

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

## **Environmental Report 2013**

### ***Introduction***

This report sets out the environmental objectives, green management performance, additional energy-saving measures and the post occupancy energy review that have been put in place/carried out by the Administration Wing of the Chief Secretary for Administration's Office in housekeeping its offices as well as managing the energy efficiency performance of the Central Government Office (CGO) and the Office of the Chief Executive (CE's Office), collectively referred to as the Central Government Complex (CGC), in 2013.

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 Government'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 various Bureaux/Offices (B/Os) of the Government Secretariat at CGC.

### ***Environmental Objectives***

3. We attach great importance to environmental concerns and energy conservation in the daily work of Administration Wing, notwithstanding the fact that our business activities are primarily office-based and do not give rise

to any significant and direct environmental impact. 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***

#### ***➤ Post Occupancy Evaluation (POE) Exercise for CGC***

5. Following the commissioning of the CGC development at Tamar in 2011-12, a full-year “Post Occupancy Evaluation” (POE) exercise was conducted in 2013 under the lead of the Architectural Services Department (ArchSD). The exercise primarily comprised three main tasks namely, (i) to monitor the operational performance of building services installations, (ii) to conduct an energy review, and (iii) to evaluate the benefits and effectiveness of some “new technologies” installed in the building, such as the computerised Building Energy Management (BEM) System and the intelligent energy optimisation control for the air-conditioning (A/C) system. Quarterly meetings were held with active participation of the Administration Wing, Electrical & Mechanical Services Department (EMSD) and other major B/Os’ representatives to collect users’ feedback on the operational and energy performance of various building facilities and to explore technical solutions for tackling the problems identified by users. During the course of the energy review, ArchSD had offered some insightful advice of additional building energy savings measures and identified some further energy management opportunities for our consideration. Some of these improvement measures have been successfully put in place after seeking inputs and advice from EMSD, other maintenance agents and relevant stakeholders, as set out in the ensuing paragraphs.

#### ***➤ 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. In 2013, we further implemented the following additional energy saving measures:

- Apart from providing partial lighting 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), we have further reduced/switched off non-essential lighting of the buildings after core hours, for example lighting inside plant rooms are turned on only when necessary. No A/C will be provided for the Conference Hall until one hour before the scheduled event or any pre-event activities.
- The operation of the A/C system in offices and communal areas are regularly monitored and 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.
- Additional daylight sensors have been installed along the window side of some office areas such that the lighting intensity of the artificial illumination can be automatically adjusted to reflect the incoming natural luminous flux, thereby reducing the energy consumed.
- B/Os are regularly reminded to critically review the need for any extended provision of A/C beyond normal office hours having regard to their operational needs, and if so justified, to ensure that the duration of extension is reasonable and such requirement should be kept under regular review.
- As a token of our support to the Government's drive to reduce energy consumption, we have participated in territory-wide promotional campaign/events organised by green bodies to reduce energy consumption and raise staff awareness of environmental protection/green management. For example, we participated in the annual international lights-out event — Earth Hour Campaign organised by World Wildlife Fund (WWF) on 23 March 2013 in which all non-essential external lighting of CGC and other offices under the Administration Wing were switched off at night for one hour.

7. To promote wider green awareness and strive for sustainable green management results, we have regularly reviewed the effectiveness of these measures and will continue exploring other possible means to further reduce energy consumption in consultation with the B/Os and other relevant

stakeholders.

8. In 2012, a significant share of the electricity consumption of the buildings was attributable to the outstanding construction, defect rectifications and system testing works that were ongoing throughout a substantial part of the year. With the completion of these residual works, coupled with the various building energy saving measures fully implemented in 2013, the electricity consumption level of CGC was reduced by 10.5% in 2013 when compared to the previous year.

➤ *Enhanced Waste Recycling Management Measures*

9. In 2013, the Administration Wing further extended the coverage of waste items to be collected for recycling to include exhausted rechargeable batteries, in addition to waste papers, aluminium cans, plastic (including bottles, CDs and DVDs) and glass. With wider publicity efforts to promote staff awareness on waste management, the quantity of recyclable items collected in 2013 has almost doubled the collection in 2012. In brief, some 204 620 kilograms (kg) of waste paper, 200 kg of plastic and around 1 200 litres of glass bottles, and about 200 pieces of used batteries were collected in 2013.

10. In support of the Food Wise Hong Kong Campaign launched by Environmental Protection Department (EPD) in 2013, we have displayed posters outside CGC staff canteen to help disseminate the messages on avoidance/reduction of food waste. With our appeal and publicity efforts, the staff canteen operation has also exercised better control over the quantity of meals prepared for CGC users. Hence, the amount of fertilisers generated by food waste from the food waste treatment machine was reduced by 74 kg to 508 kg in 2013 in comparison with 2012.

➤ *Paper Consumption*

11. To minimise paper consumption, staff members are regularly reminded to conduct business and disseminate information by electronic means as far as possible. 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. As a result of the concerted efforts, the annual paper consumption in 2013 has recorded a reduction of 1.5% when compared to the previous year.

### ***Other Green Measures***

#### ***➤ Carbon Audit for CGC***

12. With the assistance of EMSD, we engaged a consultancy firm to carry out a carbon audit review for CGC in 2013. The objective of the review was to measure the level of greenhouse gas (GHG) released to the atmosphere arising from CGC's operations. Information was gathered from all B/Os for the consultant to identify the source of direct/indirect GHG emission and possible improvement opportunities on GHG emission performance. Findings of the audit report would also serve as a benchmark for the on-going monitoring by the Administration Wing and EMSD in the subsequent years.

#### ***➤ Use of Environmental Friendly Vehicles***

13. In support of Government's policy to introduce more environmental friendly vehicles, we have been replacing some of the petrol vehicles in the Administration Wing's pool transport with hybrid-fuel or electric vehicles. In 2013, we further replaced a petrol vehicle with a hybrid-fuelled car and procured one new electric car, thus making up a total 11 hybrid-fuelled cars and two electric cars among our fleet of 23 vehicles. We also planned to replace one more petrol car with hybrid-fuelled vehicle in the following 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 such as 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 CGO's cleansing contractor to provide and make use of degradable and recycled plastic bags for collection of recyclable wastes and other refuses.

### ***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 organised briefings for B/Os staff on the analysis of monthly electricity consumption reports, energy review and carbon audit and shared with them some green tips on energy savings. The General Circular No. 4/2012 on “Green Practices and Waste Avoidance” issued in 2012 is also re-circulated at regular intervals to remind offices of the green tips on green management.

### ***Compliance and Achievements on 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 award in 2013 in addition to the previous awards of the “Platinum” Rating of Building Environmental Assessment Method (BEAM) Assessment and Indoor Air Quality (IAQ) “Excellent Class” Certificate:

- *Commendation Scheme on Source Separation of Commercial and Industrial Wastes ( Pure Office) “Gold Award”*

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”.

### ***Way Forward***

18. The Administration Wing is committed to the continued implementation of green housekeeping practices and energy efficiency measures. We will review with our works and maintenance agents the effectiveness of these measures on an ongoing basis, and take appropriate actions to ensure efficient operation of the green features and to sustain our performance in collaboration with our offices, major stakeholders and green partners.

### ***Enquiries***

19. 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@csso.gov.hk](mailto:admwing@csso.gov.hk).

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

Administration Wing  
Chief Secretary for Administration's Office