGO canteen and to include a reminder in the weekly canteen menu

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.

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.

23. 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 provided non-plastic disposable utensils, wooden stirrers, spoons, forks and knives in lieu of plastic ones. In order to achieve greater reduction in the use of single-use disposable meal boxes, the operator has offered discount to colleagues who bring their own meal boxes for takeaway orders. The option of declining disposable tableware is also available in the on-line food ordering system. To make good use of the food wastes, the CGO canteen has also arranged a kitchen residue recycling company to collect its daily food wastes which would be used to produce animal feed. We shall continue to explore if more green initiatives could be adopted in our canteen services in CGC.

Way Forward

24. We will continue our efforts in working with B/Os, implementing green housekeeping measures in CGC and installing environment-friendly devices where practicable with a view to enhancing the energy performance of various systems in CGC. Most importantly, we are determined to sustain our continuous efforts to achieve the new “Green Energy Target” set by the Government to further improve its use of energy by 6% from 2020-21 to 2024-25. We will continue to implement various practical and effective energy saving measures and achieve low-carbon performance at the CGC.

Enquiries

25. Enquiries on this report can be directed:

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