



# Home Affairs Department Environmental Report 2023-24

## Introduction

This Environmental Report provides an overview of the environmental measures and achievements of Home Affairs Department (HAD) in 2023-24 under the following major aspects:

- (i) carrying out local environmental improvement projects and greening work to improve the quality of local environment;
- (ii) organising community projects to promote public awareness and participation in the protection and improvement of the environment; and
- (iii) adopting green housekeeping measures and fostering amongst staff an environmental-friendly culture and appreciation of their environmental protection responsibilities.

## Key Responsibilities

### Mission

2. Our mission is to enhance communication between the Government and the people of Hong Kong and to enhance the efficacy of district governance. 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 care for the people's needs, facilitating the administration of Hong Kong in line with changing circumstances.

### Major Functions

3. To achieve our mission, we:
- enhance channels of communication between the Government and the public; explain the Government's aims, policies and services to the community; collect, assess and reflect the community's views and aspirations to the Government so that timely and appropriate responses can be made;

- co-ordinate, through District Management Committees, the delivery of Government services and implementation of public projects at district level;
- serve the community better through the work of District Councils and District Services and Community Care Teams;
- foster community spirit in neighbourhoods through encouraging public participation in community building activities;
- assist in alerting residents and providing temporary shelters, as well as coordinating relief services in emergency situations and during or after natural disasters;
- monitor and assess the provision of Government support services for new arrivals from the Mainland and ethnic minorities to enable them to integrate into the local community as quickly as possible;
- implement minor local works projects and building management initiatives to improve our living environment; ensure that safety standards in hotels, guesthouses, clubhouses, bedspace apartments and karaoke establishments are maintained; and issue the licence of amusement game centres, amusements with prizes, public dance halls, lotteries, mahjong/tin kau parlours, tombolas and trade promotion competitions; and
- provide support services for estate beneficiaries.

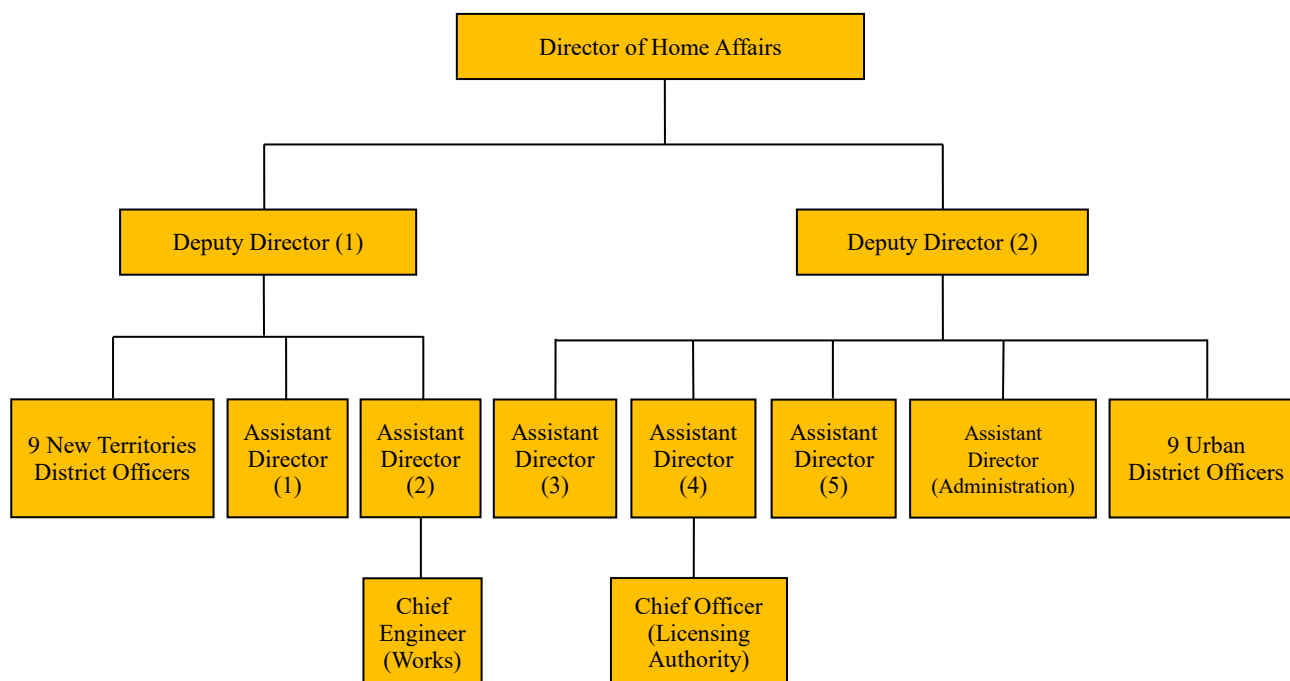
## Offices and Facilities

4. HAD's offices and facilities spread across the territory. While our headquarters offices are located in Wan Chai, Quarry Bay, North Point and Yuen Long, a district office is situated in each of the 18 districts in Hong Kong. There are also 20 Home Affairs Enquiry Centres and 109 community halls/centres providing services for the public as at 31.3.2024.

## Organisation

5. As at 31.3.2024, there were 2,309 permanent posts in the Department.

### Home Affairs Department Organisation Structure (as at 31.3.2024)



## Environmental Policy

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 organised 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 luminance of the environment and the times of day such as sunsets, late nights and sunrises. Besides, we use solar-powered lighting in some of our facilities where the locations are suitable and technically feasible.

8. Examples are the sitting-out areas at Wah Lam Path (Extension) in the Southern District and at Tseng Tau Village in the Tai Po District constructed under District Minor Works programme.



*Sitting-out areas at Wah Lam Path (Extension) in the Southern District (upper row) and at Tseng Tau Village in the Tai Po District (lower row) with the use of paving units containing recycled glass, recycled timber plastic strip benches, lightings with timer controls and light sensors.*

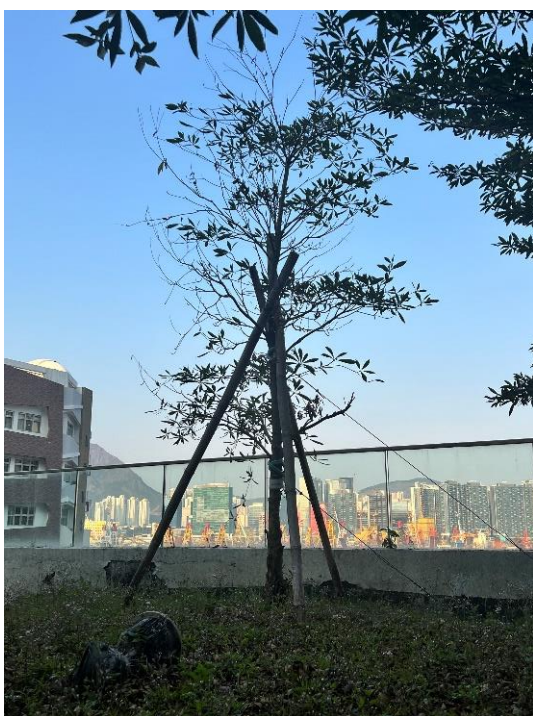


## Greening Work

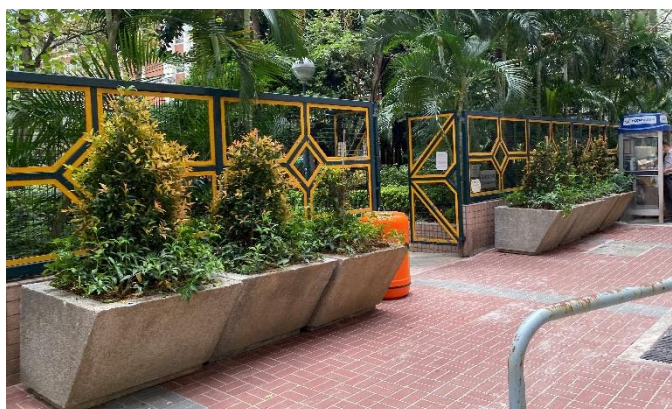
### Local Greening and Planting Works

9. 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 the public.

10. 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 2023-24, we planted around 3,847 shrubs and 200 herbaceous plants across the districts.



*Podium Greening in Government Building*



*Roadside Planters along Footpath*



*Green Area in District*



*Railing Planters along Footpath*

## Training

11. During the year, we encouraged our staff members ranging from frontline to managerial levels to attend courses on tree management organised by the Development Bureau. Two examples are the “Webinar on Briefing for Tree Risk Assessment and Management Arrangement (10th edition) and Tree Management Common Platform for Department Administrator, Departmental User, Inspection Officers and Auditors” and “Webinars on Proper Tree Care and Management”. The training helps enhance our staff members’ knowledge of trees and greening, thereby facilitating their daily tree management work and fostering a culture of tree care.

## Community Engagement

12. Apart from the green initiatives mentioned above, we continue to encourage greening at district level through organising and co-organising greening-related community involvement activities with the participation of all sectors and age groups of the community. For instance, flower art upcycling workshops were organised in the event “Day and Night Vibes @ Sham Shui Po: Fete Des Fleurs – Flower Market 2.0”.



## Green Housekeeping Measures

### Energy Conservation

13. Energy audit has become a useful tool in identifying new Energy Management Opportunities (EMOs). Since 2010-11, we have conducted 23 energy audits and 38 energy-cum-carbon audits in government buildings under our management and community halls/centres. Implementation of EMOs recommended in the audit reports is progressing on the right track. According to the reports for 2023-24, the Energy Utilisation Index (EUI)<sup>1</sup> of North District Community Centre and Tseng Choi Street Government Services Complex are 594 MJ/m<sup>2</sup>/annum and 698 MJ/m<sup>2</sup>/annum respectively. In the future, we will keep track on the EUI to monitor our electricity consumption performance.

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<sup>1</sup> 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

14. We conducted a “paper approach” carbon audit exercise, which monitors greenhouse gas (GHG) emissions, for 10 of our offices and community halls/centres for 2023-24 as set out below:

<b>No. of Major Building audited</b>	10
<b>Total floor area</b>	27,322 m <sup>2</sup>
<b>Category</b>	Community halls/centres & office type buildings
<b>Total GHG Emissions</b>	2,858.31 tonnes of CO <sub>2</sub> -e

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 carbon audit with a view to further reducing our carbon emissions.

## Renewable Energy Generation and Usage

15. Renewable energy (RE) offers proven alternatives to the burning of fossil fuels for power generation. We are committed to exploring opportunities in employing RE technologies in government buildings under our management and community halls/centres as far as practicable. For example, solar panels were installed on the rooftop of Kowloon City Government Offices to convert sunlight into electricity to offset the building’s electricity consumption. About 1,098 kWh of electricity was generated in 2023-24 since the activation of the solar panel system in mid-October 2023. We will continue exploring the feasibility of installing more solar panels in premises under our management.



## Energy Saving

16. Implementation of energy saving measures will continue in our offices and community halls/centres. The following are some examples in 2023-24:

### ■ 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; and
- Displaying labels of the recommended temperature and warm reminders near the switches.



### ■ 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 energy-efficient window films;
- Using energy-efficient lighting such as LED lamps and T5 fluorescent lamps; and
- Installing occupancy/motion sensors to automatically control on/off of lighting in public areas such as corridors and washrooms etc.

### ■ Other electrical appliances:

- Using energy-efficient office equipment, including computers and photocopiers with energy saving mode;
- Setting idle photocopiers, printers and fax machines to enter the “Low Power”, “Sleep” or “Off” 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/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.;
  - Uploading circulars, guidelines, training materials, etc. onto departmental portal to reduce the need for printing;
  - Using e-forms and e-submission for public services;
  - Using tablets for gathering feedback from the public to select the Best Home Affairs Enquiry Centre;
  - Sending electronic greeting cards to government contacts and posting on HAD's website to deliver festive greetings;
  - Prioritising the use of recycled paper, which accounted for about 85% of our total paper consumption of 106.5 tonnes in 2023-24;
  - Placing boxes/trays next to photocopiers to collect used paper for recycling. During the year, approximately 94 tonnes of waste paper were collected from headquarters offices and 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, umbrella dryers, floor dryers and carpets to keep the floor dry.
- Recycling:
  - Placing three-coloured recycling bins in offices to encourage recycling;
  - Placing collection boxes to facilitate the collection of recyclable waste paper;
  - Providing 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 to conduct routine checks and help 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 the 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 instead of lifts to access nearby floors; and
- Continuing our efforts in the Indoor Air Quality (IAQ) Certification Scheme. In the past year, 99 premises under HAD's purview such as community halls/centres were successfully awarded IAQ Certifications, with 19 achieving "excellent" IAQ standard.



## Use of Electric Vehicles and Installation of Chargers for Electric Vehicles

22. Electric vehicles (EVs) have no tailpipe emissions. Replacing conventional vehicles with EVs can help improve roadside air quality and reduce GHG emissions. As at 2023-24, 11 petrol-driven vehicles of HAD which were due for replacement had been endorsed by the Government Logistics Department to be replaced by EVs. We will continue to explore the possibility of switching our government vehicles to EVs when they are due to be replaced or when additional vehicles are to be procured, having regard to the operational needs, and installing EV chargers in our premises for EVs in support of the Government's policy of promoting wider use of EVs.

## Statistics of Energy Consumption

23. Electricity consumption of our government buildings in 2018-19 (baseline) and 2023-24 is tabulated below:

	Energy consumption before normalization (Billed & renewal energy)	Energy consumption after normalization under comparable operating conditions	Renewable energy generation
2018-19 (baseline) (kWh)	28,368,722 <b>(a)</b>		0
2023-24 (kWh) (change compared with <b>(a)</b> )	29,694,254 (+4.7%)	26,678,690 (-6.0%)  <b>(b)</b>	1,098 (+0%)  <b>(c)</b>
Energy Performance <b>(-b) + (c)</b>		6.0%	

Under comparable operating conditions in 2018-19, there was 6.0% of energy saving in 2023-24, after implementing various green housekeeping measures as mentioned above.

## Environmental Targets in 2024-25

24. We are committed to upholding our environmental goals and policies in our work and operations. For 2024-25, we aim to achieve the following green targets:

- To continue participating actively in the implementation of Greening Master Plans in the 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 physical 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 audit and carbon audit to identify additional measures for energy and carbon emission reduction and continue to monitor implementation of the recommended energy management opportunities;
- 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

25. 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](mailto:hadgen@had.gov.hk)

**Home Affairs Department**