



# Home Affairs Department Environmental Report 2017-18

## Introduction

This is the 19<sup>th</sup> Environmental Report of Home Affairs Department (HAD). It provides an overview of our work and achievements in 2017-18 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 environmental-friendly culture and 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 implements and develops the District Administration Scheme, encourages public participation in the Scheme thereby 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 implements the policy in respect of community building and promotes community involvement activities and public participation in community affairs.

(iii) Local Environmental Improvements

HAD improves the local environment through minor works.

(iv) Licensing

HAD implements the Miscellaneous Licences Ordinance (Cap. 114), Gambling Ordinance (Cap. 148), Hotel and Guesthouse Accommodation Ordinance (Cap. 349), Clubs (Safety of Premises) Ordinance (Cap. 376), Amusement Game Centres Ordinance (Cap. 435), Bedspace Apartments Ordinance (Cap. 447) and 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.

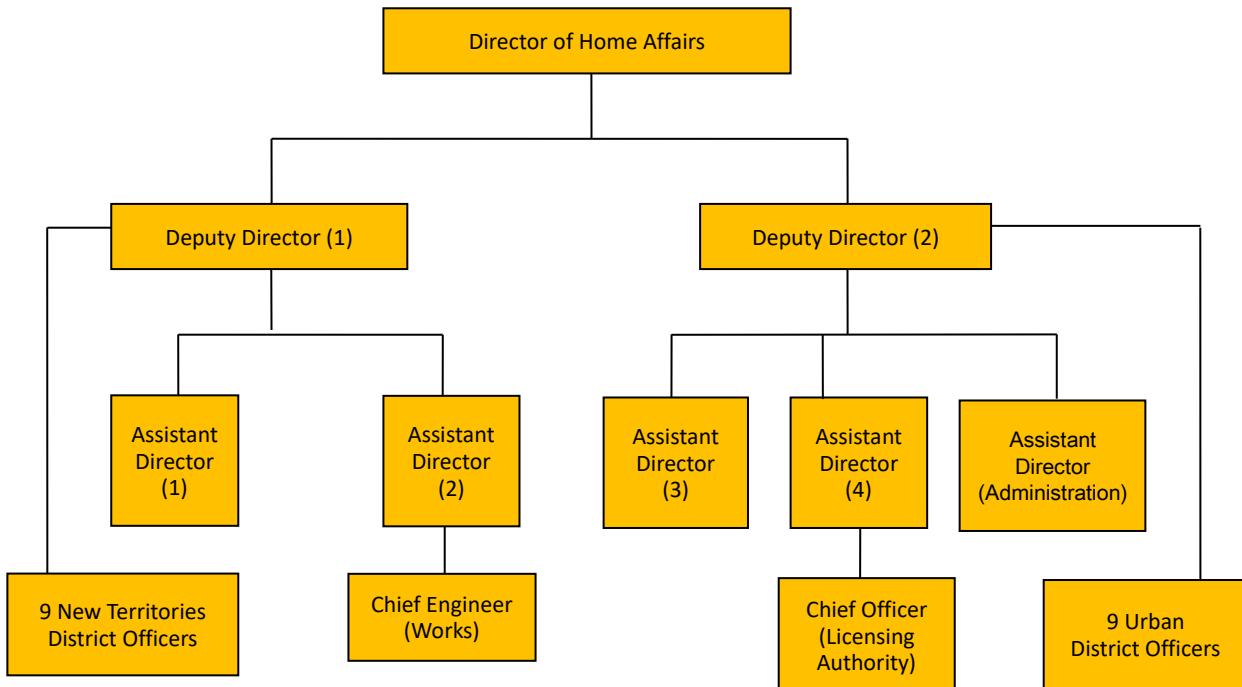
## **Offices and Facilities**

4. HAD's offices and facilities spread across the territory. While our Headquarters offices are located in Wan Chai, Tai Koo and North Point, a district office is situated in each of the 18 administrative districts in Hong Kong. Apart from this, there are 20 Home Affairs Enquiry Centres, 67 community halls and 38 community centres providing services for the public as at 31.3.2018.

## Organisation

5. As at 31.3.2018, there were 2,045 permanent posts in the Department.

### Home Affairs Department Organisation Structure (as at 31.3.2018)



## 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 enhance 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 also encourage the use of environmentally friendly materials in the design of projects such as recycled benches and natural granite so as to minimise potential adverse impact on the natural environment. To avoid light pollution and energy wastage, we use widely light sensors and timer controls for light fittings in sitting-out areas so that the lights are controlled in response to the illuminance of the environment and the times of day such as sunsets and midnights.

8. Examples are the Sitting-out Areas at Cheung Lek Village, Sheung Shui and Cha Kwo Ling, Kwun Tong.



*Sitting-out Area at Cheung Lek Village, Sheung Shui with recycled benches, natural granite and light sensor*

*Installation of Lighting with timer control and light sensor at Cha Kwo Ling Sitting-out Area in Kwun Tong*

## 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, green community carnivals, seminars to promote environmental protection and workshops to promote environmentally-friendly lifestyle, etc.

## Community Projects at District Level



*Green Recycling Carnival*



*Cleaning Campaign*



*Green Lantau*



*Promotion in Green Living*



*Green Promotion Stall*



*Educational Talk*

## Greening Work

### Local Greening and Planting Works

10. HAD attaches great importance to greening work and we target to promote greening at 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 improve the urban environment not only through air purification, but also through enhancing the overall visual environment for citizens.

11. Since 2014, we have been replacing, for our greening work, annuals with perennial plants such as shrubs which can offer a similar level of aesthetics enjoyment yet need no constant replacement that might generate substantial yard waste. In 2017-18, we planted over 35,000 numbers of shrubs across the districts.



*Beautification of a section of pavement*



*Replacing wilted planters*



## 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 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 over 10 courses on tree management organised by Development Bureau. Examples are “Seminar on Proper Tree Care” and “Workshop on Identification of Common Trees in Hong Kong”. 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.

## Statistics of Energy Consumption in HAD

14. Electricity consumption of our government buildings in FY 2013-14 and FY2017-18 is tabulated below:

	Electricity consumption (kWh)	Electricity consumption under comparable operating conditions (kWh)
FY 2013-14 (baseline)	26,653,992	N/A
FY 2017-18	29,192,641 (+9.5%)	25,881,026 (-2.9%) <sup>1</sup>

As set out above, the increase in electricity consumption of our government buildings from FY 2013-14 to FY 2017-18 was 9.5%, taking into consideration some major factors such as establishment of new buildings, increasing operation of temporary shelters and activities held in our venues. However, under comparable operating conditions of FY 2013-14, there was 2.9% of electricity saving in FY 2017-18, after implementing considerable green housekeeping measures as set out in the ensuing paragraphs.

<sup>1</sup> This figure has taken into account significant changes in circumstantial factors such as the number of premises, plants and equipment, number of staff, services, service hours and demand for services etc. for a like-with-like comparison with the baseline.

## **Green Housekeeping Measures**

### **Energy Conservation**

15. Energy audit has become a useful tool in identifying new Energy Management Opportunities (EMOs). Over the years, we have conducted energy audit in 15 community centres/community halls and energy-cum-carbon audit in 25 community centres/community halls. Implementation of EMOS recommended in the audit reports is progressing on the right track. To sustain our efforts, we have included two more venues, namely Causeway Bay Community Centre and Lung Yat Community Hall, for energy audit in 2018-19. According to the reports for 2017-18, the Energy Utilisation Index (EUI)<sup>2</sup> of Causeway Bay Community Centre and Lung Yat Community Hall are 637 MJ/m<sup>2</sup>/annum and 545 MJ/m<sup>2</sup>/annum respectively. In the future, we will keep track on the EUI to monitor our electricity consumption performance.

### **Carbon Auditing**

16. In 2017, we have conducted the carbon audit through ‘paper approach’ in seven of our government offices/CCs/CHs. This exercise serves to monitor the greenhouse gas (GHG) emission. We have also taken various measures, such as applying flow controller in water taps and installing motion sensors to reduce unnecessary lighting in public areas, to reduce GHG emissions. In future, we will continue to carry out this audit with a view to reducing further our carbon emissions.

<b>No. of Major Building which have audited</b>	7
<b>Total floor area (m<sup>2</sup>)</b>	41,535
<b>Category</b>	Community Halls/Centres & Office type Buildings
<b>Total No. of Employees</b>	261
<b>Total Greenhouse Gas (GHG) Emissions</b>	2,895 tonnes of Co <sub>2</sub> -e

17. Implementation of energy saving measures will continue in our offices and community halls/centres. The following are some examples in 2017-18:-

---

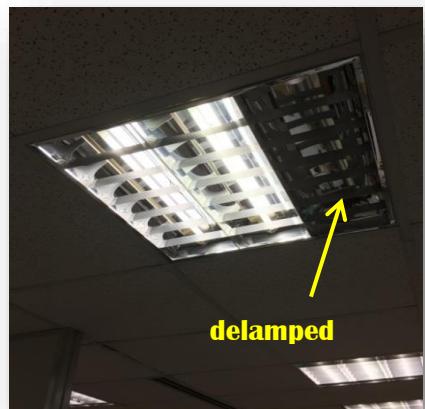
<sup>2</sup> Energy Utilisation Index (EUI) of a building is derived by dividing the total energy consumption for a specific period by the total internal floor area of the building. It serves as a general reference of the energy performance of a building.

■ Air-conditioning:

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

■ Lighting:

- Switching off lights in offices and community halls/centres when they are not in use;
  - Turning off non-essential lighting (e.g. at reception areas and corridors) at offices during lunch hour;
  - Delamping by switching on two fluorescent light tubes in a light plate instead of all three tubes without affecting office operation;
  - Using more environmentally-friendly lighting such as replacing quartz tungsten lamps with LED lights, and replacing T8 fluorescent tubes with T5 tubes;
- Other electrical appliances:
- Using energy-efficient office equipment, including computers and photocopiers with energy saving mode;
  - Using timer controls for electrical appliances, arranging the last-man-out to check and reminding staff to switch off non-essential electrical appliances when they are not in use; and
  - Affixing "Save Energy" stickers near the switches.



## Water Conservation

18. We have taken the following measures to reduce water consumption: -

- Encouraging staff members and the public using our facilities to conserve water consumption by displaying environmental protection promotional materials on notice boards and updating the materials regularly; and
- Installing flow controllers provided by Water Supplies Department at our offices (i.e. at washrooms and pantries) and community halls/centres. These flow controllers will help regulate water flow and reduce water consumption.



## Solid waste reduction

19. We have made the following efforts to reduce solid waste at offices: -

### ■ Paper consumption:

- Minimising the use of paper by printing on both sides of paper, re-using envelopes and file covers, and issuing departmental notices and circulars through electronic means, etc.;
- Sending electronic greeting cards to government contacts and posting on HAD's website to deliver festive greetings;
- Prioritising the use of recycled paper. It accounted for about 90% of total paper consumption in HAD in 2017-18;
- Placing boxes/trays next to photocopiers to collect used paper for recycling. During the year, approximately 86 tonnes of waste paper was collected from Headquarters offices and 18 district offices; and
  - Facilitating paperless meetings through installing sockets for notebook computers on conference tables;



### ■ Recycling:

- Placing three-coloured recycling bins in offices to encourage recycling behaviour;
- Placing collection boxes to facilitate the collection of recyclable waste paper;
- Providing red and green collection bags to collect used paper for recycling; and
- Reusing decorative materials for festive seasons.

20. To ensure the energy-saving measures are fully implemented, we have assigned Energy Wardens and Assistant Energy Wardens in each office for conducting routine checks and helping foster an environmentally friendly culture.

## Green Procurement

21. 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 stationery such as refillable ball pens, recycled paper, 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 trade-in or disposal through public auction; and
- Including "trade-in option" for procurement of replacement stores items.

## Clean Air Charter

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

- Planning routes when using departmental vehicles to minimise the journey distance and time and avoid congested areas;
- Encouraging staff to maximise the use of departmental vehicle journeys to reduce carbon emission, e.g. group passengers to nearby destinations in one trip by one departmental vehicle;
- 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;
- Encouraging staff to use internal stairs for access to nearby floors instead of lifts; and



- Continuing our effort in the Indoor Air Quality (IAQ) Certificate Scheme. In the past year, 85 community centres/community halls have been successfully awarded IAQ Certifications, with two achieving “excellent” IAQ standard.

## Environmental Targets in 2018-19

23. We are committed to upholding our environmental goals and policies in our work and operations. For the year 2018-19, we are devoted to achieving the following green targets: -

- To actively participate 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 sustain our efforts in tree management work with a view to maintaining and protecting the health and structural conditions of our trees. To continue our collaboration with the Tree Management Office of Development Bureau in conducting audits and reporting on our tree risk assessment in order 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 replacing annuals with perennials as much as possible;
- To keep up our efforts in the energy-cum-carbon audit programme to identify additional measures for energy and carbon emission reduction and continue to monitor implementation of recommended EMOs;
- To continue our participation in the IAQ Scheme to maintain satisfactory IAQ standards and promote good IAQ management practices across venues; and
- To further build up environmental protection culture in our offices by encouraging staff participation in government-initiated greening activities such as community tree surveillance, and seeking continuous improvement in our internal green housekeeping measures.

## **Feedback**

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

Mail: 29/F, Southorn Centre, 130 Hennessy Road, Wan Chai  
Fax: 2834 7649  
E-mail: [hadgen@had.gov.hk](mailto:hadgen@had.gov.hk)

**Home Affairs Department**

**August 2019**