



Home Affairs Department Environmental Report 2014-15

Introduction

This is the 16th Environmental Report of Home Affairs Department (HAD). It provides an overview of our work and achievements in 2014-15 regarding the following three major activities: -

- (i) organising community projects to promote public awareness and participation in the protection and improvement of the environment;
- (ii) carrying out local environmental improvement projects with due regard to the impact on the environment; and
- (iii) 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 under changing circumstances.

Major Functions

3. The major functions of HAD include: -

(i) 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.

(ii) Community Building

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

(iii) Local Environmental Improvements

HAD seeks to improve the local environment through minor works.

(iv) 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.

(v) Territory Planning and Development

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

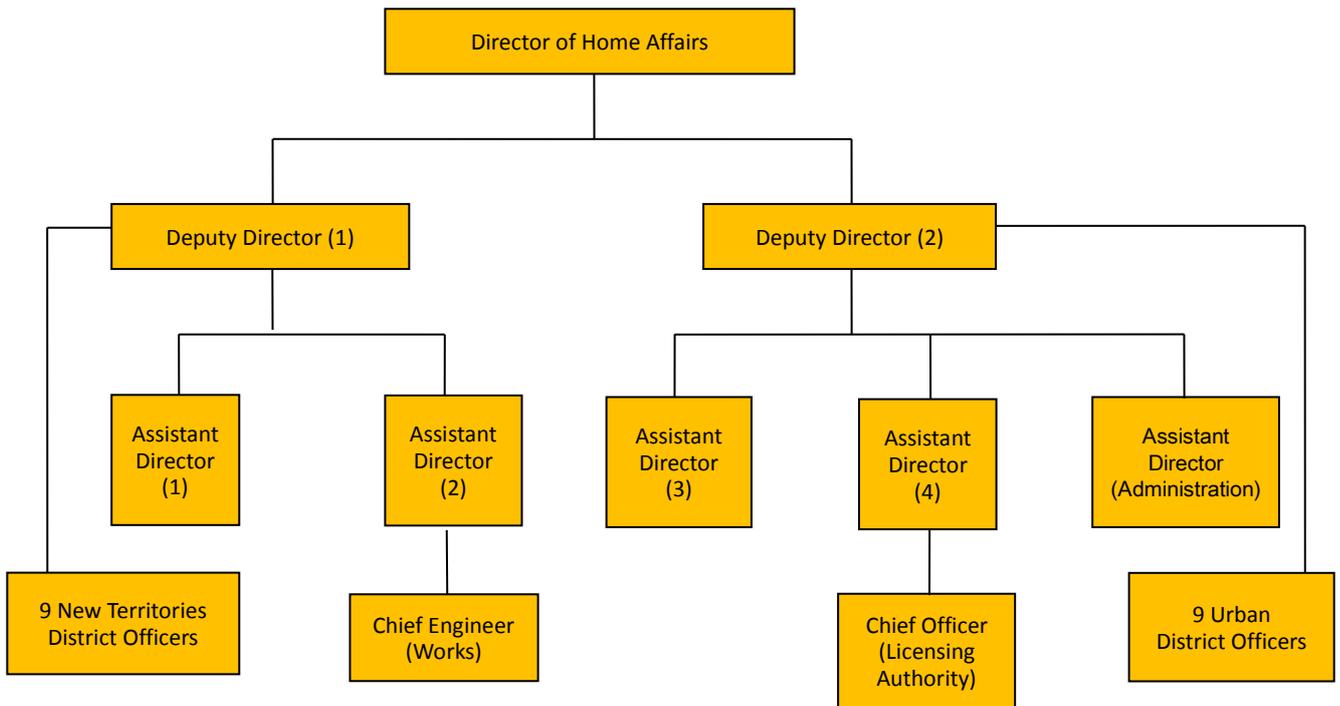
Offices and Facilities

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, 63 community halls and 39 community centres providing services for the public as at 31.3.2015.

Organisation

5. As at 31.3.2015, there were 1,972 permanent posts in the Department.

Home Affairs Department Organisation Structure (as at 31.3.2015)



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 enhancing environmental awareness through various community programmes and activities which we organise in partnership with community organisations and other Government departments.

Local Environmental 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 place emphasis on designing our works projects with a view to minimising potential adverse impacts on the natural environment and encourage the use of environmentally friendly materials.

8. Examples of 2014-15 include the use of natural stones for the construction of footpath and gabion wall as embankment, etc. During the year, we have also beautified the breakwater in Tuen Mun Area 27 and constructed a walking trail with paving at Ping Yeung Village, Ta Kwu Ling.



*Beautification works for the breakwater in
Tuen Mun Area 27*



*Construction of walking trail and paving at
Ping Yeung Village, Ta Kwu Ling*

Community Engagement

9. Apart from the green initiatives in our local environment improvement projects, we continue to encourage greening at district level through organising and co-organising greening-related community involvement activities with participation of all sectors and age groups of the community, for instance, community planting day, campaigns to encourage municipal waste reduction and food waste recycling, organic farm visits to promote environmentally-friendly lifestyle, and coastal cleaning activities, etc.

Community Projects at District Level



Community Planting Day



Workshop for Food Waste Recycling



*"Don't be a Big Waster" Carnival
cum Awards Ceremony*



Organic Farm Visit for the Elderly



"Reduction of Food Waste" Campaign



Coastal Cleaning Activity

Greening Work

Local Greening and Planting Works

10. Greening work is our focal effort and we target to promote greening in different levels. We have been working on greening and planting works across various districts by installing and maintaining planters along roadsides and flyover areas. This helps to improve the urban environment not only through achieving air purification and adjustment of climate, but also enhance the overall visual environment for citizens.

11. Since 2014, we used more perennial plants such as shrubs for our greening work instead of annuals because perennial plants can offer a similar level of aesthetics enjoyment yet need no constant replacement that might generate substantial yard waste. In 2014-15, we planted around 60 000 numbers of shrubs across the districts, representing a substantial 170% rise as compared with 2013-14.



*Provision of green wall
at Lai King Community Hall*



Planting of perennial plants along roadside

Campaigns and Trainings

12. We have been actively supporting the “Be Our Greening Partner” Campaign launched by Development Bureau. The Campaign focuses on empowering all individuals and organisations to promote a green cityscape. As an active partnering organisation, we appealed to our staff to support the Campaign by joining greening activities to enhance knowledge of greening and tree management, as well as taking part personally in community surveillance of trees during their leisure time. We will continue to encourage more staff to take part in greening activities.

13. During the year, we encouraged our staff members ranging from frontline to managerial levels to attend courses on tree management organised by Development Bureau. Examples are “Modular Certificate Course on Identification of Common Trees” and “Comprehensive Training on Tree Risk Assessment and Common Tree Problems”. The training helps enhance our staff members’ knowledge of trees and greening, thus facilitating their daily tree management work, as well as fostering a culture of tree care.

Green Housekeeping Measures

14. 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.

Energy Consumption

15. During the year, we nominated 25 community centres/community halls to take part in the energy-cum-carbon audit programme initiated by Environmental Protection Department. To promote and support greener operations, we initiated a number of cost-effective measures to pursue continuous energy and carbon reduction such as delamping of lightings, replacement of air-conditioning units into Grade 1, water saving taps installation, etc. which will no doubt contribute to our green efforts.

16. On the other hand, implementation of energy saving measures never stops in our offices and community halls/centres. The following are examples in 2014-15:-

- Lightings:
 - Using more environmentally-friendly lightings such as replacing quartz tungsten lamps with LED lights, and replacing T8 fluorescent tubes with T5 tubes;
 - Switching on two fluorescent light tubes in a light plate instead of all three tubes without affecting office operation;



- Turning off non-essential lightings at offices and community halls/centres after closure;
- Installing venetian blinds at windows to adjust the penetration of sunlight to suit different seasons;

■ Air-conditioning:

- Maintaining air-conditioned room temperature at 25.5 °C;
- Attaching rubber plates to the door edges to reduce leakage of cool air;

■ Other electrical appliance:

- Using energy-efficient office equipment, such as computers and photocopiers and set them to energy saving mode during office hours;
- Using timer controls for electric appliances and arranging the last-man-out to check and reminding staff to switch off non-essential electrical appliances when they are not in use;
- Affixing "Save Energy" stickers near the switches;

■ Water conservation:

- Encouraging staff members and the public using our facilities to conserve water use by displaying environmental protection promotional materials on notice boards and updating the materials regularly; and
- Installing sensor-systems on water taps and dual flush toilets to support the water saving initiatives in Headquarters office at Southorn Centre.



Paper Consumption

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

■ Prioritising the use of recycled paper. It accounted for about 81% of total paper consumption in HAD in 2014-15, a further 5% increase compared with that in 2013-14;

■ Placing boxes/trays next to photocopiers to collect used papers for recycling. During the year,

approximately 93.6 tonnes of waste paper were collected from Headquarters offices and 18 district offices;

- Placing recycling and separation bins in offices;
- Printing on both sides of papers;
- Re-using envelopes and file covers;
- Issuing departmental notices and circulars through electronic means;
- Sending festive greeting cards by electronic mail; and
- Facilitating paperless meetings through installing sockets for notebook computers on conference tables.



Green Procurement

18. 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 appropriate;
- Procuring recyclable stationeries such as refillable ball pens, recycled papers, recycled pencils, etc.;
- Procuring in an environmentally friendly manner, e.g. purchasing bulky DVDs and CDs without individual disk containers;
- Procuring energy-saving office equipment and electrical appliances;
- Collecting used printer toner cartridges from users and arranging for disposal through public auction; and
- Including "trade-in option" for procurement of replacement stores items.

Clean Air Charter

19. 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 to reduce carbon emission, 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. Perennial planters are also placed in offices to enhance green awareness and to provide better working environment for staff; and
- Two community centres/community halls participating in the Indoor Air Quality (IAQ) Certification Scheme have achieved “excellent” IAQ standard.

Environmental Targets in 2015-16

20. We are committed to upholding our environmental goals and policies in our work and operations. For the year 2015-16, we are devoted to achieving the following green targets: -

- To actively partake in the implementation of Greening Master Plans in 18 districts, and to explore feasible greening proposals for contributing to a greener environment in all districts;
- To persist our endeavour in tree management work with a view to maintain and protect the health and structural conditions of our trees. To continue our collaboration with the Tree Management Office of Development Bureau in conducting audits for our tree risk assessment reports to ensure the quality and professional standard of the assessment exercises performed by our contractors;
- To continue our support to the government’s waste reduction policy by enhancing the use of perennials and replacing the annuals with more sustainable plants wherever practicable;
- To keep up with our efforts in the energy-cum-carbon audit programme to identify unexplored measures for energy and carbon emission reduction;
- To continue our keen participation in the IAQ Scheme to maintain satisfactory IAQ standards and promote good IAQ management practices across venues. We propose to apply the Scheme to around 70 community centres/community halls targeting a “good” IAQ standard or above;
- To proactively incorporate suitable in-house resource saving measures, such as installation of flow controllers to water taps, to conserve our water consumption; and

- To further instil environmental protection culture into our offices by encouraging active staff participation in government-initiated greening activities such as community tree surveillance, and to seek continuous improvement in our internal green housekeeping measures.

Feedback

21. 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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Fax: 2834 7649

E-mail: hadgen@had.gov.hk

Home Affairs Department

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