



*Home Affairs Department
Environmental Report 2004-05*



Contents

Chapter 1 - Overview of Home Affairs Department.....	1
Chapter 2 - Environmental Policy and Achievements	4
Chapter 3 - Community Projects.....	6
Chapter 4 - Local Environmental Improvement Projects	13
Chapter 5 - Green Housekeeping Measures.....	17
Chapter 6 - Into Year 2005-06	23



Chapter 1 - Overview of Home Affairs Department

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 2004-05, we had a revised estimate of \$1.27 billion. There was a decrease of 2% against the actual expenditure in 2003-04. The breakdown by programme area is as follows -

Programme	Actual Expenditure 2002-03 (\$ million)	Actual Expenditure 2003-04 (\$ million)	Revised Estimate 2004-05 (\$ million)
District Administration	539.6	516.6	520.6
Community Building	557.4	539.7	509.5
Local Environmental Improvements	190.6	181.0	182.4
Licensing	38.3	36.5	35.6
Territory Planning and Development	19.2	18.4	17.7
Total:	1,345.1	1,292.2	1,265.8

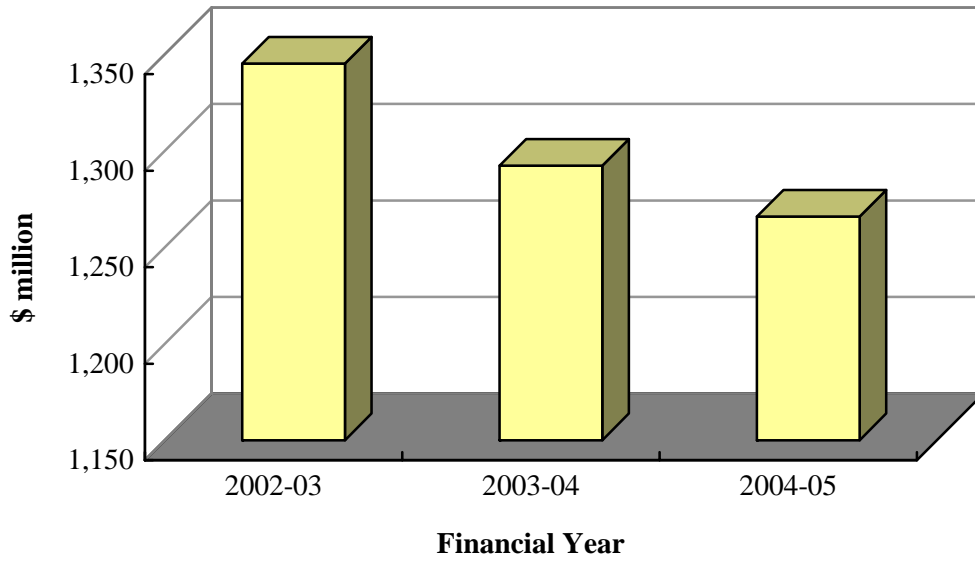
Organisation

As at 31.3.2005, there were 1 769 permanent posts in the department, a 3.8% reduction over the previous year's figure.

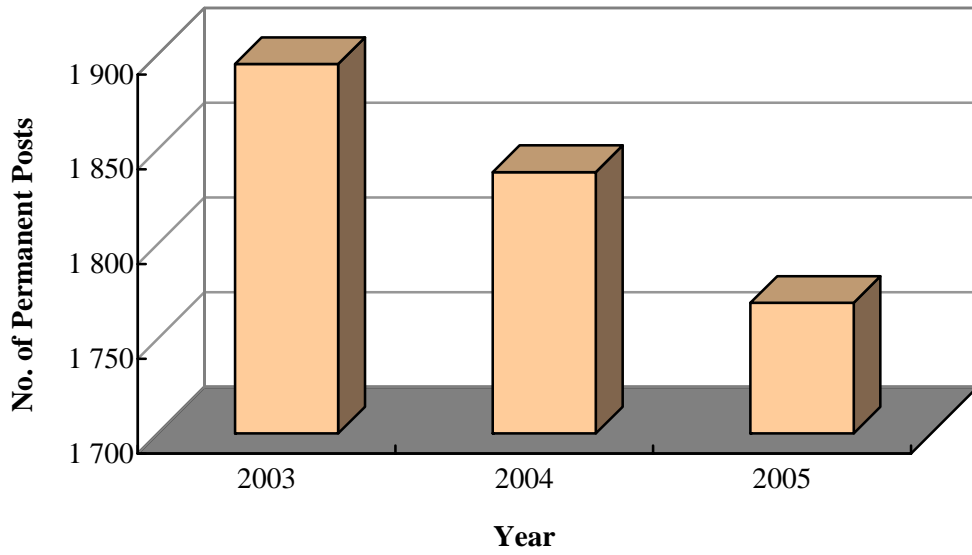
Offices and Facilities

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, 44 community halls and 38 community centres providing services for the public as at 31.3.2005.

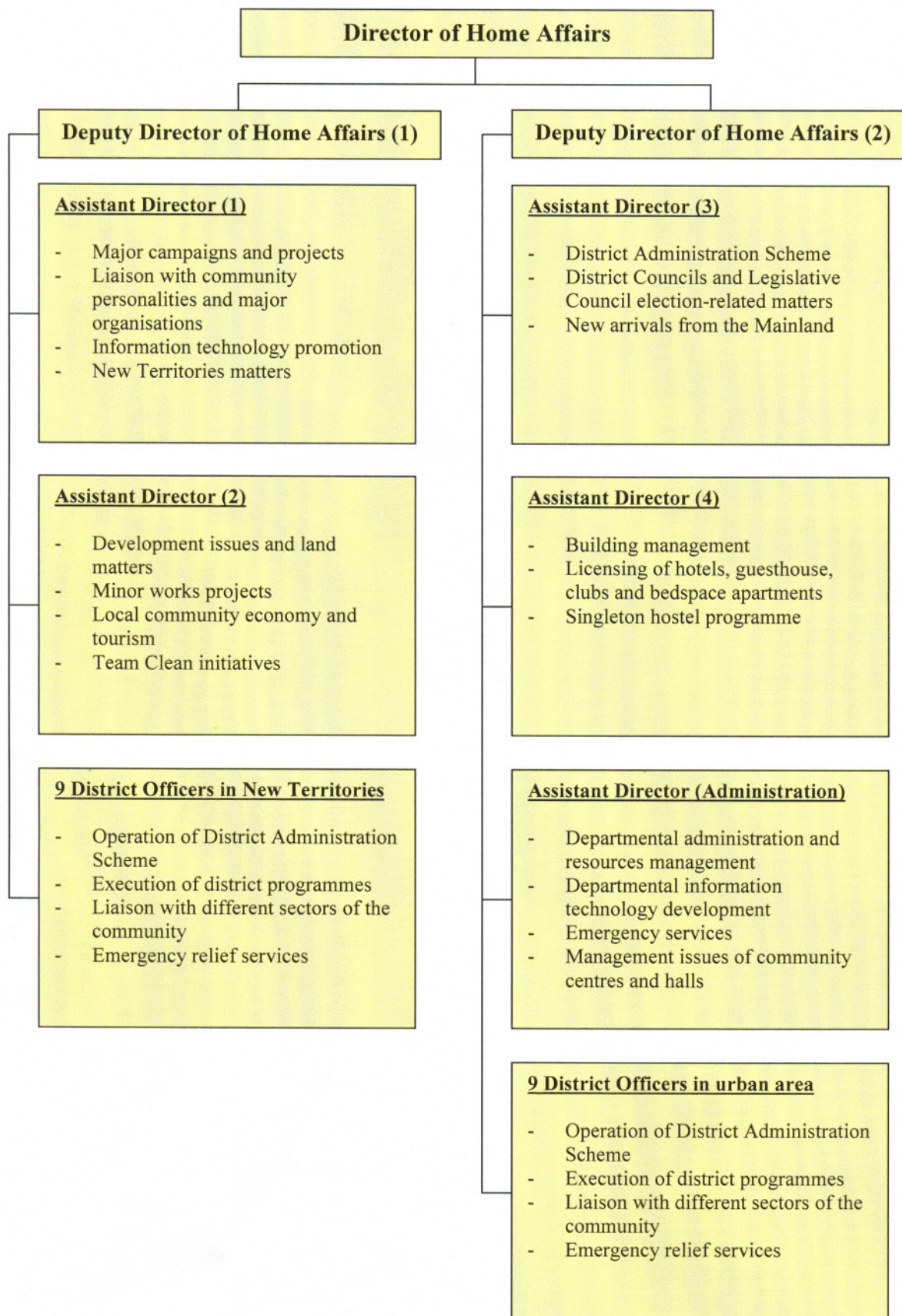
Expenditure in HAD



Size of Establishment in HAD (as at 31 March)



Organisation Structure (as at 31.3.2005)





Chapter 2 - Environmental Policy and Achievements

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 that we organise in partnership with community organisations and other government departments.

About this Report

This is HAD's sixth environmental report. It provides an overview of our achievements in 2004-05 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 2005-06 at the end of the report.

Summary of Achievements on Targets for 2004-05

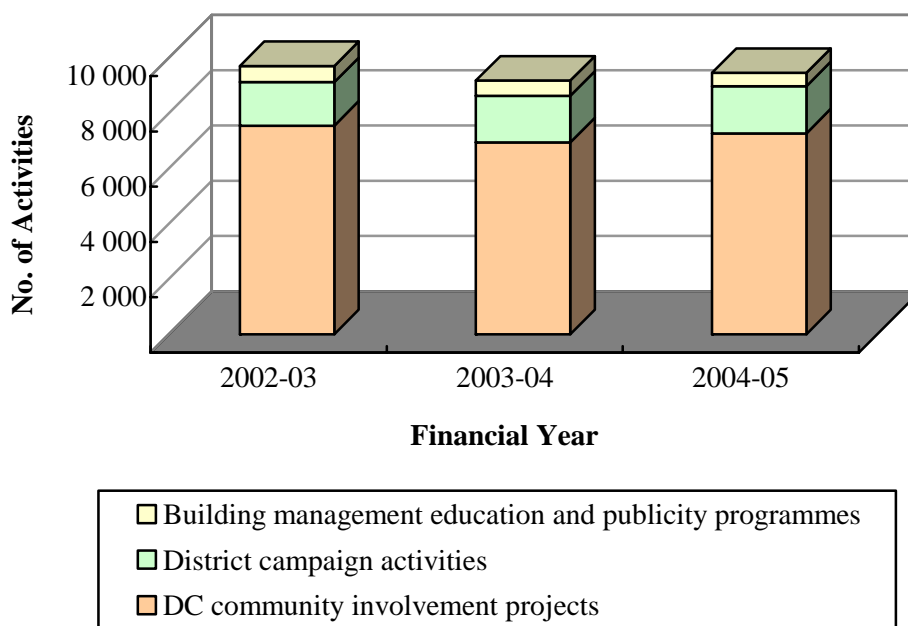
Objective	Achievement
To organise community projects to foster the community's awareness of environmental protection issues	Over 9 400 community projects including those on promotion of environmental protection were organised in 2004-05.
To provide facilities to improve the quality of local environment	Over 1 100 local environmental improvement projects were carried out in 2004-05.
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	Paper consumption reduced by 1.6% in comparison with 2003-04. Envelope consumption reduced by 9% in comparison with 2003-04. Collection of 25 100 kg of waste paper and 2 600 used toner cartridges for recycling.



Chapter 3 - Community Projects

HAD is responsible for facilitating the development of the District Administration Scheme. 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. Through 18 district offices and four building management resources centres, HAD work 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.

Community Projects Organised by HAD



Apart from the above, the Chief Executive announced in May 2003 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.

In 2004-05, we organised over 9 400 community projects. 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, inter-school competitions, etc. were organised at district level to promote the concept of cleaning and protecting our environment.



***The Cleanest Estate Contest
and The Cleanest Village Contest
North District***

The contests were organised by the North DCHK to arouse awareness of environmental hygiene amongst local residents. Participants included 11 public housing estates, 11 private estates and 15 villages.



***Protect Country Parks Together
Sha Tin District***

The event was carried out on 14.11.2004 and 16.1.2005 in Hung Mui Kuk Country Park and Ma On Shan Country Park respectively. Clean Hong Kong and protect country parks messages were disseminated to hikers and people enjoying barbecues through photo exhibition and distribution of publicity leaflets and souvenirs.



***Hygiene Angels and Hygiene Ambassadors Gala
Sha Tin District***

A total of 872 pupils in nurseries and kindergartens were appointed as Hygiene Angels and 105 as Hygiene Ambassadors in the event to promote Clean Hong Kong message.



***Health Talk for Primary School Students
Yuen Long 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. Three phases involving 262 district hygiene blackspots were drawn up in 2003 after detailed consultation at the district level. Closed-circuit televisions were installed at sites with persistent and recurring environmental problems for monitoring and deterrent purposes. As at 31.3.2005, 187 district hygiene blackspots had been eradicated.



(Before Clearance)



(After Clearance)

***Eradication of Hygiene Blackspot at Rear Lane of 1A-1Y Marble Road
Eastern District***

*In the course of action, illegal structures and articles were removed, underground water pipes and drains were repaired, lane surface was repaved and streetlights were installed.
The environment was substantially improved as a result.*



(Before Clearance)



(After Clearance)

***Eradication of Hygiene Blackspot at Rear Lane of 5-45 On Ning Road
Yuen Long District***

Unauthorised building works on the rear lane were removed during the operation.



(Before Clearance)



(After Clearance)

***Eradication of Hygiene Blackspot at Rear Lane of 473-493A Nathan Road
Yau Tsim Mong District***

Accumulation of water was eliminated by repaving road surface and improving drainage system.



(Before Clearance)



(After Clearance)

***Eradication of Hygiene Blackspot at Rear Lane of 1-13 Shung Yan Street
Kwun Tong District***

*The accumulated articles on the podium might fall at any time.
They were removed during the operation to eliminate hazards to passers-by.*



To ensure that the local community played an active role in upkeeping neighbourhood hygiene, we had formed over 230 **District Hygiene Squads (DHSs)** since 2003. The squads were volunteers recruited from districts 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.



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. In addition, we introduced the **Community Cleanliness Index** in May 2004. The objective was to measure the cleanliness of Hong Kong in an objective way and on a

regular basis. We organised a territory-wide **Clean Hong Kong Day** in June 2004 and a **Year-end Cleansing Exercise** in February 2005. They both attracted active participation of the public from various sectors and helped arouse public awareness of the importance of domestic and environmental hygiene.



**Community Cleanliness Index Survey
North District**

Local residents assisted in evaluating the cleanliness of the community, e.g. public amenity places, public toilets, pavements, rear lanes, private buildings, public estates, etc., and identifying hygienic problems for follow-up action by relevant government departments.



**Year-end Cleansing Day
North District**

The North District Office, in conjunction with the Food and Environmental Hygiene Department, North DC, North DCHKC, North DHSs, local organisations, OCs and MACs, cleaned and repainted the walls at rear lanes in the district. They also distributed leaflets on Clean Hong Kong to promote awareness of domestic and environmental hygiene in receiving the Lunar New Year.



**Lunar Year End Cleaning Day cum Recycling Day
Sai Kung District**

Totally 2 900 kg of waste paper, 2 400 kg of used clothes, 480 plastic bottles and 280 aluminium cans were collected.



**Wong Tai Sin Clean Hong Kong Day
Wong Tai Sin District**



With a view to **preventing Dengue Fever and other mosquito-transmitted diseases**, a series of environmental hygiene talks, seminars, roving exhibitions, etc. was organised for local residents, local organisations, management companies, etc. Topics included community health, personal and environmental hygiene, disinfection of household and common parts of buildings, proper maintenance of aluminium windows and drainage system, etc. The responses from the participants were encouraging.



*Bus Parade to Promote Prevention of Dengue Fever
and Avian Flu
Kowloon City District*



*Talk on Prevention of Dengue Fever
and Tongue-twister Contest
Yuen Long District*



We continued to disseminate the concept of environmental protection and encourage greening in our community. 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. In October 2004, we arranged a broadcasting van on Chung Yeung Festival to publicise hill fire prevention message and distribute publicity leaflets at the burial grounds. In December 2004, we, in collaboration with the Hong Kong Youth Cultural and Arts Competition and the Y's Men International Hong Kong, organised a territory-wide Speech Competition. One of the topics was "My Understanding of Environmental Protection Campaigns". A total of 63 Form 1 to Form 3 students from 17 schools participated in the competition. Other activities included fairs, talks, tree planting, etc. with a view to making Hong Kong cleaner, healthier and more environmental friendly.



(Before Planting)



(Planting in progress)

***Tree Planting Day at Riverside of Ng Tung River
North District***

The event aimed to cultivate a sense of greening in local primary school students and beautify the riverside of Ng Tung River. It attracted about 260 participants, whom planted 2 000 seedlings on the day.



***Recycling Day 2004
Sai Kung District***

The event was jointly organized by the Sai Kung DCHKC and the Salvation Army. About 5 900 kg of clothes, 3 200 kg of waste paper, 1 270 plastic bottles, 850 aluminium cans and 800 kg of other materials were collected.



***Walking for a Green and Healthy Hong Kong
on World Environmental Day
Tai Po District***



***Bus Parade for Environmental Protection
Wong Tai Sin District***



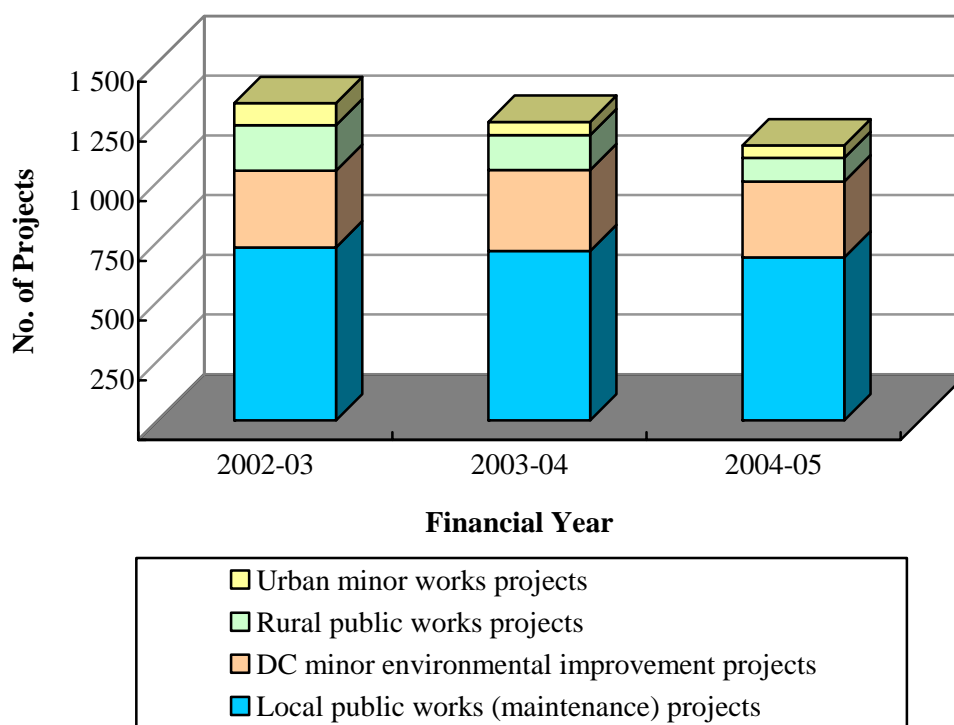
***Flower Passion Campaign
Southern District***



Chapter 4 - Local Environmental Improvement Projects

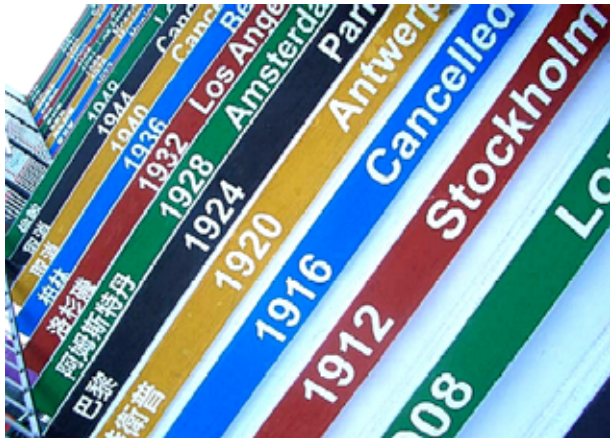
HAD carries out minor local improvement works with a view to upgrading the infrastructure and improving the quality of local environment.

Local Improvement Works Carried out by HAD



In 2004-05, over 1 100 projects were carried out. Greening and beautification were two important elements in the projects. 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 1 000 trees and 335 200 shrubs and annuals were planted in the projects.

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.



*Repainting to Improve Outlook
of the "Olympic Footbridge"
Connecting Leighton Road and Yee Wo Street
Wan Chai District*



*Construction of a Rain Shelter for Hikers on the
Footpath Linking Pottinger Peak and Big Wave Bay
Southern District*



(Before Works)



(After Works)

*Construction of Sitting-out Area on Centre Street
Central and Western District*



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. With regard to projects affecting natural streams and rivers, guidelines and precautionary measures promulgated by the Environment, Transport and Works Bureau were followed to minimise adverse impacts arising from construction works.



(Before Works)



(After Works)

*Improvement to Walking Trail behind Tsz Wan Shan (North) Bus Terminus, near Kwun Yum Temple
Wong Tai Sin District*



(Before Works)



(After Works)

*Construction of Open Channel near Tuen Mun Road at Sham Tseng East Village
Tsuen Wan 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 environmental 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.
- ✓ Technical advice and requirement were prepared and given to works staff and contractors on the prevention and control of mosquito breeding on works sites during the period of construction. Regular site inspections were conducted to clean up all drains and channels under the maintenance of HAD to avoid accumulation of stagnant water to eliminate possible mosquito breeding places.



(Before Works)



(After Works)

Improvement to the Paving beside Shek Mun Kap Road, Tung Chung Islands District

Concrete paving and drainage channels were constructed in the vicinity with a view to providing a sitting-out area for the villagers and eliminating possible mosquito breeding places by improving the environment.



Chapter 5 - Green Housekeeping Measures

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.

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 in HAD are provided below.

Electricity Consumption

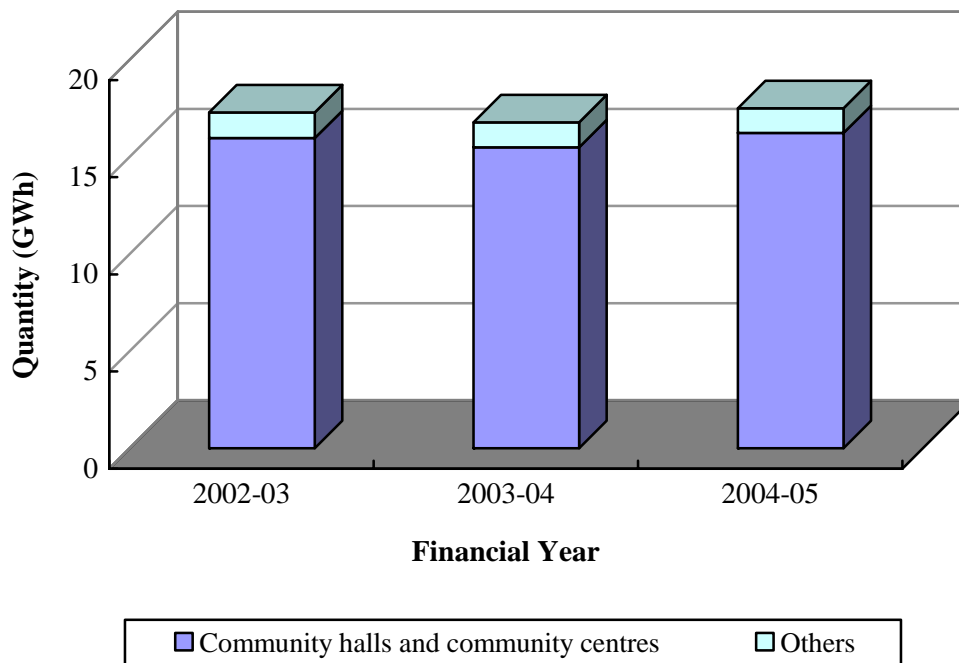
With effect from 2002-03, we collected electricity consumption statistics from all our offices and facilities in accordance with the method suggested by the Environment, Transport and Works Bureau, i.e. including the consumption of all electricity accounts registered under HAD, irrespectively of the actual users and the final payers. Based on the electricity bills available, the total electricity consumption of HAD in 2004-05 was 17.5 GWh. In comparison with 2002-03, there was a slight increase of 1.5%. Community halls and community centres continued to be the major category of electricity consumers in HAD, accounting for 92.7% of the total consumption.

We were unable to meet the 3% accumulative reduction target in 2004-05. This was attributed to the additional provision of six community halls since 2002-03. The prolonged hot weather in 2004-05 also played a part in the rise in electricity consumption. We provided nine designated heat shelters with air-conditioning supply for the public from 2230 hrs to 0830 hrs on the following day when the Very Hot Weather Warning issued by the Hong Kong Observatory was in force at 1630 hrs. The heat shelters had been in operation for 91 nights in 2004-05 but none in 2002-03.

We were not optimistic for a reduction in electricity consumption in the coming years since the new community halls provided in the year would be fully-fledged in 2005-06 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;
- 💡 reducing unnecessary illumination and air-conditioning supply; and
- 💡 set room temperature to 25.5°C during summer.

Electricity Consumption










Paper and Envelope Consumption

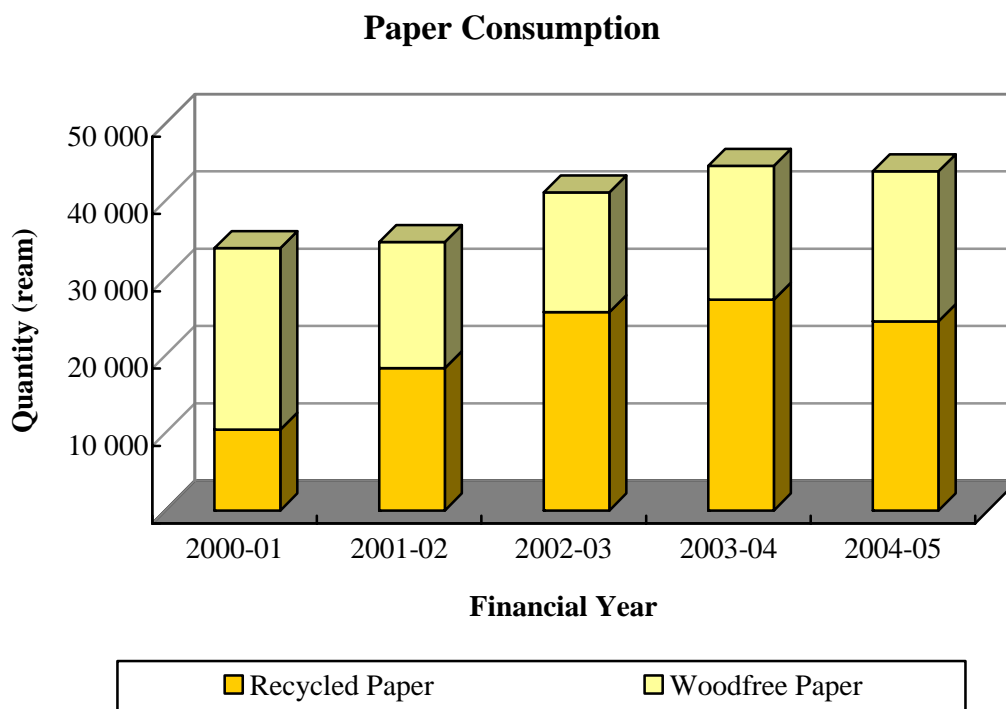
We continued to collect statistics on actual consumption of photocopying paper from all HAD offices. The aggregated figure represented the total paper consumption in HAD including offices and public service facilities like public enquiry services centres, building management resources centres, community halls and community centres.

In 2004-05, the total paper consumption in HAD was 43 900 reams, representing an increase of 6.7% over the figure in 2002-03. Although we were unable to meet the 5% accumulative reduction target because of new tasks and strengthened requirements in tendering procedures, we had successfully reduced paper consumption by 1.6% in comparison with 2003-04. We would continue our efforts in this respect.

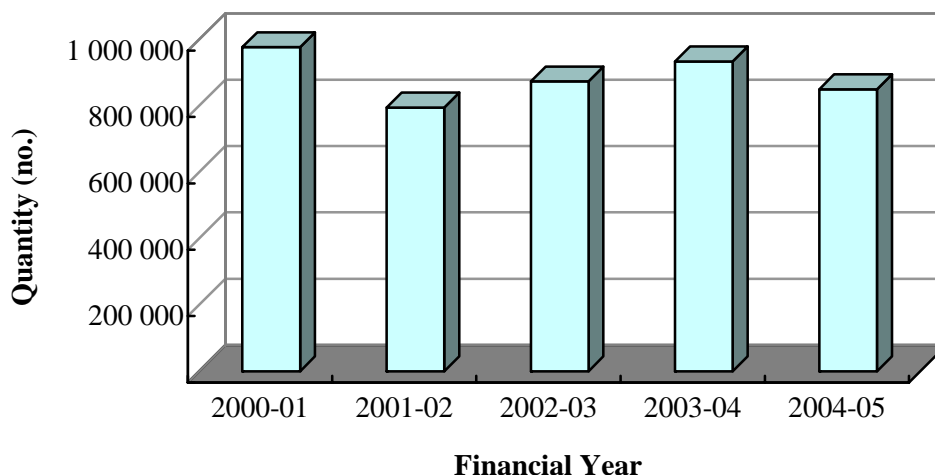
As regards envelopes, the data collection method was the same as that for photocopying paper. In 2004-05, we had successfully reduced the consumption to 850 000 nos., representing a 9% decrease in comparison with 2003-04 or a 2.7% accumulative reduction since 2002-03.

We would continue to closely monitor the consumption of paper and envelopes in the department. Green measures as shown below would be continued in 2005-06 -

-  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.



Envelope Consumption

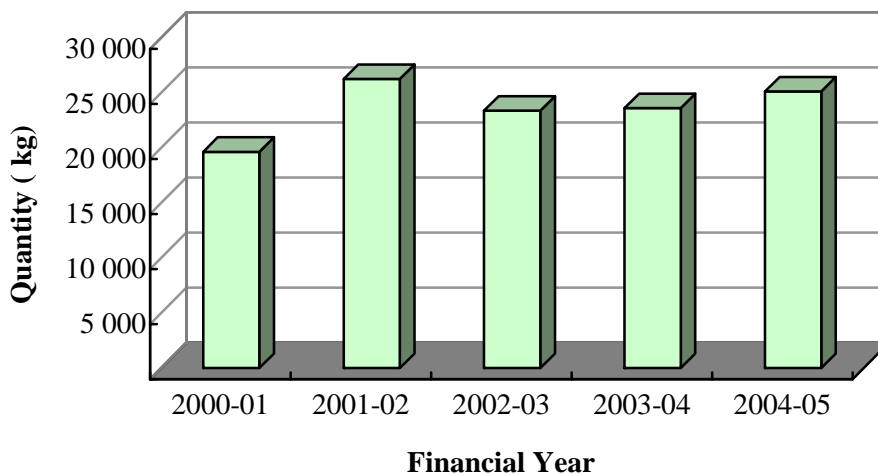


Recycling

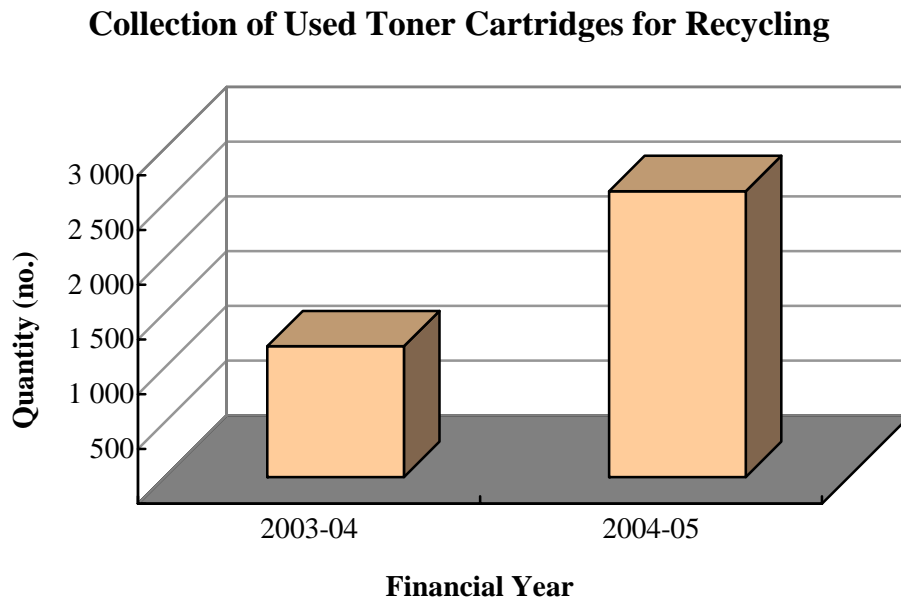
All HAD offices were included in compiling statistics on waste paper collected except for those without such records, e.g. those situated in joint-user buildings with the waste paper centrally collected by a contractor who kept no records on individual users. The aggregated figure represented the total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

In 2004-05, 25 100 kg of waste paper was collected from five headquarter offices and 16 district offices in HAD for recycling. This was 6.4% and 7.5% higher than the achievements in 2003-04 and 2002-03 respectively. Over the past five years, we collected waste paper at an average of 23 600 kg per year. We would continue to keep up with the efforts in the coming year.

Collection of Waste Paper for Recycling






With effect from 2003-04, users, in exchange for new toner cartridges, were required to return the used ones for trade-in or for centralised selling to recyclers via auctions arranged by the Government Logistics Department. The total number of used toner cartridges collected in 2004-05 was about 2 600, doubling the achievement in 2003-04.



Procurement

To further support environmental protection, we adopted green-purchasing measures as follows -

-  purchasing in an environmentally sound manner, e.g. procurement of CDs with minimum package (i.e. without a disk container);
-  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 2004-05 -



WWF Hong Kong's Raffle Sale 2004 in support of the WWF Hong Kong's pledges to continue in striving for a better environment for future generations;



Hoi Ha Charity Walk 2004 which aimed at raising funds for the WWF Hong Kong to conserve the first marine life centre in Hong Kong;



Community Chest Green Day 2004 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;



Come and Join the 12th Green Power Hike in 2005 which aimed at inspiring the public to treasure the natural environment meanwhile raising funds for the Green Power; and



Used CD Recycling Programme in support of the Environment, Transport and Works Bureau's promotion on recycling of polycarbonate products such as CDs, VCDs and DVDs.



Chapter 6 - Into Year 2005-06

Targets

We are committed to upholding our environmental goals and policies in our work and operations. For the year 2005-06, 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

For green management reason, no printed copies of this report are produced for distribution to the public. Nevertheless, all interested parties are welcome to view or download it at our homepage as follows -

<http://www.had.gov.hk/>

本報告的中文本載於以上網頁