



# **Home Affairs Department Environmental Report 2011-12**



## **Introduction**

1. This is the Thirteenth Environmental Report of Home Affairs Department (HAD). It provides an overview of our achievement in 2011-12 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.

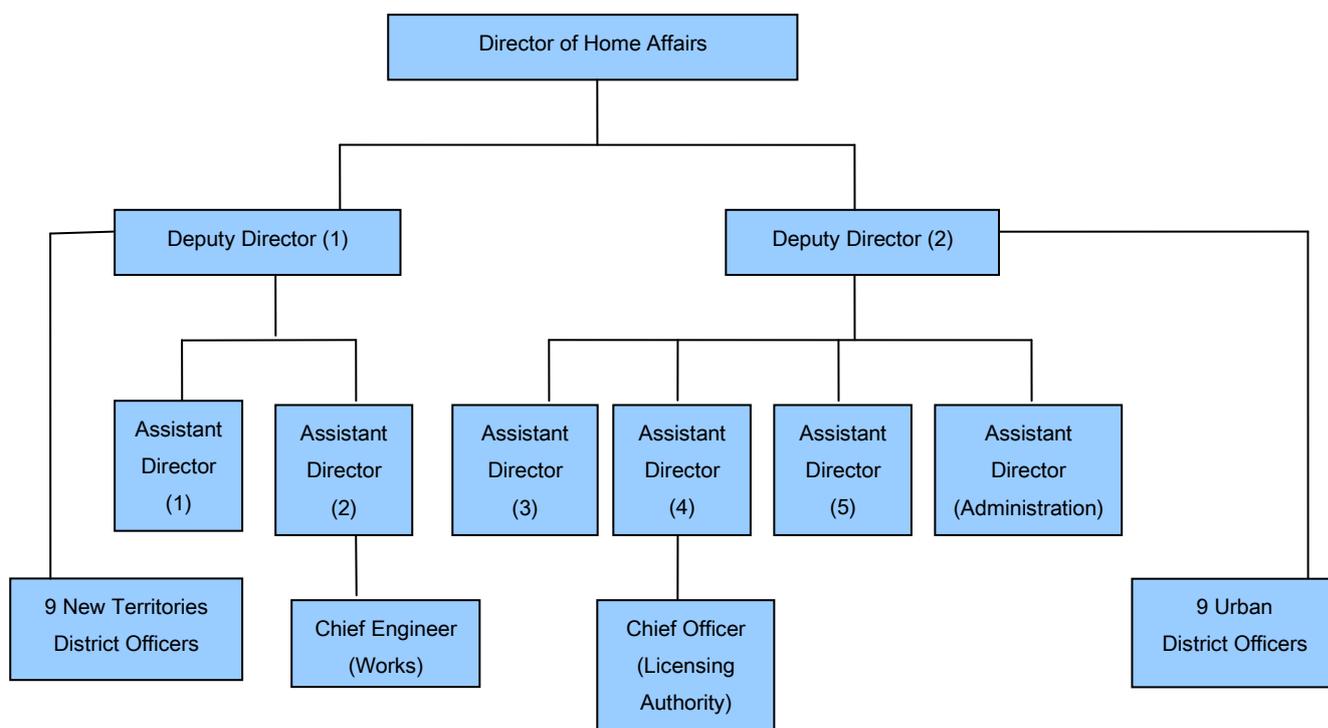
## **Offices and Facilities**

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, 57 community halls and 38 community centres providing services for the public as at 31.3.2012.

## Organisation

5. As at 31.3.2012, there were 1 884 permanent posts in the Department.

### Home Affairs Department Organisation Structure (as at 31.3.2012)



### 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 in all works contracts. We pay much emphasis on designing our works projects carefully so as to minimize possible impacts on the natural environment and encourage the use of environmentally friendly materials in our minor works projects, e.g. using natural stones for the construction of gabion wall as embankment. We also implemented a project on utilization of solar energy for the pumping and lighting system of a water tank.



*Use of natural stones for the construction of gabion wall as embankment adjacent to a stream at Lung Kwu Tan, Tuen Mun*



*Provision of solar light system for a water tank at Chau Mei, 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 eco-life sharing sessions, green ambassador training programmes, greening carnivals, green tours, exhibitions, competitions and programmes on food waste recycling, etc.



*“Green Ambassador Training Scheme Stage II” organised by Sham Shui Po District Council*



*“Wong Tai Sin Environmental Protection and Cleanliness Day” organised by Wong Tai Sin District Council and Wong Tai Sin District Office*



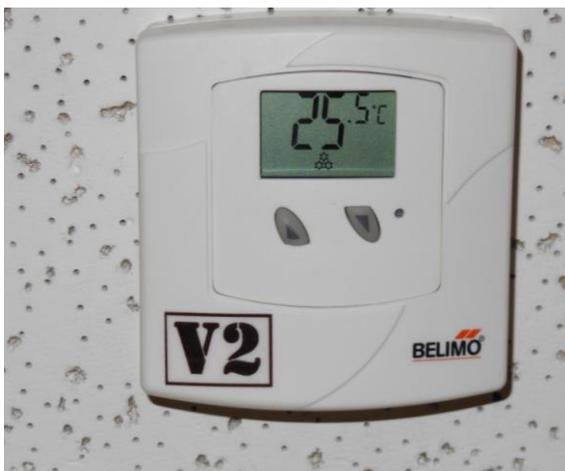
## Green Housekeeping Measures

9. We are committed to ensuring that our daily office operations are conducted in an environmentally responsible manner. Our green housekeeping measures aim at reducing energy and paper consumption, enhancing green procurement and raising 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**

We continued to adopt various energy saving measures in our offices and community halls/centres in 2011-12. Some examples are: -

- Switching on two fluorescent light tubes in a light plate instead of all three tubes without affecting office operation;
- Using timer controls for electric appliances;



*Maintaining air-conditioned room temperature at 25.5°C*



*Affixing "Save Energy" stickers near the switches*

- Encouraging staff to use staircases for inter-floor traffic;
- Switching off lights, computers and other electrical appliances when they are not in use;
- Affixing "Save Energy" stickers near the switches;
- Arranging the last-man-out to check and switch off the power source to lightings and office equipment that are not in use;
- Using energy-efficient office equipment, such as computers and photocopiers and set them to energy saving mode during office hours;
- Maintaining air-conditioned room temperature at 25.5 °C;

- 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 which accounted for 76% of total paper consumption in HAD in 2011-12, representing a 12% increase as compared with 2010-11;
- Placing boxes/trays next to photocopiers to collect used papers for recycling. In 2011-12, 101 963 kg of waste paper were collected from the five Headquarters offices and 18 district offices, representing a 44% increase as compared with 2010-11;
- Printing on both sides of papers;
- Sending festive greeting cards by electronic mail;
- Issuing departmental notices and circulars through electronic means; and
- Re-using envelopes and file covers.



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

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

- Adopting green specifications for products according to guidelines promulgated by Environmental Protection Department as and when appropriate;
- Including "trade-in option" during procurement of replacement stores items;
- Procuring recyclable stationeries such as refillable ball pens, recycled papers, etc.;
- Procuring in an environmentally friendly manner, e.g. bulk purchase of DVDs and CDs without individual disk containers;
- Procuring energy-saving office equipment and electrical appliances, e.g. use of alkaline batteries; and
- Collecting empty toner cartridges from users and arranging for disposal through public auction.

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

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

- Planning routes when using departmental vehicles to minimize the journey distance and time and avoid congested areas;
- 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 circulation of publications with green message.



#### **Environmental Targets in 2012-13**

10. We are committed to upholding our environmental goals and policies in our work and operations. For the year 2012-13, we are devoted to achieving the following green targets: -

- (a) to continue to reduce annual electricity consumption in the department so as to achieve 5% saving on electricity consumption by FY 2013-14 counting from FY 2009/10;
- (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  
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