

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

## **Environmental Report 2018**

### ***Introduction***

This Environmental Report highlights the work of the Administration Wing of the Chief Secretary for Administration's Office in implementing various green management initiatives 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 2018. It also presents the concerted efforts of the CGC in achieving the overall energy performance in 2018 and our ongoing implementation of the green management measures.

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 Administration Wing has been advocating various green management practices with a view to fostering a healthier and greener working environment. While the business activities of the Administration Wing are primarily office-based and do not give rise to any significant and direct environmental impact, we still attach great importance to environmental concerns and energy conservation in our daily work. Throughout the years, we have anchored at various fronts to develop and sustain an environmentally friendly workplace by means of energy conservation, reduction of greenhouse gas (GHG) emission, and promotion of recycling of waste, etc. We also coordinate amongst the B/Os at CGC in pursuing the overall energy saving targets.

4. The ensuing paragraphs list out the green management practices both in building management of CGC and in housekeeping our offices implemented in 2018.

### ***Environmental Management and Performance***

#### ***➤ Energy Audit***

5. In 2018, we kept up the work of realising the energy management opportunities (EMO) identified in the energy audit carried out in 2016. With the assistance of the Electrical and Mechanical Services Department (EMSD) and Architectural Services Department (ArchSD), we have replaced the lighting equipment at communal areas including the Public Gallery and the underground Carpark with more energy-efficient Light Emitting Diode (LED) devices which can significantly reduce energy consumption. We have also reviewed the lighting system of the underground Carpark on LG1 and LG2 and have plans to reschedule the Carpark into different lighting zones with a view to installing more motion sensors and LED lighting so as to reduce energy consumption. Phase 1 installation on LG1 would be carried out in March 2019, and phase 2 installation on LG2 in September 2019. To monitor the use of energy in the Carpark, especially the level of energy consumption by the electric vehicle (EV) chargers, we have tasked ArchSD to reorganise the power supplies to the EV chargers and install an independent meter to measure all energy used in charging new electric vehicles. Noting the increasing number of electric vehicles being parked at CGC in recent years, we have taken a further step by working with ArchSD to lay sufficient power cables for supporting more EV chargers to be installed in the Carpark when

circumstances so request in the future.

6. 2018 witnessed another year of bustling businesses in CGC. We had more meetings, events and presentations held at CGC, representing a 7.4% increase as compared with 2017. We also had the largest number of staff stationing at CGC ever, denoting a 3.3% increase. All these factors would naturally bring a greater consumption of energy in CGC. Notwithstanding this, we had at the same time continued our efforts in realising various EMOs, such as improving the lighting efficiency of self-contained emergency lighting at staircases with LED lamps, addition of lighting control points to the lighting system, de-lamping at office corridors, which alone brought about a reduction of electricity consumption in lighting equipment by 4.52%. Besides lighting, we took other electricity saving measures, such as reorganising the operation schedule of lifts and escalators and hence, contributing a reduced energy consumption in lifts and escalators equipment by 1.46%<sup>1</sup>. With our ongoing efforts, notwithstanding the various attributing factors in bringing about growing energy consumption, we had effectively contained the growth of overall energy consumption to a mild increase of 1.34% compared with 2017.

7. With our continued efforts in controlling the growing energy consumption, 2018 recorded a reduced electricity consumption when compared with 2015 and the earlier years (*Fig. 1*). This illustrates that our persistent endeavor in reducing the energy use in CGC was worthwhile. To upkeep the performance, we will continue to monitor the electricity consumption in CGC. Specifically, we will continue with our good practice of recording monthly statistics on the total power consumption of B/Os and conveying the information to them. This helps alert the user B/Os of any irregularities, and enable timely 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 to explore other possible means to further reduce energy consumption in consultation with the B/Os and other relevant stakeholders.

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<sup>1</sup> Comparison between the periods from March 2017 to February 2018 and from March 2018 to February 2019.

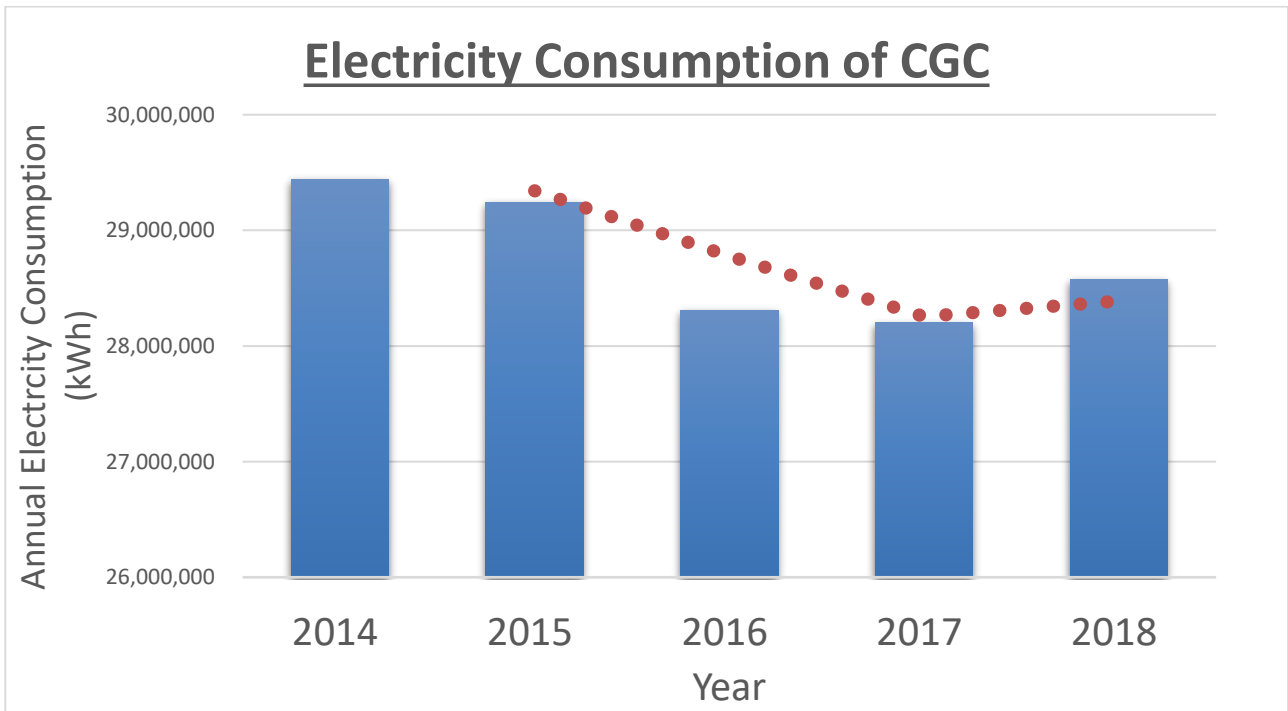


Fig. 1 Electricity Consumption of CGC in the Past Five Years

➤ *Carbon Audit*

8. Noting that GHG emission is one of the major factors affecting climate change, we are committed to maintaining a sustainable low-carbon working environment for CGC. Hence, we have been closely monitoring the carbon emission during our operations by conducting carbon audits. We conducted the first carbon audit in 2013 for evaluating the carbon performance and identified areas for GHG emissions reduction. Pursuant to the government policy of reducing the GHG emission, we have conducted annual carbon audit since 2017. The total carbon emission in 2018 has reduced by 1.5% when compared with that of 2013. We will continue to monitor the carbon performance in CGC and adopt appropriate carbon reduction measures.

➤ *Waste Recycling Management*

9. The CGC participated in the “Waste Check Charter” (Charter) launched by the Environmental Protection Department (EPD) in December 2015. The 18-month Charter was a voluntary programme to promote the “use less, waste less” message within the commercial and industrial sectors and other organisations to garner their support on waste reduction. With the end of the Charter in March 2017, CGC was presented with a “Waste Check Commitment Award” by EPD in May 2017. Notwithstanding the conclusion of the Charter, 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 the measurement exercise to keep track of our performance in waste reduction.

10. In addition to waste reduction, we have spared no efforts in facilitating waste recycling in CGC. Recycling bins are placed in communal areas to facilitate collection of various recyclable materials including waste paper, aluminium cans, plastics, glass bottles and used batteries by staff and visitors. The materials collected are delivered on a regular basis to recycling operators. The quantity we collected is illustrated in the following table:

Recyclable Materials Collected in 2018	Quantity
Waste Paper	220,204 kg
Plastic (including bottles, CDs and DVDs)	593 kg
Aluminum Cans	7,163 nos.
Glass Bottles	1,440 litres
Used Batteries	541 pieces
Spent Mercury-containing Fluorescent Lamps and Light Bulbs	764 kg

In recognition of our recycling efforts, EPD presented the CGC with the “Gold Award (Pure Office)” under the “Commendation Scheme on Source Separation of Commercial and Industrial Waste 2017/18”. This has been an award to CGC for two consecutive years.

➤ *Paper Consumption*

11. In general, staff members are now conducting businesses and disseminating information by electronic means as far as practicable. To minimise paper consumption, printing and photocopying of documents, if unavoidable, are to be 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 function. Envelopes and paper should be reused where practicable. The paper consumption in 2018 has recorded an encouraging drop by 3.5% 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 also been dispensed since 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. In response to Water Supplies Department's "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 internal plumbing system and safeguard the quality of potable water in CGC. Apart from the above, we also carry out inspections at exposed water pipes and record water meter readings regularly so that we could identify any possible water leakage and take remedial actions the earliest possible. To honour our faithful implantation of the water safety plan and good maintenance condition of the internal plumbing system, Water Supplies Department awarded CGC with the "Gold Class" under the Scheme in 2018.

➤ *Indoor Air Quality*

13. We also 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 obtained the "Indoor Air Quality Certificate (Excellent Class)" under the Indoor Air Quality Certification Scheme for seven consecutive years since 2012.

➤ *Ongoing Promotional Initiatives*

14. 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. For example, during the annual international lights-out event - Earth Hour Campaign organised by World Wildlife Fund on 24 March 2018, 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*

15. While hybrid-fuelled vehicles are equipped with regenerative braking systems, electric vehicles run on electricity instead of fossil fuel. Both types of vehicles contribute to lowering GHG emissions. EVs can also reduce roadside airborne pollutant emissions. Hence, the Administration Wing has put in place both hybrid-fuel and EVs in the vehicle fleet. By end 2018, there were a total of five hybrid-fuelled cars and two electric cars among our fleet of 24 vehicles. To support wider use of electric vehicles, we have joined the Hong Kong Productivity Council's pilot project to develop a 50kW Electric Vehicle Fast Charging Station (*Fig. 2*) 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 has been put in use in 2019. 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 and staff to consider switching to electric vehicles which create no tailpipe emissions, thus in turn helping improve roadside air quality.



Fig. 2 – Electric Vehicle Fast Charging Station

➤ *Use of Environmentally Friendly Products/Green Procurement*

16. Environmentally friendly, low-/no-VOCs (volatile organic compounds)<sup>2</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.

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

18. We are also devoted to reducing procurement of new furniture items. While one of our duties is providing administrative support to the establishment of various short-term offices such as Commission of Inquiry into the Construction Works at and near the Hung Hom Station Extension under the Shatin to Central Link Project and Independent Review Committee on Hong Kong’s Franchised Bus Service, we have sourced from different B/Os the spare furniture items for the temporary use of the short-term offices instead of purchasing a large quantity of new office furniture which may become excessive and left idle after the short-term offices end their operations.

*Cultivating a Green Culture among Staff*

19. The Administration Wing has been encouraging low-carbon practices in CGC by achieving a low-carbon performance and developing staff’s awareness of environmental 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 publicity means (e.g. to hang up posters about the message inside the CGO canteen). According to our observation, the number of staff bringing their own utensils, together with those declining disposable tableware and plastic bags, for their takeaway orders has been on the rise over the years.

20. In August 2018, the CGO canteen, upon the invitation by Green Sense which had launched the “ECF SAY NO to ‘Disposables’ – Less Disposables to

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<sup>2</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.



Reduce Waste” project, signed the “Zero Disposables Charter” to commit itself in minimising the use of disposables for dine-in services (e.g. not to provide items like toothpicks, paper napkins, etc. by default). And based on an onsite survey by Green Sense, the CGO canteen was then awarded the “Platinum” grade under their “Green Utensils Star Programme” as recognition for its performance on the low quantity of disposables delivered per dine-in customer. At the operator’s own initiative, the CGO canteen had further ceased to distribute plastic straws for cold drinks by default since early September 2018 and would provide paper straws instead only upon request.

21. 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 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***

22. We are pleased to present this report to showcase our efforts and commitment in creating a sustainable working environment by making our internal operations environmentally friendly. The Administration Wing will continue to perform our crucial role in driving the energy conservation policy and implement suitable green housekeeping measures in CGC. Working hand in hand with the B/Os in CGC, we will continue to explore further room to reduce energy consumption and GHG emissions, and review the effectiveness of the green measures. We will also take appropriate actions to ensure the efficient operation of all the green features, and sustain our green management performance in collaboration with our works and maintenance agents, major stakeholders and green partners.

### ***Enquiries***

23. Enquiries on this report can be sent:

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