



# **Home Affairs Department Environmental Report 2010-11**



## **Introduction**

1. This is the Twelfth Environmental Report of Home Affairs Department (HAD). It provides an overview of our achievement in 2010-11 regarding the following three major activities: -
  - (a) organising community projects to promote public awareness and participation in the protection and improvement of the environment;
  - (b) carrying out local environmental improvement projects with due regard to the impact on the environment; and
  - (c) adopting green housekeeping measures and fostering amongst staff an environmental-friendly culture and an appreciation of their environmental protection responsibilities.



## **Overview of Home Affairs Department**

### ***Mission***

2. The mission of HAD is to enhance communication between the Government and the people of Hong Kong and to facilitate the development of District Administration. We are committed to maintaining Hong Kong as a vibrant, caring and harmonious community. We shall continue to build on our close ties with all sectors of the community and facilitate the administration of Hong Kong in line with changing circumstances.

### ***Major Functions***

3. The major functions of HAD include: -
  - (a) District Administration

HAD develops policy in respect of the District Administration Scheme, encourages public participation in the Scheme and through it to

enhance the capacity to resolve problems in districts and ensures that public policies are effectively implemented at the district level.

(b) Community Building

HAD develops policy in respect of community building and promotes community involvement activities and public participation in community affairs.

(c) Local Environmental Improvements

HAD seeks to improve the local environment through minor works.

(d) Licensing

HAD implements the Hotel and Guesthouse Accommodation Ordinance (Cap. 349), the Clubs (Safety of Premises) Ordinance (Cap. 376), the Bedspace Apartments Ordinance (Cap. 447) and the Karaoke Establishments Ordinance (Cap. 573) and processes permits for non-charitable fund-raising activities.

(e) Territory Planning and Development

HAD assists relevant bureaux and departments in gauging local views on the planning and development projects of the territory.

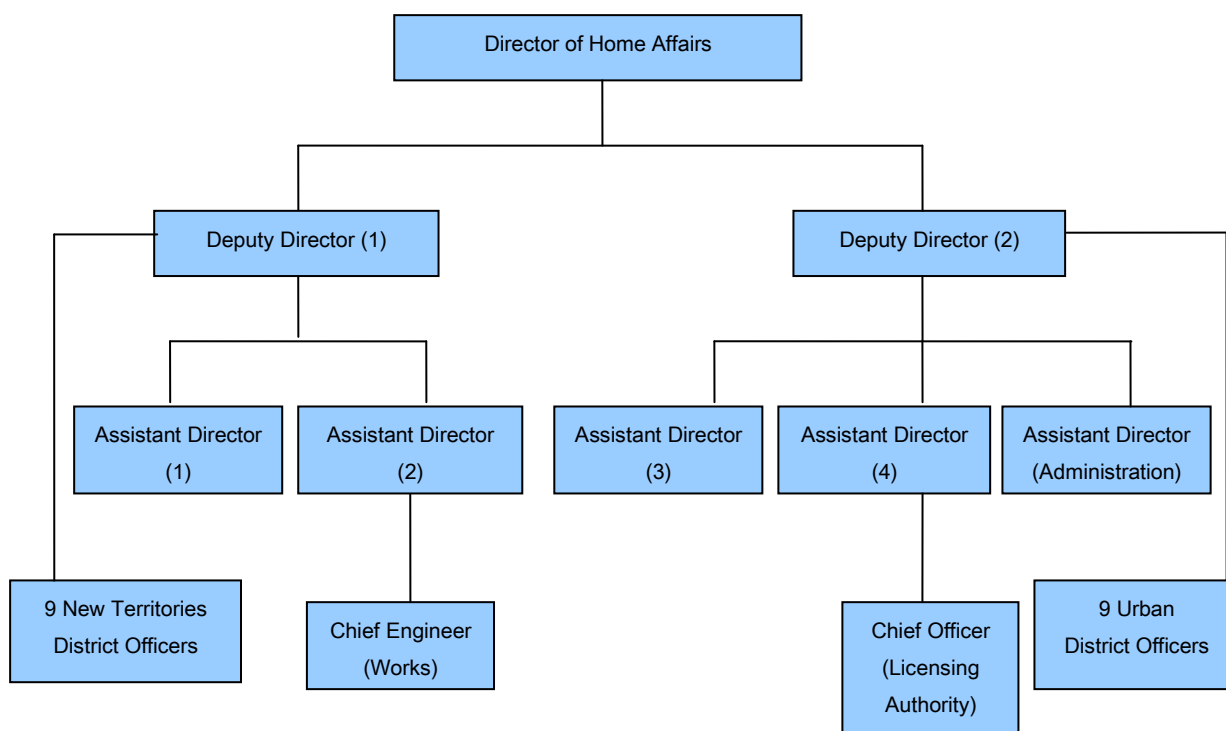
### ***Offices and Facilities***

4. HAD's offices and facilities spread widely over the territory. While our Headquarters offices are located in Wan Chai, Quarry Bay and North Point, a district office is situated in each of the 18 administrative districts in Hong Kong. Apart from this, there are 20 public enquiry services centres, 55 community halls and 38 community centres providing services for the public as at 31.3.2011.

## Organisation

5. As at 31.3.2011, there were 1 852 permanent posts in the Department.

### Home Affairs Department Organisation Structure (as at 31.3.2011)



### Environmental Policy of Home Affairs Department

6. HAD fully supports Government's policy to protect and improve the natural and living environment, and to achieve sustainable development in the long term. We strive to ensure that the services we offer are conducted in an environmentally responsible manner, and we help foster environmental awareness through various community programmes and activities which we organise in partnership with community organisations and other Government departments.



## Local Environmental Improvement Projects

7. HAD carries out minor local improvement works with a view to upgrading the infrastructure and improving the quality of local environment. In support of environmental protection, we include appropriate environmental pollution control clauses into all works contracts. We pay much emphasis in designing our works projects carefully so as to minimize possible impacts to the natural environment, e.g. existing trees would be preserved as far as possible. We encourage the use of environmentally friendly materials in our minor works projects, e.g. using natural stones for paving to reduce the use of concrete.



*Preserving existing trees in a minor works project next to the village office, Kau Wa Keng San Tsuen, Kwai Chung*



*Using natural stones for paving a country trail in Tap Mun, Sai Kung North, Tai Po*



## Community Projects

8. Apart from our green initiatives in local environment improvement projects, we continue to encourage greening at district level by organising a number of community involvement activities with participation of all sectors of the community, such as tree planting days, workshops on energy saving measures, greening carnivals, green tours, exhibitions, competitions and programmes on source separation of waste, etc.



*Eastern Greening Day 2011 organised by Eastern District Council and Eastern District Office*



*"Low Carbon Living" Carnival organised by Yau Tsim Mong District Council and Yau Tsim Mong District Office*



## Green Housekeeping Measures

9. We are committed to ensuring that our daily office operations are conducted in an environmentally responsible manner. As our mode of operation mainly lies with internal offices and provision of community halls/centres, our green housekeeping measures aim at reducing energy and paper consumption, maintaining green procurement and enhancing staff awareness. We are also committed to fulfilling the Government's principles on the Clean Air Charter. A brief account of the measures adopted is provided below.

### **(a) Energy Consumption**

To minimize energy consumption, we took various energy saving measures in our offices and community halls/centres in 2010-11. Some examples are: -

- Switching on two fluorescent light tubes in a light plate instead of all three tubes without affecting office operation;



- Encouraging staff to use staircases for inter-floor traffic;
- Switching off lights, air-conditioners, photocopiers, computers and other electrical appliances when they are not in use;
- Setting indoor room temperature at 25.5 °C during summer months;
- Turning off non-essential lightings at offices and community halls/centres after closure.

### **(b) Paper Consumption**

We have made the following efforts to enhance paper savings in the offices: -

- Using recycled papers instead of wood-free papers. Recycled paper accounted for 66% of total paper consumption in HAD in 2010-11, representing a 9% increase as compared with 2009-10;

- Placing boxes/trays next to photocopiers to collect used papers for recycling. In 2010-11, 70 881 kg of waste paper were collected from the five Headquarters offices and 18 district offices, representing a 20% increase as compared with 2009-10;
- Printing on both sides of papers;
- Sending festive greeting cards by electronic mail;
- Issuing departmental notices through electronic means; and
- Re-using envelopes and file covers.



### **(c) Green Procurement**

To further support environmental protection, we have adopted the green procurement measures as follows-

- Adopting green specifications for products according to guidelines promulgated by EPD as appropriate;
- Procuring green products such as refillable ball pens, recycled papers, etc.;
- Procuring in an environmentally friendly manner, e.g. purchasing of bulky DVDs and CDs without individual disk containers;
- Collecting empty toner cartridges from users and arranging for disposal through public auction; and
- Including "trade-in option" during procurement of replacement stores items.

### **(d) Clean Air Charter**

To achieve the commitments of the Clean Air Charter, we have adopted the following measures: -

- All our drivers are reminded to turn off the vehicle engines while waiting to help reduce emission of air pollutants;
- Staff are encouraged to maximise the use of departmental vehicles, e.g. group passengers to nearby destinations in one trip by one departmental vehicle; and
- Promoting the awareness of green office environment by organising briefings and putting up stickers with green message.



## **Environmental Targets in 2011-12**

10. We are committed to upholding our environmental goals and policies in our work and operations. For the year 2011-12, we are devoted to achieving the following green targets: -

- (a) to reduce annual electricity consumption in the department starting from FY 2009-10 so as to achieve 5% saving on electricity consumption by FY 2013-14;
- (b) to seek continuous improvement in our internal green housekeeping measures; and
- (c) to ensure the least impact on the environment in carrying out local environmental projects.



## **Feedback**

11. We welcome feedback on this report for future improvement. If you have any comments or suggestions, please write to us through any of the following channels: -

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Home Affairs Department  
January 2012