



# Home Affairs Department Environmental Report 2009-10



## Introduction

1. This is the eleventh Environmental Report of Home Affairs Department (HAD). It provides an overview of our achievement in 2009-10 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, to encourage public participation in the Scheme and through it to

enhance the capacity to resolve problems in districts and to ensure that public policies are effectively implemented at the district level.

(b) Community Building

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

(c) Local Environmental Improvements

HAD improves 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 to process 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.

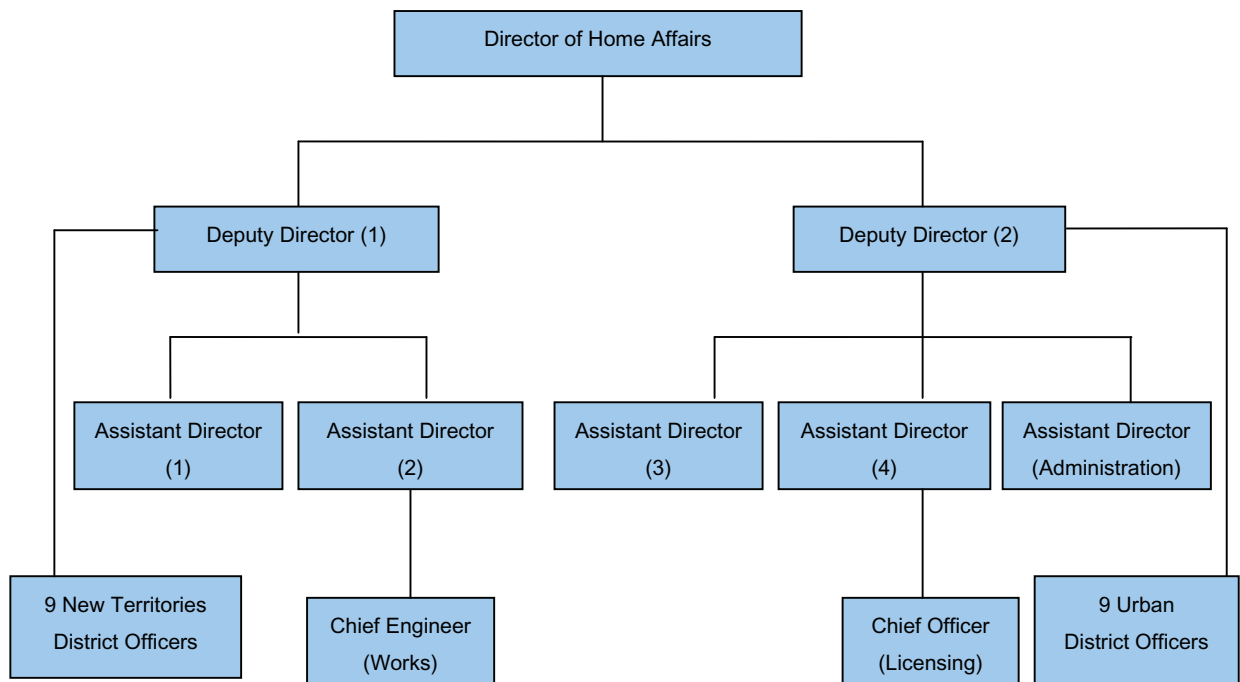
### ***Offices and Facilities***

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, 53 community halls and 38 community centres providing services for the public as at 31.3.2010.

## Organisation

5. As at 31.3.2010, there were 1 830 permanent posts in the Department.

### Home Affairs Department Organisation Structure (as at 31.3.2010)



### 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 foster 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 into all works contracts. We also use environmentally friendly materials in our minor works projects, e.g. natural stones for walking trails, recycled plastics slates for benches, and implement projects to replace T8 fluorescent light tubes in community centres by more energy efficient ones.



*Use of recycled plastic slates for benches in a sitting-out area at 54-56 Hill Road, Central and Western District*



*Use of natural stones for paving a walking trail leading from Sam Shing Kung to Ko Tei Teng, Kat O, Sha Tau Kok North District*



## Community Projects

8. Apart from our green initiatives in local environment improvement projects, we continue to encourage greening at district level by organising a number of community involvement activities with participation of all sectors of the community, such as tree planting days, workshops on gardening, greening carnivals, green tours, exhibitions, workshops, competitions and programmes on source separation of waste, etc.



*Tree Planting Day  
Organised by Islands District Council,  
Islands District Office and  
Leisure and Cultural Services Department*



*Eastern District Green Day 2009  
Organised by Eastern District Council and  
Eastern District Office*



## Green Housekeeping Measures

9. We are committed to ensuring that our daily office operations are conducted in an environmentally responsible manner. As our mode of operation mainly lies with internal offices and provision of community halls/centres, our green housekeeping measures aim at reducing energy and paper consumption, maintaining green procurement and enhancing 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**

To minimize energy consumption, we took various energy saving measures in our offices and community halls/centres in 2009-10. Some examples are: -

- Replacement of the down lights at the lift lobby by LED ones;



- Installation of motion sensor at some cellular offices;



- Switching off lights, air-conditioners, photocopiers, computers and other electrical appliances when they are not in use;
- Setting indoor room temperature at 25.5 °C during summer months;
- Turning off non-essential lightings at community halls/centres after closure.

## **(b) Paper Consumption**

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

- Using recycled papers instead of wood-free papers. Recycled paper accounted for 57% of total paper consumption in HAD in 2009-10, representing a 6% increase as compared with 2008-09;
- Placing boxes/trays next to photocopies to collect used papers for recycling. In 2009-10, 59 005 kg of waste paper were collected from the five Headquarters offices and 18 district offices, representing a 16% increase as compared with 2008-09;
- Printing on both sides of papers;
- Sending festive greeting cards by electronic mail;
- Issuing departmental notices through electronic means; and
- Re-using envelopes and file covers.



## **(c) Green Procurement**

To further support environmental protection, we have followed green-purchasing policy, such as: -

- Purchasing in an environmentally friendly manner, e.g. procurement of DVDs and CDs without individual disk containers; and
- Including "trade-in option" in quotations 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: -

- All our drivers are reminded to turn off the vehicle engines while waiting to help reduce emission of air pollutants;
- Some of our saloons cars have been also replaced by more eco-friendly models, such as hybrid ones with dual energy supply by fuel and electricity;
- 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 organising briefings and putting up stickers with green message.



## **Environmental Targets in 2010-11**

11. We are committed to upholding our environmental goals and policies in our work and operations. For the year 2010-11, we are devoted to achieving the following green targets: -

- (a) to reduce annual electricity consumption in the department starting from FY 2009-10 so as to achieve 5% saving on electricity consumption by FY 2013-14;
- (b) to seek continuous improvement in our internal green housekeeping measures; and
- (c) to ensure the least impact on the environment in carrying out local environmental projects.



## **Feedback**

12. 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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Home Affairs Department  
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