



*Home Affairs Department  
Environmental Report 2003-04*



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## *Chapter 1 - Overview of Home Affairs Department*

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### *Mission*

The mission of the Home Affairs Department (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 needs.

### *Expenditure*

In 2003-04, we had a revised estimate of \$1.4 billion. There was an increase of 3.7% over the actual expenditure in 2002-03. The breakdown by programme area is as follows –

<b>Programme</b>	<b>Actual Expenditure 2002-03 (\$ million)</b>	<b>Revised Estimate 2003-04 (\$ million)</b>
District Administration	539.6	548.6
Community Building	557.4	597.7
Local Environmental Improvements	190.6	191.8
Licensing	38.3	37.5
Territory Planning and Development	19.2	19.0
<b>Total:</b>	<b>1,345.1</b>	<b>1,394.6</b>

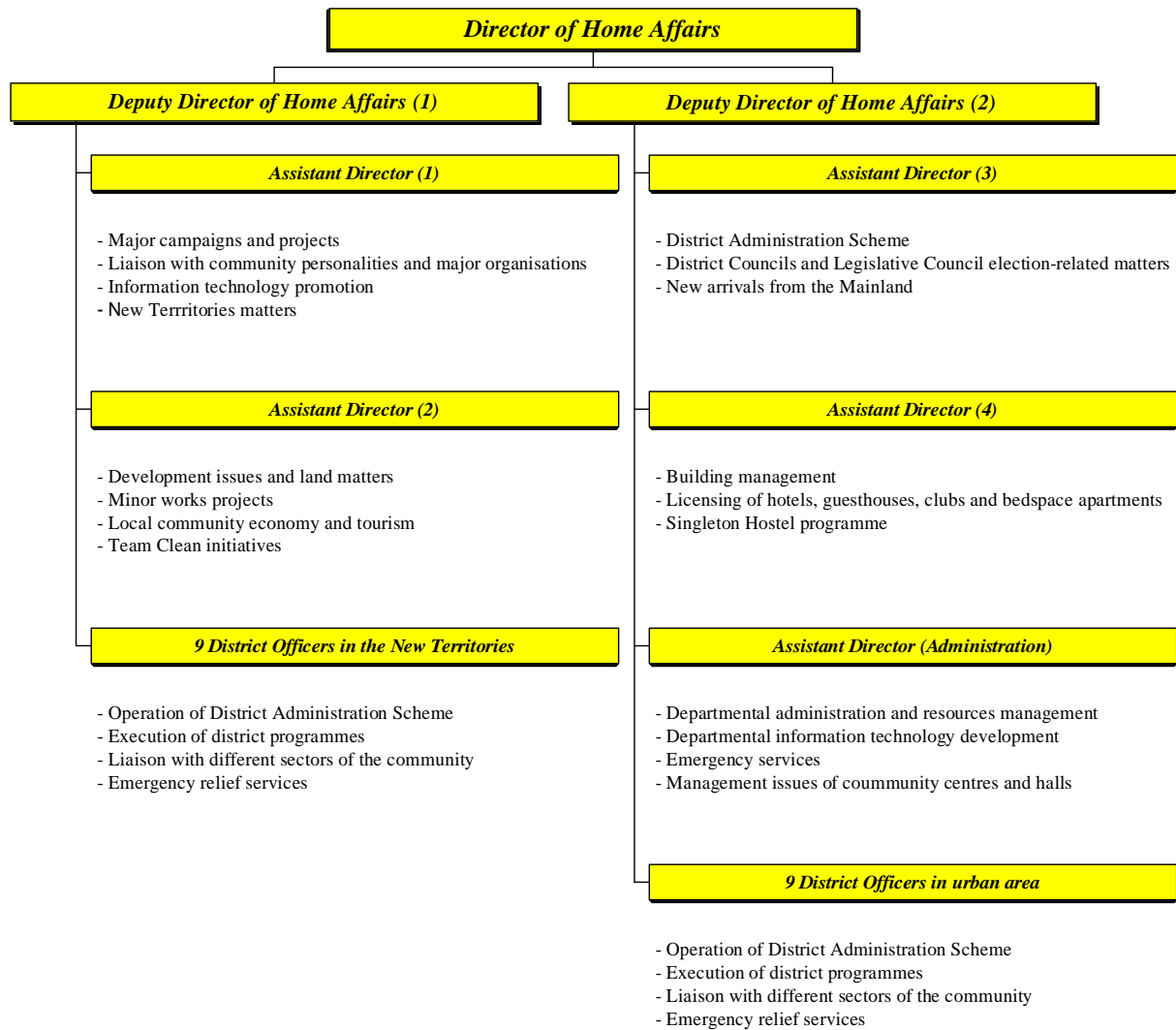
### *Organisation*

As at 31.3.2004, there were 1 838 permanent posts in the department, a 3% reduction over last year's figure.

### *Offices and Facilities*

Our offices and facilities spread widely over the territories. While our Headquarters offices were located in Wan Chai, Causeway Bay and North Point, a district office was situated in each of the 18 administrative districts in Hong Kong. Apart from this, there were four building management resources centres, 20 public enquiry services centres, 39 community halls, 38 community centres and a super cyber centre providing services for the public as at 31.3.2004.

## Organisation Structure (as at 31.3.2004)





## ***Chapter 2 - Environmental Policy and Achievements***

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### ***Our Environmental Policy***

HAD is in full support of the Government's policy to protect and improve the natural and living environment, and to achieve sustainable development in the long term. We work to ensure that services offered by our department are conducted in an environmentally responsible manner, and foster environmental awareness through various community programmes and activities which we organise in partnership with community organisations and other government departments.

### ***About this Report***

This is HAD's fifth environmental report. It provides an overview of our achievements in the financial year 2003-04 regarding the following three major initiatives –



organising **community projects** to promote public awareness and participation in the protection and improvement of the environment;



carrying out **local environmental improvement projects** with due regard to the impact on the environment; and



adopting **green housekeeping measures** and fostering in staff an environmental-friendly culture and an appreciation of their environmental responsibilities.

We also set out our targets in 2004-05 at the end of the report.

*Summary of Achievements on Targets for 2003-04*

<b>Objective</b>	<b>Achievement</b>
To organise community projects to foster the community's awareness of environmental protection issues	Over 8 800 community projects including those on promotion of environmental protection were organised in the calendar year 2003.
To provide facilities to improve the quality of local environment	About 1 280 minor works projects were carried out in the calendar year 2003.
To ensure the least adverse impact on the environment in carrying out minor works	On-going.
To seek continuous improvement in our internal green housekeeping measures	On-going. Electricity consumption reduced by 2.9%.



## *Chapter 3 - Community Projects*

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HAD is responsible for facilitating the development of District Administration. The aim of the scheme is to achieve a more effective coordination of government activities in the provision of service and facilities at the district level, ensure that the Government is responsive to district needs and problems, and promote public participation in district affairs.

In May 2003, the Chief Executive announced the setting up of Team Clean. The mission was to establish and promote a sustainable, cross-sectoral approach to improve environmental hygiene in Hong Kong. Team Clean recognised that the district administration system would play a key and pro-active role in monitoring local conditions and devising new initiatives to engender a sense of individual responsibility and collective community pride in environmental hygiene. HAD was tasked with a central coordinating role for inter-departmental efforts in district hygiene improvement, as well as community involvement and civil education.

Through 18 district offices and four building management resources centres, HAD worked closely with District Councils (DCs), District Management Committees, Clean Hong Kong District Promotion Committees, District Clean Hong Kong Committees (DCHKCs), Area Committees, District Fire Safety Committees, Mutual Aid Committees (MACs), Owners' Corporations (OCs), etc. to encourage volunteerism and public participation in various types of community building activities. In 2003, we organised totally 6 763 community involvement projects, 1 607 district campaign activities and 495 building management education and publicity programmes. An outline of those activities with a view to making Hong Kong a clean and hygienic city, promoting environmental protection and enhancing public awareness, support and participation in the matters are provided below.




**Clean Hong Kong Programme** aimed to bring about an overall improvement to our city environment. A series of educational and promotional activities including talks on environmental protection, exhibitions, award schemes, residential buildings cleaning competitions, etc. were organised at district level to promote the concept of cleaning and protecting our environment.



*Clean Hong Kong Prize-presentation Ceremony  
North District*



*Recycling Day 2004  
Sai Kung District*


 We organised a territory-wide clean-up operation in April 2003. It attracted active participation of the public from various sectors and helped arouse public awareness of the importance of domestic and environmental hygiene. We also organised a series of environmental hygiene talks, seminars, roving exhibitions, etc. to promote measures to prevent the spread of severe acute respiratory syndrome (SARS) and Dengue fever. Topics included community health, personal and environmental hygiene, disinfection of household and common parts of buildings as well as proper maintenance of drainage system. The responses from the participants were encouraging.



*Clean-up Operation  
Wan Chai District*



*Singleton Household Cleansing Programme  
Kwai Tsing District*

 **Eradication of Blackspots** aimed to enhance public awareness of the importance of maintaining cleanliness throughout the territory by involving the community in reporting hygiene blackspots and monitoring their subsequent clean-up. Two phases involving 175 district hygiene blackspots were drawn up in 2003 after detailed consultation at the district level. Closed-circuit televisions (CCTVs) were installed at sites with persistent and recurring environmental problems for monitoring and deterrent purposes.





*(Before Installation of CCTV)*



*(After Installation of CCTV)*

***Monitoring of Hygiene Condition at Rear Lane, 61-91 Sai Yee Street through Installation of CCTV  
Yau Tsim Mong District***



*(Before Clearance)*



*(After Clearance)*

***Eradication of Hygiene Blackspot at Ngau Chi Wan West Village  
Wong Tai Sin District***



*(Before Clearance)*



*(After Clearance)*

***Eradication of Hygiene Blackspot at Rear Lane, 7 Kik Yeung Raod  
Yuen Long District***



To ensure that the local community played an active role in upkeeping neighbourhood hygiene, we formed over 170 **District Hygiene Squads (DHSs)** in 2003. The squads were volunteers recruited from district and community groups. They inspected the hygiene conditions of the districts, identified problematic sites for follow-up actions, monitored progress of remedial works and helped disseminate Team Clean messages. They also participated in various cleansing and publicity activities.



*(Tai Po District)*



*(Wong Tai Sin District)*

***Inspection of Hygiene Conditions by DHSs***



To sustain territory-wide cleansing efforts and promote community participation in eliminating environmental hygiene blackspots, all 18 districts had been conducting **Month-end Cleansing Exercises** since May 2003. With the concerted efforts from various government departments, DCs, DCHKCs and DHSs, good progress had been made for their clearance.





*(Southern District)*



*(Tsuen Wan District)*

***Operations Carried out by DC, DCHKC and DHS Members***

 **Healthy Cities Project** aimed to make Hong Kong cleaner, healthier and more environmental-friendly. Promotion was made through education and participation of all sectors of the community including schools, hospitals, business sectors, voluntary organisations, green groups and government departments.

 We continued to disseminate the concept of environmental protection and encourage greening in our community. Activities included walks, talks, tree planting, etc.



*Campaign on Removal of Mikania Micrantha H.  
Tuen Mun District*



*Walk for the Environment  
Tai Po District*



## ***Chapter 4 - Local Environment Improvement Projects***

HAD carries out minor local improvement works with a view to upgrading the infrastructure and improving the quality of local environment.

In 2003, about 1 280 projects were carried out. Amongst others, greening and beautification were two important elements. For instance, we provided planters on walkways, and turned some vacant government land into green amenity plots and landscaped areas underneath flyovers. A total of 1 600 trees and 308 000 shrubs and annuals were planted in our projects.



*(Before Works)*



*(After Works)*

***Beautification of Vacant Area Beside Ping Shek Playground  
Kwun Tong District***



*(Before Works)*



*(After Works)*

***Greening at Open Space facing Fu Cheong Estate  
Sham Shui Po District***

Since all the improvement projects were generally minor and localized in nature, significant environmental impact of the projects on the surrounding environment was not envisaged and the requirement for a full Environmental Impact Assessment was usually unnecessary. Nevertheless, to better address the increasing public concern for projects to be in harmony with the surrounding environment, especially in the scenic areas, we introduced measures in the design and construction of the projects to help ensure that our minor works projects caused the least impact on the adjacent environment.



### **Design Considerations**

We avoided construction of bulky concrete features such as retaining walls and dwarf walls with plain concrete finishes and the sole concrete paving in footpath upgrading works especially in country parks areas. We used gabion wall type retaining structures abutting stream course embankment with streambed lined with natural/subdue coloured cobbles and stones instead of building conventional type reinforced concrete channels. Vegetation cover, instead of sprayed concrete, was adopted as far as possible for slope protection. For projects falling within the country parks, we sought advice from the Agriculture, Fisheries and Conservation Department and complied with its guidelines.



*(Before Works)*



*(After Works)*

***Construction of Bundwall in San Tau, Tai O, Lantau Island  
Islands District***



## **Guidelines for Staff**

A set of guidelines with the following main points was drawn up for the design and implementation of minor works projects –

- ✓ Special attention was given to projects falling within or in close vicinity to country parks, special areas, conservation areas, marine parks or marine reserves, sites of special scientific interest, fish cultural zones, wild animal protection areas, costal protection areas and bathing beaches. In addition, the requirements as stipulated in other environmental control ordinances should also be followed.
- ✓ All new minor works projects were designed to avoid or minimize impacts/damages to the natural environment including flora, fauna and wild life habitats. Felling of trees was avoided as far as possible. Hard and soft landscaping mitigation measures would be considered as necessary.
- ✓ Appropriate environmental pollution control clauses were incorporated into all works contracts for implementation during construction. Site supervision is carried out to ensure contractors' obligations to environmental protection were fully met.
- ✓ Upon completion of the works, all works sites and areas in close vicinity to the projects were cleared of construction debris. Disturbed areas were reinstated by hydroseeding or turfing, and suitably landscaped as far as possible.



*(Before Works)*



*(After Works)*

***Improvement to Open Area on Victoria Road  
Central and Western District***



## ***Chapter 5 - Green Housekeeping Measures***

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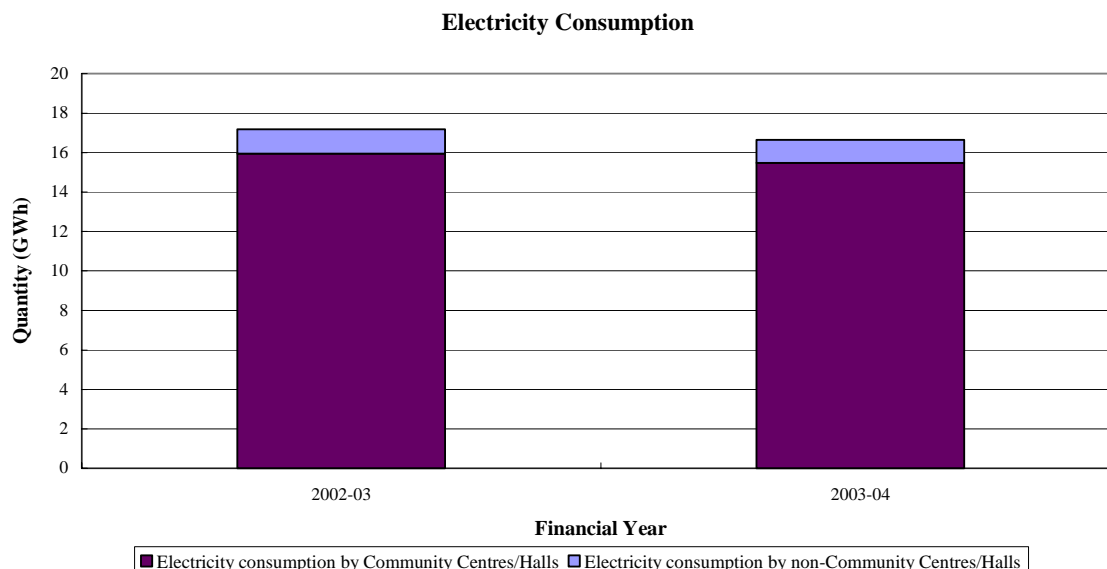
We are committed to ensuring that our daily office operations are conducted in an environmentally responsible manner. To this end, our Assistant Director (Administration) is appointed as the Departmental Green Manager to oversee and take forward green housekeeping measures. Views are exchanged with district managers at in-house meetings. Guidelines on green management are also circulated to staff at regularly intervals and whenever there is a new initiative or an identified need.

In early 2003, the Government launched an economy drive internally as part of the continuing commitment to ensuring cost-effective use of resources. Amongst others, all government bureaux and departments were recommended to make the best endeavours to reduce electricity and paper consumption. The targets were to reduce the consumption in the two aspects by an average of 1.5% and 2.5% per year respectively over four years, with 2002-03 as the base year. A brief account of our achievements made and the housekeeping measures adopted are provided below.




### ***Electricity Consumption***

In the light of the economy drive, there was a revision in the data collection method. We aimed to report the electricity consumption of all our offices and facilities in accordance with the method suggested by the Environment, Transport and Works Bureau, i.e. including the consumption of all electricity accounts registered under HAD, irrespectively of the actual users and the final payers.

Based on the revised data collection method, the total electricity consumption of HAD in 2002-03 was 17.2 GWh, of which over 92.8% was consumed by community centres/halls. The total number of electricity accounts involved in the analysis was 133. In 2003-04, the total electricity consumption decreased by 2.9% to 16.7 GWh whereas the total number of electricity accounts increased by 13.5% to 151. The significant increase in the latter was arisen from the Team Clean initiatives to provide CCTVs at hygiene blackspots and works projects to provide additional lighting on streets. Community centres/halls continued to be the major electricity consumer in HAD, accounting for 93% of the total consumption.



Though we were able to meet the target in 2003-04, we were not optimistic for the coming years since the new community hall provided in the year would be fully-fledged in 2004-05 and additional community halls were in the pipeline. Nevertheless, we would continue to urge all offices to closely monitor their electricity consumption and adopt green measures such as –

-  conducting routine checking to switch off lights, air-conditioners and office equipment outside office hours;
-  encouraging staff to use staircases for inter-floor traffic; and
-  reducing unnecessary illumination and air-conditioning supply.

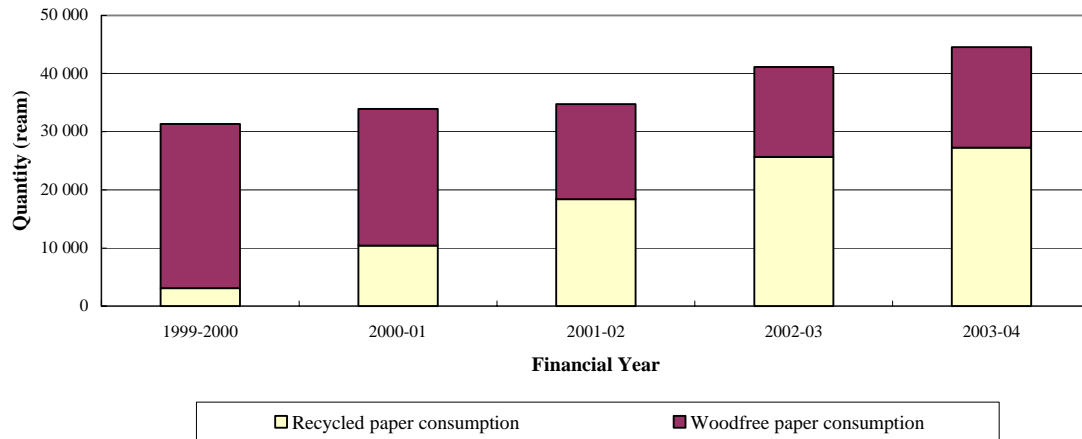
### ***Paper Consumption***

Unlike electricity consumption, the data collection method for paper consumption remained unchanged. We continued to collect statistics on actual consumption from all HAD offices. The aggregated figure represented the total paper consumption in HAD including offices and public service facilities like public enquiry services centres, building management resources centres, community halls and community centres.

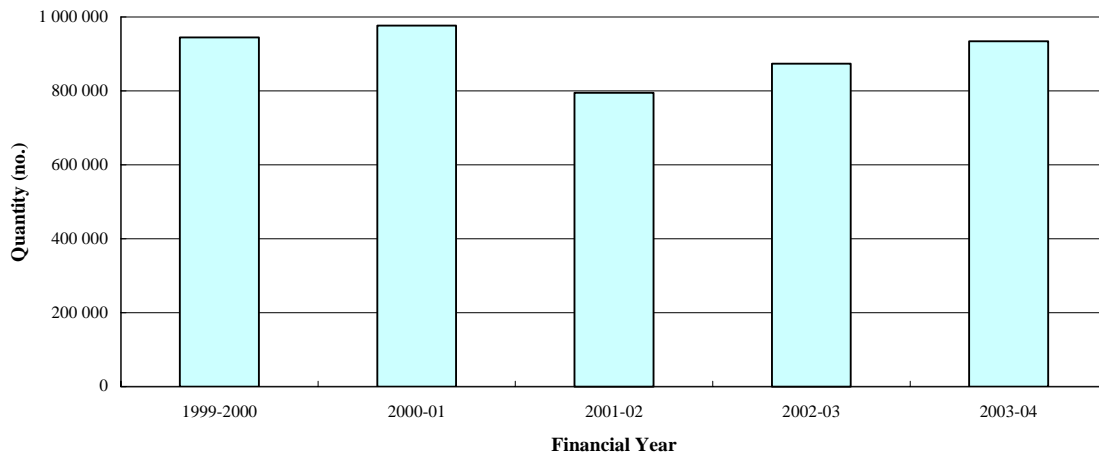
In 2003-04, the total paper consumption in HAD was 44 500 reams. This represented an 8.3% increase in comparison with 41 100 reams in 2002-03. If only recycled paper was referred to, the consumption in 2003-04 was 27 300 reams, an increase of 6.2% in comparison with 25 700 reams in 2002-03. The consumption of envelope also increased by 10.8%, from 874 000 nos. in 2002-03 to 934 000 nos. in 2003-04.



### Paper Consumption



### Envelope Consumption



The growth in paper and envelope consumption in the year was quite obvious despite a 2.5% reduction target. The extra requirements were attributed to the following new responsibilities and ad hoc activities -

(a) Celebration Activities

We took over from the Home Affairs Bureau the responsibility for planning, coordinating and organising celebration programmes and related activities for the anniversary of the establishment of the Hong Kong Special Administrative Region and the anniversary of the founding of the People's Republic of China with effect from April 2003. Additional paper was consumed in preparing work plans, discussion papers, guidance notes, invitation letters, etc. This would become a part of the annual requirement of HAD in future years.

(b) Village Representative Elections (VRE)

We were responsible for organising the very first VRE under a statutory framework in the Hong Kong history between July and August 2003. Paper was consumed in receiving faxed copies of voter registration forms and enquires, in preparing operation guidelines, in processing voter registration, candidate nomination and appeal cases, in promoting the election, and in printing other election-related materials. At the same time, additional envelopes were used in issuing appeal letters to eligible persons inviting them to register as a voter, to registered voters to encourage them to participate in the polls, etc.

VRE would be conducted at four-year intervals. By-elections would be conducted twice a year to fill vacant seats, if any. The additional paper and envelopes required in the process would become part of HAD's requirements in future years.

(c) DC Election


In November 2003, there was a DC Election. We were responsible for supporting the Constitutional Affairs Bureau to publicise the election. We issued over 60 000 letters to eligible persons to invite them to register as a voter. We also issued letters to public estate residents to invite them to participate in voting.


During the election, HAD was required to keep copies of election advertisements for records and for public inspection. The number of election advertisements received was overwhelming and the duplication of copy imposed heavy pressure on paper consumption.






(d) Other Activities

In relation to the implementation of Team Clean initiatives and the prevention of SARS and Dengue fever, letters were issued to local organisations, MACs, OCs, schools, etc. to introduce preventive measures and to enlist their support to various cleansing campaigns, health talks and other related-activities. We also offered assistance to other government departments in disseminating their messages.

We would continue to adopt measures as shown below to limit the growth in paper consumption in 2004-05 -

 using the blank side of used paper for drafting and photocopying internal reference materials;

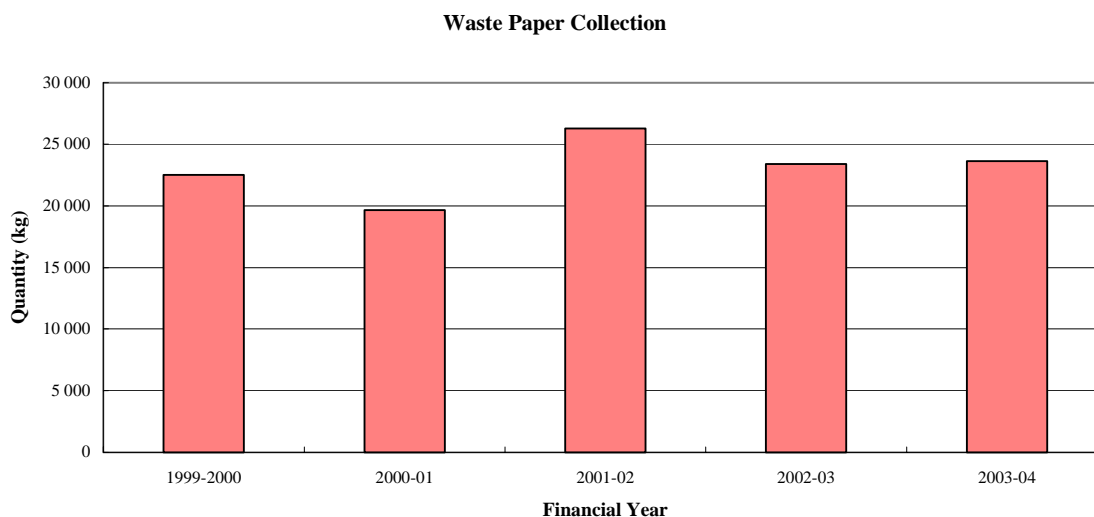
 encouraging double-sided photocopying;

-  issuing departmental notices through electronic means;
-  minimising photocopies and copies of circulars;
-  dispensing with envelopes for unclassified documents;
-  reusing envelopes and file covers; and
-  encouraging communication through electronic means.

### ***Recycling***




All HAD offices were included in the collection of statistics on waste paper collection except for those without such records, e.g. those situated in joint-user buildings with the waste paper centrally collected by a contractor who kept no records on the breakdown by users. The aggregated figure represented the total weight of waste paper collected in HAD.

In 2003-04, 23 600 kg of waste paper was collected from three headquarter offices and 15 district offices in HAD. The figure was slightly higher than that for 2002-03 by 1%. Over the past five years, we collected waste paper at an average of 23 100 kg per year. We will continue to keep up with the efforts in the coming year.








## *Procurement*

To further support environmental protection, we adopted green purchasing. Measures included –

-  purchasing environmentally sound products such as equipment with automatic energy saving function, fax machines using plain paper, photocopiers with double-side photocopying feature, refillable ball pens, clutch pencils, recycled paper, environmental-friendly correction fluid, etc.;
-  including “trade-in option of stores items” in quotations; and
-  making direct purchase through the Government Logistics Department which had adopted green purchasing.

## *Staff Functions*

We continued to promote staff awareness of environmental protection and green management. Apart from the provision of a green workplace to staff by decorating offices with plants, we also encouraged their participation in the following meaningful events held in 2003-04 –

-  **Walking for a Green and Healthy Hong Kong** which aimed at promoting a healthy lifestyle for the citizens of Hong Kong;
-  **Discover Mai Po Charity Walk** which aimed at raising funds for the WWF Hong Kong’s work to conserve the threatened environment and to promote environmental education;
-  **Community Chest Green Day 2003** which aimed at arousing public awareness of the importance of environmental protection especially at one’s workplace;
-  **Old Book Collection Programme** which aimed at promoting a reading culture and encouraging recycling; and
-  **Slogan and Logo Design Competitions to Encourage the Use of Rechargeable Batteries** which aimed at promoting the awareness of using more rechargeable batteries and less primary batteries among the public.



## ***Chapter 6 - Into Year 2004-05***

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### ***Targets***

We are committed to upholding our environmental goals and policies in our work and operations. For the year 2004-05, we will continue to -

- organise community projects to foster public's awareness of environmental protection issues;
- provide facilities to improve the quality of local environment;
- ensure the least impact on the environment in carrying out local environmental projects; and
- seek continuous improvement in our internal green housekeeping measures.

We look forward to reporting our progress on these objectives, and on our other campaigns and initiatives, in our next report. By continuing to work together towards a cleaner, greener environment, we will ensure a healthier tomorrow for the community.

### ***Feedback***

We welcome feedback on this report for future improvement. If you have any comments or suggestions on what we have or should have done, you may send them to our Departmental Green Manager through any of the following channels –

Mail: 29/F Southorn Centre  
130 Hennessy Road  
Wan Chai  
Hong Kong

Fax: 2834 7649

E-mail: [hadenq@had.gov.hk](mailto:hadenq@had.gov.hk)

***Both English and Chinese versions of this report can be viewed/downloaded on  
HAD homepage as follows -***

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