



Home Affairs Department Environmental Report 2019-20

Introduction

This is the 21st Environmental Report of Home Affairs Department (HAD). It provides an overview of our work and achievements in 2019-20 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

Mission

2. Our mission 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: -

(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.

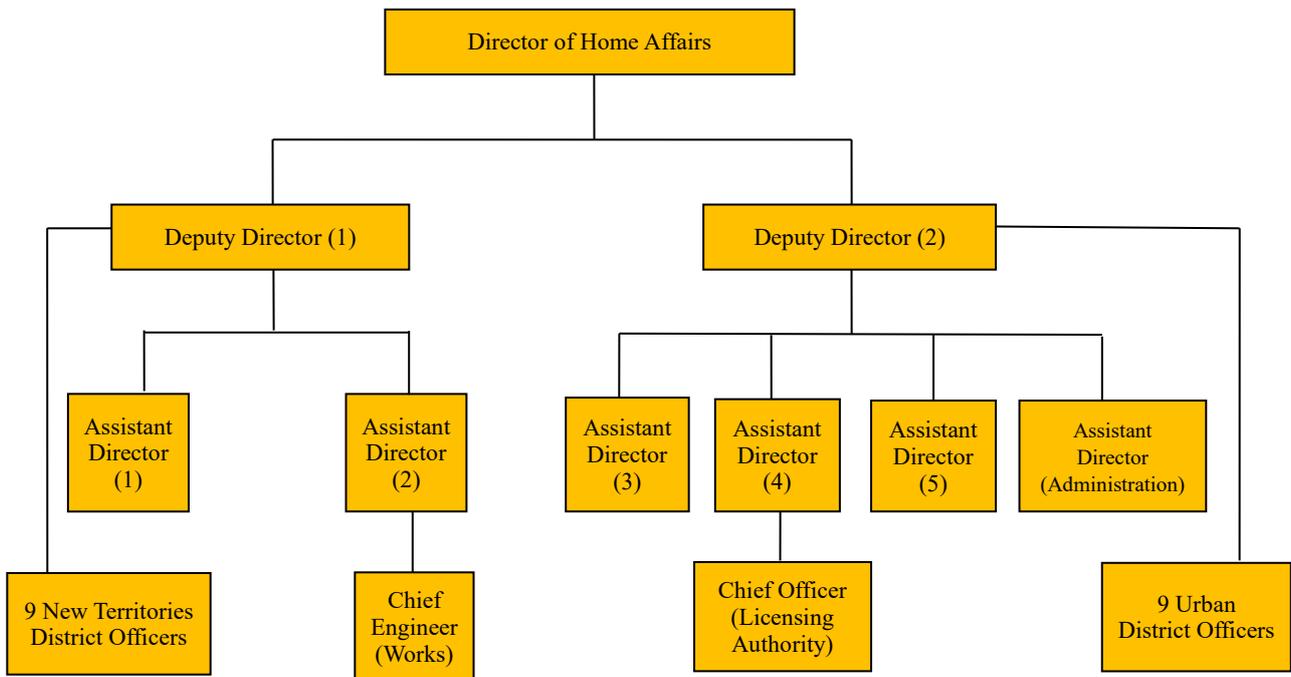
Offices and Facilities

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, 68 community halls and 38 community centres providing services for the public as at 31.3.2020.

Organisation

5. As at 31.3.2020, there were 2,218 permanent posts in the Department.

Home Affairs Department Organisation Structure (as at 31.3.2020)



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 timber and paving units containing recycled glass so as to minimise potential adverse impact on the natural environment. To avoid light pollution and energy wastage, we widely use light sensors and timer controls for light fittings in sitting-out areas and pet gardens so that the lights are controlled in response to the illuminance of the environment and the times of day such as sunsets, late-nights and sunrises.

8. Examples are the Pet Garden at Sheung On Street, Chai Wan and Sitting-out Areas near Tai Po Centre, Tai Po.



Pet Garden at Sheung On Street, Chai Wan with recycled timber benches, paving units containing recycled glass, and lightings with timer controls and light sensors.



Sitting-out Area near Tai Po Centre, On Pong Road, Tai Po with recycled timber benches, paving units containing recycled glass, lightings with timer controls and light sensors. Existing mature trees are conserved, and new trees, shrubs and grass are planted.

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, promotion stalls and online guided tours to promote environmental protection and environmentally-friendly lifestyle, etc.

Community Projects at District Level



Family Fun Day



Recycling Station



Glass Bottle Recycling Programme



Green Promotion Stall



Mine cum Eco-Carnival



*Greening and Beautification of Railings
Along Footpaths*

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 2019-20, we planted over 29,700 numbers of shrubs across the districts.



*Greening and Beautification of Railings
along Footpaths*



Roadside Flower Beds and Planters

Trainings

12. 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 Diagnosis of Abiotic and Biotic Tree Disorders and Experience Sharing” and “Comprehensive Training on Tree Risk Assessment and Management Training Course 2019”. 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

13. Electricity consumption of our government buildings in FY 2013-14 and FY 2019-20 is tabulated below:

	Electricity consumption (kWh)	Electricity consumption under comparable operating conditions (kWh)
FY 2013-14 (baseline)	26,653,992	N/A
FY 2019-20	29,910,834 (+12 %)	26,296,963 (-1.3%) ¹

As set out above, the increase in electricity consumption of our government buildings from FY 2013-14 to FY 2019-20 was 12%, 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 1.3% of electricity saving in FY 2019-20, after implementing considerable green housekeeping measures as set out in the ensuing paragraphs.

Green Housekeeping Measures

Energy Conservation

14. Energy audit has become a useful tool in identifying new Energy Management Opportunities (EMOs). Over the years, we have conducted energy audit in 19 community halls/community centres and energy-cum-carbon audit in 25 community halls/community centres. 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, Sai Ying Pun Community Complex and Tung Tau Community Centre, for energy audit in 2020-21. According to the reports for 2019-20, the Energy Utilisation Index (EUI)² of Kennedy Town Community Complex and Tin Fai Road Community Hall are 543 MJ/m²/annum and 799 MJ/m²/annum respectively. In the future, we will keep track on the EUI to monitor our electricity consumption performance.

¹ 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.

² 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.

Carbon Auditing

15. In 2019, we have conducted a ‘paper approach’ carbon audit exercise for eight of our government offices/community halls/community centres. This exercise serves to monitor the greenhouse gas (GHG) emissions. We have also taken various measures, such as using automatic sensors in water taps and maintaining air-conditioned room temperature at 25.5 °C, to reduce GHG emissions. In future, we will continue to carry out this audit with a view to reducing further our carbon emissions.

No. of Major Building which have audited	8
Total floor area (m²)	41,249
Category	Community Halls/Community Centres & Office type Buildings
Total Greenhouse Gas (GHG) Emissions	3,225 tonnes of CO _{2-e}

16. Implementation of energy saving measures will continue in our offices and community halls/community centres. The following are some examples in 2019-20:-

■ **Air-conditioning:**

- Maintaining air-conditioned room temperature at 25.5 °C;
- Using curtains or blinds to screen off sunlight to reduce the need for air-conditioning and energy consumption;

■ **Lighting:**

- Switching off lights in offices and community halls/community 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 energy-efficient lighting such as LED lamps and T5 fluorescent lamps;



- 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 and warm reminders near the switches.

Water Conservation

17. 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 automatic sensors in water taps at our offices (i.e. at washrooms and pantries) and community halls/community centres.

Solid waste reduction

18. 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 2019-20;
 - 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;

- Displaying a notice on the water dispenser to remind the staff to avoid using paper cups; and



- Putting a collection box in prominent place to encourage the staff to reuse envelopes

■ Plastic consumption:

- Avoiding the use and distribution of plastic umbrella bags and deploying alternative means, such as umbrella racks, floor dryers and carpets to keep the floor dry;

■ 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.

19. 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

20. 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 in an environmentally friendly manner, such as recyclable stationery items, wood-free and recyclable printing paper;

- Procuring energy-saving office equipment and electrical appliance;
- Collecting used printer toner cartridges from users and arranging for trade-in; and
- Including "trade-in option" for procurement of replacement store items.

Clean Air Charter

21. 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 messages. 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) Certification Scheme. In the past year, 85 premises under HAD's purview such as community halls/community centres have been successfully awarded IAQ Certifications, with two achieving "excellent" IAQ standard.

Environmental Targets in 2020-21

22. We are committed to upholding our environmental goals and policies in our work and operations. For 2020-21, we aim to achieve 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 Certification 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 and seeking continuous improvement in our internal green housekeeping measures.

Feedback

23. 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: -

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Fax: 2834 7649

E-mail: hadgen@had.gov.hk

Home Affairs Department

November 2021