



# Home Affairs Department Environmental Report 2012-13

## Introduction

1. This is the 14th Environmental Report of Home Affairs Department (HAD). It provides an overview of our achievement in 2012-13 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.

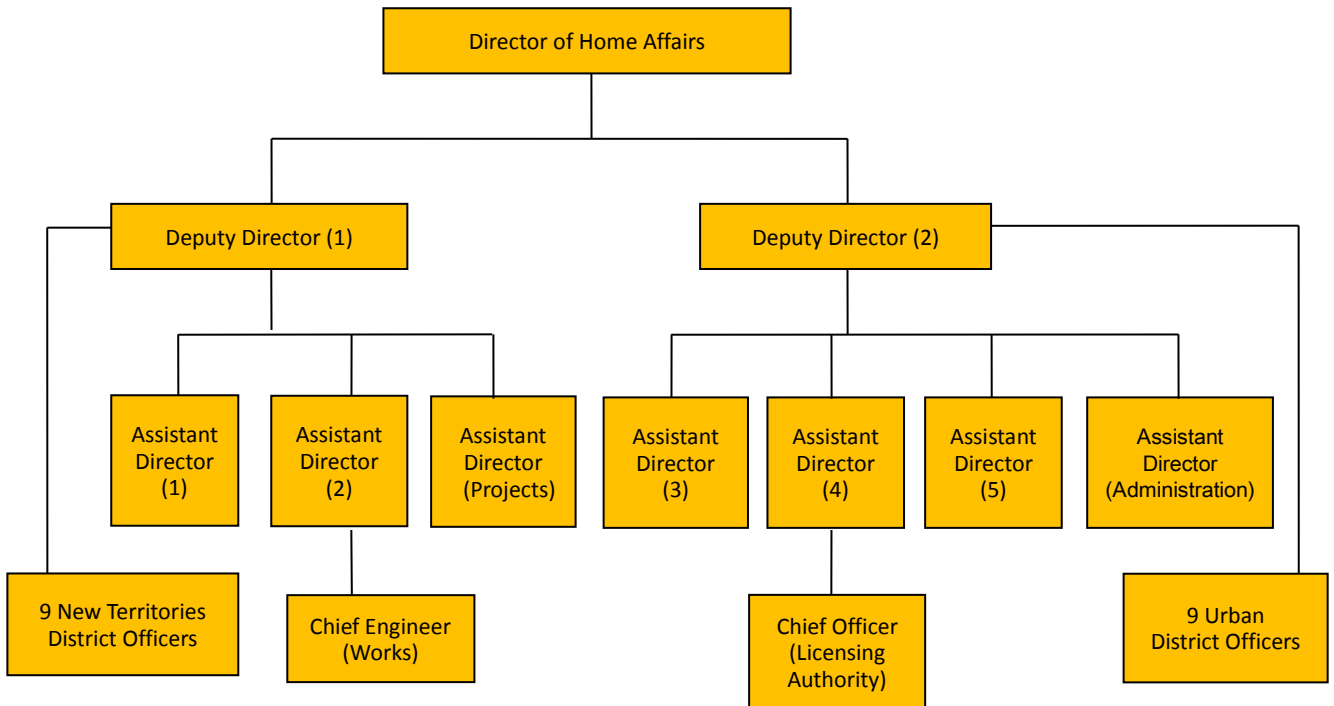
## Offices and Facilities

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, 60 community halls and 39 community centres providing services for the public as at 31.3.2013.

## Organisation

5. As at 31.3.2013, there were 1,911 permanent posts in the Department.

### Home Affairs Department Organisation Structure (as at 31.3.2013)



## 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 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 place emphasis on designing our works projects which helps minimising potential adverse impacts on the natural environment and encourage the use of environmentally friendly materials. Examples include the use of natural stones for the construction of footpath and gabion wall as embankment, etc. During the year, we have also constructed a covered nullah encompassing the fungshui fish pond in Fanling Wai Tsuen to direct sewage away from the fish pond to the proper drainage system.



*Use of natural stones for the footpath at Needle Hill Country Path*



*Covered nullah encompassing the fungshui fish pond in Fanling Wai Tsuen*

## Community Projects

8. 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 of the community, such as green seminars, greening carnivals, tours, competitions, source separation of waste promotion campaigns and programmes on food waste recycling, etc.





*"Cherish our Planet" Project*



*"Old Books & Uniform Recycle Scheme"*



*Food Waste Recycling in Yau Tsim Mong Schools Project*



*Discarded Bottles Recycling Project*



*Islands District Source Separation of Domestic Waste Promotion Campaign*



*Production of Seeds Calendars*

## “Be Our Greening Partner” Campaign

9. To further our efforts on greening, we joined the “Be Our Greening Partner” Campaign which focuses on empowering all individuals and organisations to promote a green cityscape. As a partnering organisation, we have appealed to our staff to support the Campaign by spreading the message of love and care for the greenery to family and friends, supporting community surveillance of trees and participating in promotional activities to enhance knowledge of greening and tree management. We will continue to encourage more staff to take part in greening activities during their leisure time.

## Greening and Planting Works

10. 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.



*Provision of planters along roadsides*



*Greening works near flyover areas*

## Green Housekeeping Measures

11. 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 2012-13. 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;
- Arranging the last-man-out to check and reminding staff to switch off lights, computers and other electrical appliances when they are not in use;
- Affixing "Save Energy" stickers near the switches;
- 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;
- Attaching rubber plates to the door edges to reduce leakage of cool air; and
- Encouraging staff to use staircases for inter-floor traffic.



## (b) Paper Consumption

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

- Using recycled papers which accounted for 78% of total paper consumption in HAD in 2012-13, representing a 6% increase as compared with 2011-12;
- Placing boxes/trays next to photocopiers to collect used papers for recycling. In 2012-13, 95,405 kg of waste paper were collected from the five Headquarters offices and 18 district offices.

- Printing on both sides of papers;
- Sending festive greeting cards by electronic mail;
- Issuing departmental notices and circulars through electronic means;
- Facilitating and encouraging paperless meetings through installing sockets for notebook computers on conference tables; 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 appropriate;
- Procuring recyclable stationeries such as refillable ball pens, recycled papers, recycled pencils, etc.;
- Procuring in an environmentally friendly manner, e.g. purchasing of 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" during procurement of replacement stores items.



## **(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 2013-14**

12. We are committed to upholding our environmental goals and policies in our work and operations. For the year 2013-14, we are devoted to achieving the following green targets: -

- 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;
- to seek continuous improvement in our internal green housekeeping measures; and
- to ensure the least impact on the environment in carrying out local environmental projects.

## **Feedback**

13. 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: -

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**  
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