

Chief Secretary for Administration's Office – Administration Wing

Environmental Report 2012

Introduction

This is the first environmental report of the Administration Wing of the Chief Secretary for Administration's Office after the relocation of the Government Secretariat to the Central Government Offices (CGO) at Tamar, which has become fully functional since January 2012¹. It sets out the environmental objectives, green management performance, and additional energy saving measures that have been delivered/put in place by the Administration Wing in housekeeping its offices as well as in carrying out the building management of CGO and the Office of the Chief Executive (CE's Office), collectively referred to as the Central Government Complex (CGC), in 2012.

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 Administration'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 Government Secretariat.

¹ The relocation of the Government Secretariat from the former CGO at Lower Albert Road and Murray Building to Tamar commenced in mid-2011. There was a period of a few months of parallel run of the both the former CGO/Murray Building and the new CGO at Tamar. The consolidation of a meaningful full year environmental report which may accurately reflect the normal operations of the Administration Wing in carrying out green management of the CGO buildings in the year of 2011 was considered technically not viable. Hence, no separate report was compiled for 2011.

Environmental Objectives

3. Although the business activities of the Administration Wing are primarily office-based and do not give rise to any significant and direct environmental impact, we attach great importance to environmental concerns and energy conservation in our daily work. We are committed to ensuring that our services are delivered, and the operations conducted in an environmentally responsible manner.

4. To this end, we have implemented various green management practices in housekeeping our offices and when carrying out the building management of CGC that would foster a healthier and greener working environment, as set out in the ensuing paragraphs.

Environmental Management and Performance

➤ *Energy Efficiency Facilities*

5. In support of green and sustainable development, the Tamar Development Project has incorporated a number of energy efficiency facilities in the CGC. For example, to reduce energy consumption arising from Air-conditioning (A/C) which normally contributes to a major portion of the overall electricity consumption in an office building, high energy-efficient direct seawater-cooled chiller plants and a zoning control A/C system are installed. The system is regularly inspected and maintained to ensure its efficiency in operation at all time. Daylight sensors and occupancy sensor control are provided in offices and some communal areas such that both lighting and air-conditioning will be switched off when no occupancy is detected. All escalators used in CGO are operating in a service-on-demand mode and there is automatic on/off switching of lift car lighting and ventilation. There is also a computerised Building Energy Management (BEM) system which operates round-the-clock to monitor the energy consumption status of the buildings.

➤ *Renewable Energy Features*

6. Renewable energy features are also incorporated in the CGC, such as photovoltaic panels, light pipe installation and a solar hot water system, etc. The latter would provide an alternative source of energy to preheat potable water for use in the CGO staff canteen.

➤ *Waste Management and Source Separation of Wastes Facility*

7. Apart from the built-in recycled bins in all office pantries, an Automatic Refuse Collection System (ARCS) is installed at CGO. It allows separation of recycle paper from general waste for distribution to a central collection station where refuse is compacted and transported. The whole process operates in a totally enclosed system. The recycle paper containers are collected by a waste management contractor on a regular basis.

➤ *Other Greening Features*

8. The use of green façades is an effective means of achieving a cooling effect to buildings with less energy consumption. To this end, there are purposely-designed green roofs and vertical green walls at CGC to improve the thermal insulation of the buildings.

➤ *Additional Energy Saving Measures*

9. The Administration Wing is mindful that energy conservation could only be achieved with the support and collaboration of all the bureaux/offices (B/Os) as users in CGO. To promote wider green awareness, we have engaged the B/Os in the forum of the Building Management Committee to work out the following building energy saving measures, which were implemented with effect from July 2012:

- Partial lightings are provided for communal areas after the core hours (i.e. after 8:30 p.m. on working days and 2.00 p.m. on working Saturdays until 7:30 a.m. on the following working day), unless otherwise necessitated by operational needs. The operation of the A/C system in offices and communal areas are regularly monitored with adjustments to the indoor temperature, airflow volume and operating hours suitably controlled to meet the actual requirements of users. Different operation modes of the A/C system are adopted in that the average room temperature in the office area is set at 25.5°C in summer and 20°C in winter respectively.
- Half of the passenger lifts are suspended from service on non-working days, and during the non-peak hours on working days.

- Monthly electricity consumption data is collected and analysed to review the effectiveness of the various energy saving measures.
- B/Os are encouraged to develop and promote their own office energy saving measures, such as (i) turning off lighting, office equipment/computer equipment during non-office hours or while users are away, (ii) lowering sun blinds before leaving office and on weekends/holidays to limit sunlight entering office area; and (iii) maintaining room temperature of offices at 25.5°C during summer months as far as practicable, etc.

10. The CGC has brought together the CE's Office, the Executive Council and its Secretariat, offices of the CS, FS and 12 policy bureaux within a centralised modern development, with substantial expansion in terms of gross floor area (GFA) and the number of B/Os tenants. The former CGO at Lower Albert Road and Murray Building provided office accommodation for only eight policy bureaux other than the offices of CS and FS, and their total GFA only accounted for about three-fourths of that of the new CGC at Tamar. Hence, a direct comparison of the level of electricity consumption and energy performance between the former GGO and the CGC at Tamar would not serve any meaningful purpose, given the significant difference in the many building parameters, such as floor area, building design, built-in facilities and infrastructure, number of working staff and activities involved, etc. However, relevant data has been and will be compiled to facilitate comparison in the environmental reports to be issued in subsequent years.

➤ *Waste Recycling Management Measures*

11. The Administration Wing has made continuous efforts to promote the recycling of used materials. Green boxes are placed at various strategic locations in the communal areas for the collection of waste papers, aluminium cans, plastic (including bottles, CDs and DVDs) and glass for recycling. In 2012, about 170 000 kilograms (kg) of waste paper, 230 kg of plastic and around 480 litres of glass bottles were collected.

12. A food waste treatment machine has been installed for converting food waste generated from the CGO staff canteen into fertilisers. Fully automated, the machine operates with a maximum capacity of decomposing 50kg of food waste daily. More than 582kg of fertilisers were produced and collected by the machine supplier in 2012.

➤ *Paper Consumption*

13. To minimise paper consumption, staff members are encouraged to conduct business and disseminate information by electronic means as far as practicable, but they are strictly required to adopt the print-and-file practice for keeping official records. 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.

14. The paper consumption in 2012 increased by 13.5% when compared to 2011. This was primarily due to the need for reproducing a large number of documentation of the various contracts, drawings, progress reports and operation manuals etc. in respect of the testing, operation and maintenance of the many building systems in the newly commissioned CGO. A number of ad hoc activities, such as independent reviews/inquiries, recruitment exercises, major conferences and seminars, etc. and some other new areas of work carried out in 2012 have also contributed to the increase in paper consumption.

Other Green Measures

➤ *Use of Environmental Friendly Vehicles*

15. In support of Government's policy to introduce more environmental friendly vehicles, we are gradually replacing some of the petrol vehicles in the Administration Wing's pool transport with hybrid-fuel or electric vehicles. These vehicles emit less carbon dioxide and consume less fuel than conventional petrol vehicles. Of the fleet of 23 vehicles in use as at end 2012, there were ten hybrid cars and one electric car.

➤ *Use of Environmentally Friendly Products / Green Procurement*

16. 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 such as clutch pencils, refillable ball pens, non-chlorinated correction fluid and mercury-free batteries, etc.

17. 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.

➤ *Waste Avoidance Measures*

18. In 2012, the Administration Wing issued a General Circular No. 4/2012 on "Green Practices and Waste Avoidance" which promulgated good green practices for all government bureaux/departments to observe and follow. Among other things, we took the initiative to provide additional drinking glasses in all the communal meeting facilities and pantries so that drinking water/tea would be served in glasses to guests/participants. This helped to greatly reduce the need for consumption of small bottled water and paper coasters in 2012.

Cultivating a Green Culture among Staff

19. The Administration Wing supports and encourages staff to take part in greening activities such as nominating green managers to attend seminars on energy-saving measures and indoor air quality (IAQ), etc. and to exchange experience with other organisations in the public and private sectors. To raise environmental consciousness amongst staff, we have organised briefings on the CGC energy saving plans for B/Os and shared with them some green tips on energy savings. The General Circular No. 4/2012 on "Green Practices and Waste Avoidance" is also re-circulated at regular intervals to remind offices of the green tips on green management. In 2012, we participated in the Earth Hour Campaign organised by World Wildlife Fund on 31 March 2012 by switching off all non-essential external lightings of CGO and CE's Office at night for one hour.

Compliance and Achievements on Environmental Conservation and Energy Efficiency Management

20. 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 2012:

➤ *"Platinum" Rating of Building Environmental Assessment Method (BEAM) Assessment*

21. The Tamar Development Project, of which CGC is a component, underwent the BEAM assessment (4/04 version) by the Hong Kong Green Building Council and achieved its highest rating, i.e. Platinum. The BEAM

provides a performance label for buildings with due consideration on safety, health, comfort functionality, efficiency and environmental performance. The assessment embraces a range of good practices in planning/design, construction, and management, operation and maintenance of buildings

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

22. The CGC also participated in the Hong Kong IAQ Assessment conducted by the Environmental Protection Department and was awarded the IAQ “Excellent Class” Certificate in 2012.

Way Forward

23. The Administration Wing is committed to the continued implementation of green housekeeping practices and energy efficiency measures. We will continue to work closely with our works and maintenance agents to take additional measures for ensuring the efficient operation of the green features and to sustain our performance. Apart from air quality control and measurement, a carbon audit for CGC would be conducted in the coming year to review the situation of greenhouse gas emission.

Enquiries

24. 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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