

Chief Secretary for Administration's Office – Administration Wing

Environmental Report 2016

Introduction

This report sets out the environmental objectives, green management performance and additional energy saving measures that have been put in place 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 2016.

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.
 - Oversee records management in Government and manage 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 operating 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 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. With the assistance of the Electrical and Mechanical Services Department (EMSD), the Administration Wing completed an energy audit for CGO in 2016 and the overall energy performance of CGO is considered satisfactory and energy efficient. This is the result of the efforts made by Administration Wing and B/Os in CGO in pursuance of energy saving targets. The energy audit report recommended a number of energy management opportunities (EMOs) covering chiller plants, lighting system, lift operation and office equipment. The EMOs include applying electromagnetic technology to the operation of chillers for better energy performance, replacing existing lighting at communal areas with more energy efficient Light Emitting Diode (LED) devices, adding additional lighting control points for better light zoning, de-lamping office corridors, optimising the operation schedule of lift service, using timers to switch off small appliances after office hours, etc. We have been working with EMSD and Architectural Services Department, and started implementing these EMOs in CGO to further reduce energy consumption.

➤ Additional Energy Saving Measures

6. Energy conservation in CGC can only be achieved with the support and collaboration of all B/Os. The Administration Wing had solicited B/Os' support and implemented the following energy saving measures in 2016:

- Light fittings at communal area were re-wired for better zoning to save energy.
- Lighting at the staircase was re-organised. Apart from reducing the number of light tubes installed, the original T5 tubes were also replaced with more energy efficient T8 LED tubes. Two-thirds of the LED tubes were connected with motion sensors so that more than half of the light tubes would be switched off when no one was using the staircase. Improvement work would be continued in 2017 to cover all staircases of CGO.

7. As a means to monitor electricity consumption, the Administration Wing records monthly statistics on total power consumption by B/Os and conveys the information to them. This will alert the user B/Os to any irregularities; and enable follow-up examinations and formulation of remedial measures.

8. Resulting from our efforts in energy saving, the electricity consumption of CGC in 2016 was 3.19% less than that of 2015. Such substantial saving should be attributed to the support of the B/Os as well as their growing awareness of importance in energy saving.

➤ *Waste Check Charter and Waste Recycling Management Measures*

9. The CGC have participated in the “Waste Check Charter” launched by the Environmental Protection Department (EPD). The charter was a voluntary programme to promote the “use less, waste less” message within the commercial and industrial sectors and other organisations to gather momentum on waste reduction. Since April 2016, we have measured the quantity of general waste/recyclable generated by individual B/Os of CGC on a daily basis. Monthly reports were compiled and provided to B/Os for monitoring purposes. We have also worked with EPD to strengthen publicity on waste management practices and clean recycling in CGC, including broadcasting video clips in all elevators and communal areas, staging exhibition panels at 2/F Staff Concourse, organising briefings/seminars for CGC users.

10. In 2016, some 235,140 kilograms (kg) of waste paper (229,070 kg in 2015), 540 kg of plastic (including bottles, CDs and DVDs) (285 kg in 2015), 6,110 empty cans of soft drinks (1,580 in 2015), about 2,400 litres of glass bottles (2,880 in 2015), some 500 pieces of used batteries (490 in 2015) and 736 kg of spent mercury-containing fluorescent lamps and light bulbs (200 kg in 2015) were collected for recycling purpose.

11. Food waste constitutes the largest municipal solid waste category being landfilled. To generate wider publicity on food waste reduction, the Administration Wing displays posters outside Staff Canteen to promote best practices and encourage behavioural changes among colleagues to engender respect for our precious food. On top of that, we have engaged a contractor to provide food waste collection and treatment services in CGO since September 2016. The food waste collected shall be recycled to end-products such as organic fertiliser, animal feed, fish feed and biofuel. From September to December 2016, we collected around 3,525 kg of food waste for treatment.

➤ *Paper Consumption*

12. 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 2016 has recorded a mild decrease of 1.83% 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*

13. 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 19 March 2016, 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*

14. 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 2016, we replaced one petrol vehicle with an electric car, thus making up a total of 13 hybrid-fuelled cars and three 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 and Use of Charging Station for Electric Vehicles*

15. As part of the ancillary facilities to support wider use of electric vehicles, an additional medium charger was installed on top of the three existing medium chargers at the underground carpark of CGC in 2016. As medium chargers can charge electric vehicles faster than the standard chargers, the shortening of charging time provides greater incentive for more B/Os to consider switching to electric vehicles which create no tailpipe emissions and thus help improve roadside air quality.

➤ *Use of Environmentally Friendly Products/Green Procurement*

16. Environmentally friendly, low-/no-VOCs (volatile organic

compounds)¹ products have been used whenever practicable. Green stationery items and IT consumables have been purchased. The common items include recyclable printer cartridges, 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 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

18. 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. To raise environmental consciousness among staff, we have closely monitored the monthly electricity consumption reports in collaboration with the B/Os and organised briefing on “Clean Recycling” for the B/Os’ staff. 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

19. 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 2016:

- *Indoor Air Quality (IAQ) “Excellent Class” Certificate*
- *Quality Water Supply Schemes for Buildings – Fresh Water (Plus) and Flushing Water - Silver*
- *Commendation Scheme on Source Separation of Commercial and Industrial Wastes (Pure Office) “Silver Award”*

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.

Way Forward

20. 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 work with relevant B/Os to implement the EMOs recommended in the energy audit conducted for CGC in 2016. 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.

Enquiries

21. 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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