

Chief Secretary for Administration's Office – Administration Wing

Environmental Report 2015

Introduction

This report sets out the environmental objectives, green management performance and additional energy saving 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 Offices (CGO) and the Office of the Chief Executive (CE's Office), collectively referred to as the Central Government Complex (CGC), in 2015.

2. The key responsibilities of the Administration Wing are to:
 - Provide support to the Chief Secretary for Administration and the Financial Secretary 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 and the Office of The Ombudsman.
 - Handle protocol matters; honours and awards; and Justices of the Peace Scheme.
 - Oversees records management in Government and manages the Government Records Service which is situated in an off-site building in Kwun Tong.

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

➤ Energy Audit

5. Upon completion of a carbon audit review for CGC in 2013, we implemented a number of energy saving measures as highlighted in the last Environmental Report. In 2015, we further embarked on an energy audit for CGO. The objective of the audit is to identify any further possible energy management opportunities pursuant to the Government's initiative, as announced by the Chief Executive in his 2015 Policy Address, to achieve the target of 5% saving in electricity consumption of government buildings under comparable operating conditions in five years from Financial Year (FY) 2015-16 to FY 2019-20 (using FY 2013-14 as the baseline). The Electrical and Mechanical Services Department, our works agent, has engaged a consultant to carry out the audit since July 2015. The energy audit report will be available by mid-2016.

➤ 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. To promote wider green awareness and strive for sustainable green management results, we have worked in collaboration with the B/Os and other relevant stakeholders to closely monitor the effectiveness of those green management practices already in place, and further introduced the following energy saving measures in 2015:-

- Non-essential lights of the building were switched off and only partial lightings were provided for communal areas inside the building on Sundays and public holidays and also after core hours on normal working days (i.e. after 8:00 p.m. on weekdays and 2:00 p.m. on Saturdays). Artificial illumination in those communal areas close to window side/glass panel wall with sufficient natural lighting was suitably reduced by removing some lighting installations so as to minimise energy consumption.

- A pop-up message would appear on the computer monitor to remind staff members of the Administration Wing to power off their computer monitors during lunch break and to shut down the computers and other peripheral equipment after office hours.
- The set point of the ambient room temperature of CGO Server Centre, which operates round-the-clock throughout the year, was raised by 1°C from 23°C to 24°C.

7. The electricity consumption of CGC in 2015 remained more or less the same as that in the previous year, notwithstanding the fact that additional offices were set up and new server systems were installed in CGO in 2015. The newly introduced energy saving measures did help to some extent offset the increase in electricity consumption arising from the above additional offices and facilities.

➤ *Enhanced Waste Recycling Management Measures*

8. With wider publicity efforts to promote staff awareness on waste management, the quantity of recyclable items collected in 2015 has generally exceeded that in the previous year. In brief, some 229,070 kilograms (kg) of waste paper (215,810 kg in 2014), 285 kg of plastic (including bottles, CDs and DVDs) (186 kg in 2014), 1,580 empty cans of soft drinks (1,448 in 2014), about 2,880 litres of glass bottles (5,280 in 2014), and some 490 pieces of used batteries (340 in 2014) were collected. We also extended the collection to include spent mercury-containing fluorescent lamps and light bulbs, of which about 200 kg were collected in 2015. As there had been a significant drop in the consumption of bottled drinks, the quantity of glass bottles collected thus reduced correspondingly in 2015.

9. In 2015, the CGO participated in the “Waste Check Charter” programme launched by the Environmental Protection Department (EPD). The Charter was an 18-month voluntary programme for commercial and industrial sectors to practise waste and recyclable monitoring and to gather momentum on waste reduction. Under this programme, the Administration Wing would closely monitor the quantities of waste disposal and recyclables collected in CGO, and submit quarterly reports to the Hong Kong Productivity Council, the implementation agent of the Charter on behalf of EPD. Collaborative efforts have been made with B/Os at CGO to further promote staff awareness of waste reduction and recycling.

➤ *Paper Consumption*

10. In general, staff members are now conducting business and disseminating information by electronic means as far as practicable. To minimise paper consumption, printing/photocopying of documents, if unavoidable, are to be kept to the minimum as necessary and should be done on both sides of paper. All photocopiers and network printers in the office are equipped with double-sided printing function. Envelopes and paper should be reused where practicable. The paper consumption in 2015 has recorded a decrease of 4.5% when compared to the previous year. We will continue to monitor the paper consumption patterns and issue advice to relevant units as appropriate.

➤ *Ongoing Promotional Initiatives*

11. We continued to participate in territory-wide promotional campaign/events organised by green bodies to reduce energy consumption and to raise staff awareness of environmental protection/green management. For example, during the annual international lights-out event — Earth Hour Campaign organised by World Wildlife Fund on 28 March 2015, all non-essential external lightings of CGC and other offices under the management responsibility of the Administration Wing were switched off at night for one hour.

Other Green Measures

➤ *Use of Environmental Friendly Vehicles*

12. In support of Government's policy to introduce more environmental friendly vehicles with less greenhouse gas emission, we have been replacing some of the petrol vehicles in the Administration Wing's pool transport with hybrid-fuel or electric vehicles. In 2015, we further replaced one petrol vehicle with a hybrid-fuelled car, thus making up a total of 13 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 Fast Charging Station for Electric Vehicles*

13. As part of the ancillary facilities to support wider use of electric vehicles, a smart fast charger was installed at the underground carpark of CGC in 2015. With this additional smart fast charger, together with three existing 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. Having regard to the increasing service demand,

we are planning to install one additional smart fast charging station at CGC in the coming year.

➤ *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 CGC’s cleansing contractor to provide and make use of degradable and recycled plastic bags for collection of recyclable wastes and other refuse. Regular reports on green procurement are also submitted to 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 on “Green Practices and Waste Avoidance” 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 2015:-

- *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 if there is 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. We will examine the results and recommendations made in the energy audit report when available and take necessary follow-up actions.

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;
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