

# **Chief Secretary for Administration's Office – Administration Wing**

## **Environmental Report 2017**

### ***Introduction***

This Environmental Report accounts for the various energy saving measures that have been adopted and the results achieved 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 2017. It also presents other green management initiatives taken by us in support of the environmental policy of the Government in the year.

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 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. On the basis of the observations and recommendations of the auditor, we continued to work with EMSD and Architectural Services Department (ArchSD) during the period under review to implement the energy management opportunities recommended by the auditor to further reduce energy consumption. Implemented measures included replacing existing lighting at staircases and conventional “exit” sign lightings with more energy efficient Light Emitting Diode devices, adding additional lighting control points for better light zoning, de-lamping office corridors, optimising the operation schedule of lift service, adjusting the provision of air-conditioning to conference rooms to minimum flow when no occupancy is detected for 15 minutes (shortened from 30 minutes).

6. Despite an increase in the number of staff working in CGC and a rise in the number of events held in the Conference Halls of CGO, we managed to contain the electricity consumption of CGC in 2017 with a mild decrease of 0.39% as compared to the preceding year. 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 helps alert the user B/Os of any irregularities; and enable follow-up examinations and formulation of remedial measures. As energy conservation in CGC can only be achieved with the support and collaboration of all B/Os, we will continue

exploring other possible means to further reduce energy consumption in consultation with the B/Os and other relevant stakeholders.

➤ *Carbon Audit*

7. We conducted the first carbon audit in 2013 for evaluating the carbon performance and identified several areas for greenhouse gas (GHG) emissions reduction. We conducted the second carbon audit in 2017 and were encouraged to note that, after years of effort and commitment, the carbon emission of CGC in 2017 has reduced by 3.7% as compared with 2013. We will continue to monitor the carbon performance in CGC and adopt appropriate carbon reduction measures.

➤ *Waste Check Charter and Waste Recycling Management*

8. The CGC has participated in the “Waste Check Charter” (Charter) launched by the Environmental Protection Department (EPD) since December 2015. The Charter is 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. During the 18-month Charter period ending March 2017, we have measured the quantity of general waste/recyclable generated by individual B/Os of CGC on a daily basis and compiled quarterly report to the Hong Kong Productivity Council (HKPC) for monitoring the effectiveness of the waste reduction plan. In recognition of our effort, we were presented with a “Waste Check Commitment Award” by the EPD/HKPC in June 2017. We will continue with the measurement exercise to keep track of our performance in terms of waste reduction.

9. In line with the Government’s various initiatives in waste reduction, we have arranged collection facilities for a wide range of items including waste paper, aluminium cans, and plastics bottles, used CDs or DVDs etc. Recycling bins are placed in common areas to facilitate disposal by staff and visitors. The materials collected are delivered on a regular basis to recycling operators. In 2017, some 255,690 kilograms (kg) (235,140 kg in 2016) of waste paper (including scrap paperboard, newspaper and office paper), 737 kg (540 kg in 2016) of plastic (including bottles, CDs and DVDs), 7,727 numbers (nos) (6,110 nos in 2016) of empty cans of soft drinks, about 2,400 litres (same quantity as 2016) of glass bottles, some 580 pieces (500 pieces in 2016) of used batteries and 375 kg (736 kg in 2016) of spent mercury-containing fluorescent lamps and light bulbs were collected for recycling purpose. The CGC achieved “Gold Class” under the Commendation Scheme on Source Separation of Commercial and Industrial Wastes (Pure Office) in 2016-17.

10. Food waste constitutes the largest municipal solid waste category being landfilled. Reducing food waste disposal at landfills is an important part of the

Government Plan's for waste management. In support of the drive to reduce food waste, the Administration Wing continued to engage a contractor to provide food waste collection and treatment services for CGO Canteen. The food waste collected shall be recycled to end-products such as organic fertiliser, animal feed, fish feed and biofuel. In 2017, around 6,250 kg of food waste was collected for treatment.

➤ *Paper Consumption*

11. 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 2017 has recorded an encouraging decrease of 3.16% 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 mandatory "print-and-file" requirement of email records has been dispensed with from 1 March 2018. 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 Consumption*

12. 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 to the water supply system. The CGC attained "Silver Class" under the Quality Water Supply Scheme for Buildings – Fresh Water (Plus) and Flushing Water in 2017.

13. Water saving devices such as dual flush cisterns and automatic sensor water taps were installed in the toilets of CGC. Water flow controllers were fitted onto water taps. Posters and notices are displayed to encourage water conservation.

➤ *Indoor Air Quality*

14. We attach great importance to indoor air quality as it has direct health impact on CGC users. With the assistance of EMSD, we have engaged accredited bodies in conducting indoor air quality measurement for CGC on a yearly basis. The CGC has successfully obtained the "Excellent Class" under the

Indoor Air Quality Certificate Scheme for six consecutive years since its first participation in 2012.

➤ *Ongoing Promotional Initiatives*

15. 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 24 March 2017, 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 and Installation of Fast Charging Station*

16. In support of Government's policy to introduce more environmental friendly vehicles with less GHG emission, hybrid-fuel or electric vehicles have been procured in the Administration Wing's vehicle fleet. By the end of 2017, there were a total of 13 hybrid-fuelled cars and three electric cars among our fleet of 23 vehicles. As part of the ancillary facilities to support wider use of electric vehicles, we have joined the HKPC's pilot project to develop a 50kW Electric Vehicle Fast Charging Station in the carpark of CGC. On top of the four existing medium chargers at the carpark of CGC, this new fast charging station equipped with two fast chargers and one medium charger will be put into use in 2018. As the fast chargers can charge electric vehicles faster than the medium chargers, the shortening of charging time will provide 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*

17. Environmentally friendly, low-/no-VOCs (volatile organic compounds)<sup>1</sup> 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. We will continue to adopt green product specifications promulgated by EPD in procurement exercises where such specifications are applicable.

---

<sup>1</sup> 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.

18. 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 practice recycling, to provide and make use of degradable and recycled plastic bags for collection of recyclable wastes and other refuse.

19. The Secretary for the Environment announced on 20 November 2017 the latest policy to ban the sale of small plastic bottled water at Automatic Vending Machines (AVM) at Government premises for contract awarded on or after 20 February 2018. We took a step forward and succeeded in soliciting the support of the AVM operator of CGO to stop providing plastic bottled water in his vending machines from December 2017 voluntarily.

### ***Cultivating a Green Culture among Staff***

20. 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/talks 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 re-circulated at regular intervals to remind staff of the green tips on green management.

### ***Way Forward***

21. 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 GHG emissions, 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***

22. 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
- by e-mail to [admwing@cso.gov.hk](mailto:admwing@cso.gov.hk).

The contact telephone number of the Departmental Administration Unit of Administration Wing is 2810 3210.

Administration Wing  
Chief Secretary for Administration's Office