



*Home Affairs Department  
Environmental Report 2007-08*



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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 2007-08, we had a revised estimate of \$1.31 billion. There was an increase of 9% over the actual expenditure in 2006-07. The breakdown by programme area is as follows -

<b>Programme</b>	<b>Actual Expenditure 2005-06 (\$ million)</b>	<b>Actual Expenditure 2006-07 (\$ million)</b>	<b>Revised Estimate 2007-08 (\$ million)</b>
District Administration	492.0	497.4	561.8
Community Building	466.6	494.1	532.9
Local Environmental Improvements	169.6	163.6	169.2
Licensing	33.3	32.0	33.3
Territory Planning and Development	16.9	16.3	17.0
<b>Total:</b>	<b>1,178.4</b>	<b>1,203.4</b>	<b>1,314.2</b>

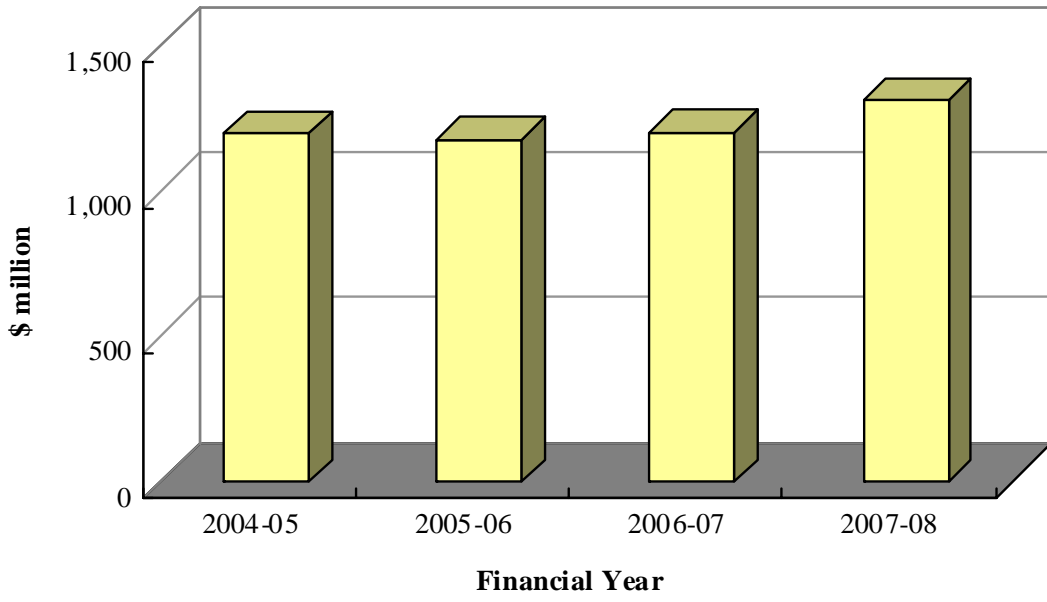
### ***Organisation***

As at 31.3.2008, there were 1 784 permanent posts in the department.

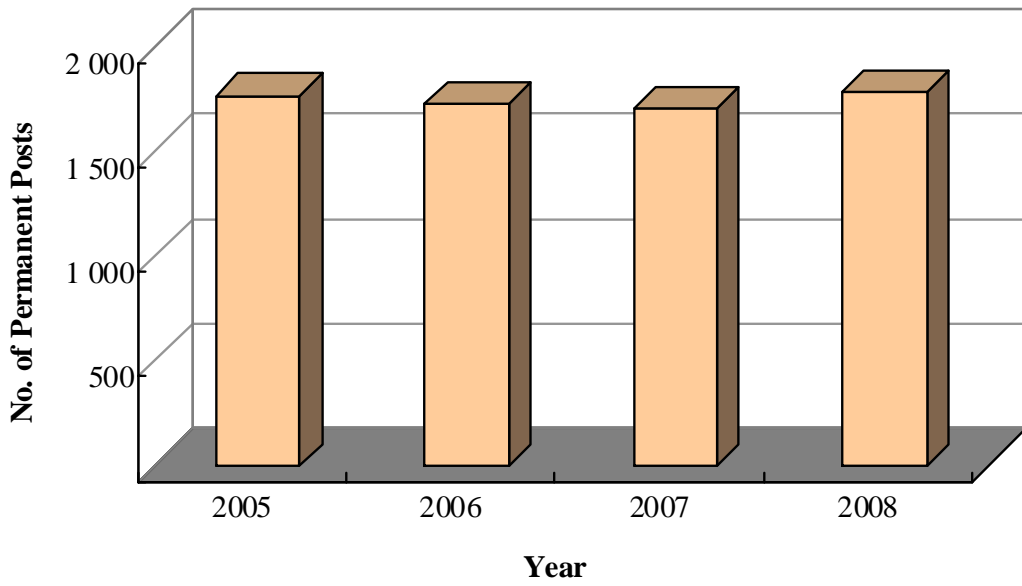
### ***Offices and Facilities***

Our offices and facilities spread widely over the territory. While our Headquarters offices were located in Wan Chai, Quarry Bay and North Point, a district office was situated in each of the 18 administrative districts in Hong Kong. Apart from this, there were 20 public enquiry services centres, 51 community halls and 38 community centres providing services for the public as at 31.3.2008.

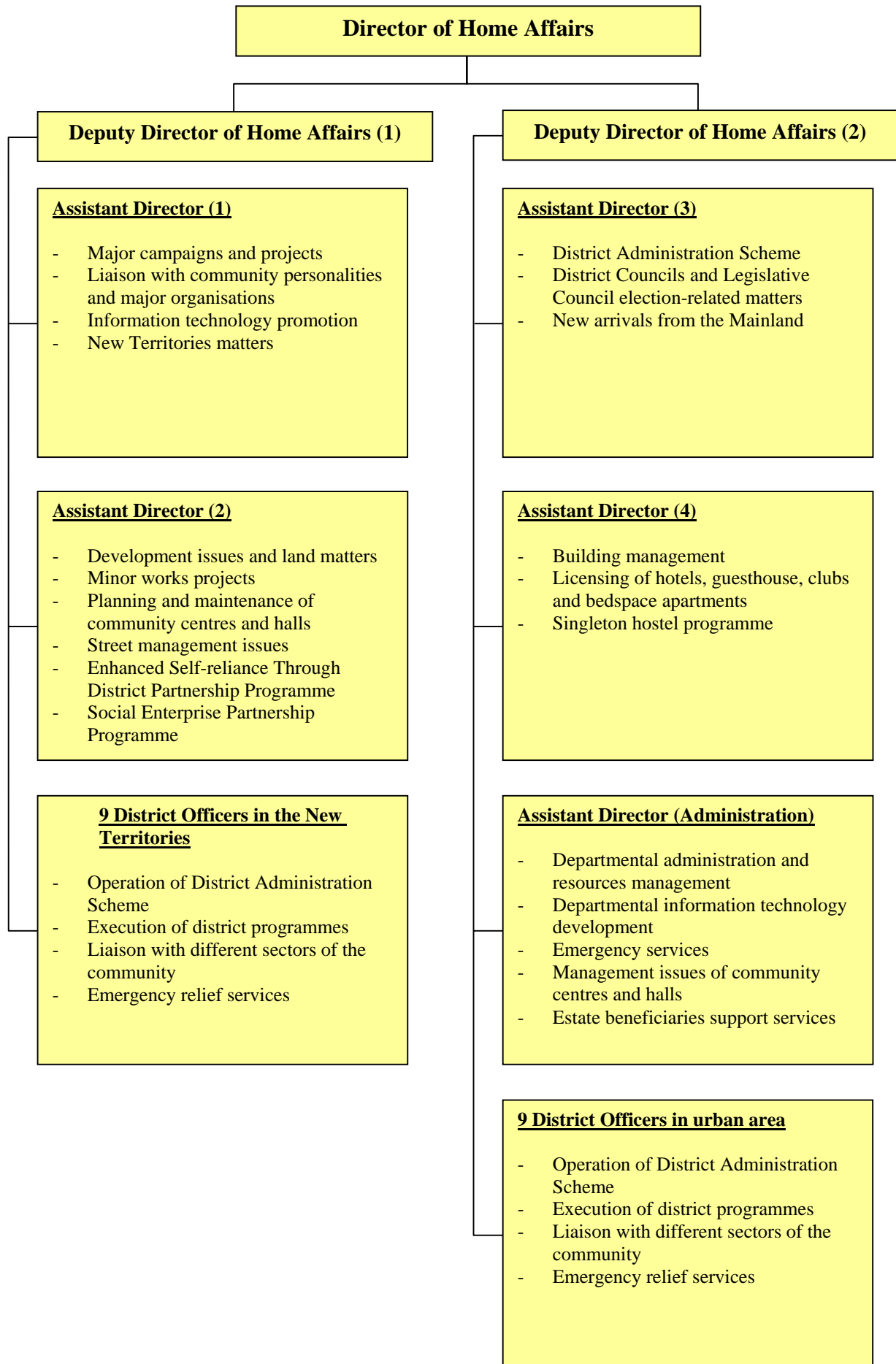
### Expenditure in HAD



### Size of Establishment in HAD (as at 31 March)



**Organisation Structure (as at 31.3.2008)**





## *Chapter 2 - Environmental Policy and Achievements*

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### *Our Environmental Policy*

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

### *About this Report*

This is HAD's ninth environmental report. It provides an overview of our achievements in 2007-08 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 amongst staff an environmental-friendly culture and an appreciation of their environmental responsibilities.

We also set out our targets in 2008-09 at the end of the report.

*Summary of Achievements on Targets for 2007-08*

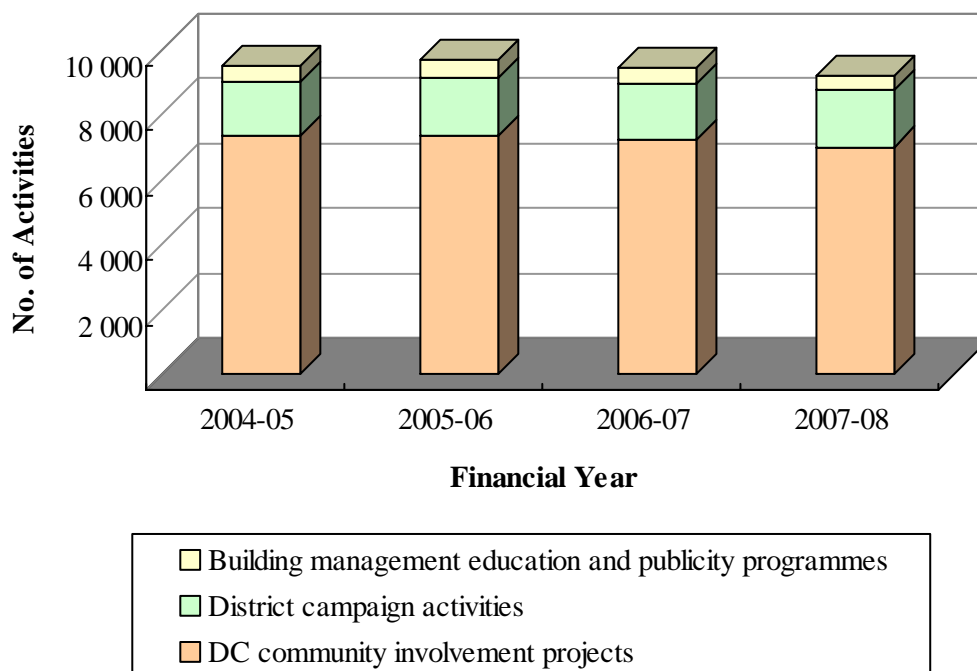
<b>Objective</b>	<b>Achievement</b>
To organise community projects to foster the community's awareness of environmental protection issues	Over 9 100 community projects including those on promotion of environmental protection were organised in 2007-08.
To provide facilities to improve the quality of local environment	Over 700 local environmental improvement projects were carried out in 2007-08.
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	Waste paper collection increased by 76% in comparison with 2006-07.  Used toner cartridges collection increased by 39% in comparison with 2006-07.



## 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, HAD works closely with District Councils (DCs), District Management Committees, Clean Hong Kong District Promotion Committee (CHKDPC), 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 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 2007-08, we organised over 9 100 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.

 **Eradication of Blackspots** aimed to promote a more pleasant living environment and public awareness of community hygiene throughout the territory by involving the community in reporting hygiene blackspots and monitoring their subsequent clean-up. Four phases involving 335 district hygiene blackspots such as rear lanes and vacant Government land had been drawn up since 2003 after detailed consultation at the district level. As at 31.3.2008, 325 district hygiene blackspots had been eradicated.



(Before Clearance)

(After Clearance)

**Eradication of hygiene blackspot at the junction of Mei King Street  
and Mei Kwong Street, To Kwa Wan,  
Kowloon City District**

Clearance of abandoned articles, rubbish and construction waste were arranged.



(Before Clearance)



(After Clearance)

**Eradication of hygiene blackspot at Rear lane of No. 359-391 Ki Lung Street  
Sham Shui Po District**

The unauthorised building structures were cleared.



To encourage the local community to play an active role in sustaining neighbourhood hygiene, **District Hygiene Squads (DHSs)** members had been recruited since 2003. The squads were volunteers recruited from districts and community groups to inspect the hygiene conditions of the districts and to participate in various cleansing and publicity activities.



**Cleaning up the beaches  
Tuen Mun District**



**Year-end cleansing activity  
Yuen Long District**



With a view to **preventing Dengue Fever and other mosquito-transmitted diseases**, we organised over 350 talks and educational programmes. We also organised site visits and exhibitions and distributed souvenirs and publicity materials to publicise anti-mosquito measures and to raise public's attention on personal and environmental hygiene. The responses from the participants were encouraging.



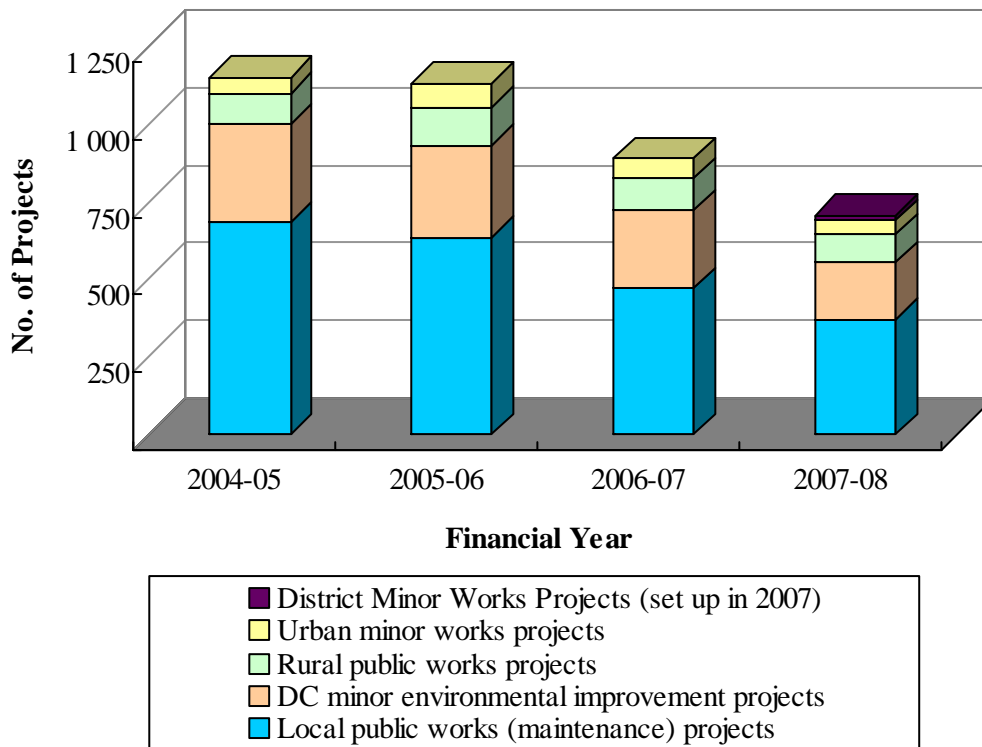
We continued to disseminate the concept of environmental protection and encourage greening in our community. Promotion was made through education and participation of all sectors of the community including schools, hospitals, business sectors, voluntary organisations, green groups and government departments. In October 2007, we arranged broadcasting vans at Chung Yeung Festival to publicise hill fire prevention message and distribute publicity leaflets at the burial grounds and various hillfire blackspots.



## Chapter 4 - Local Environmental Improvement Projects

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

**Local Improvement Works Carried out by HAD**



In 2007-08, over 700 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 904 trees, 269 700 shrubs and 218 300 annuals were planted in the projects and other greening initiatives, such as tree planting activities in districts.

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.



(Before Works)



(After Works)

**Improvement to footpath from Leafy Shade Paradise to Cape Collinson,  
Siu Sai Wan,  
Eastern District**



(Before Works)



(After Works)

**Repaving of a passage between Kwong Tin Estate bus stop and O King Road,  
Kwun Tong 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 Development Bureau were followed to minimise adverse impacts arising from construction works.



**Improvement to footpath and stream embankment at Hok Tau Pai, Fanling, North District**



**Construction of open channel at Pai Min Kok 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 proximity to country parks, special areas, conservation areas, marine parks or marine reserves, sites of special scientific interest, fish cultural zones, wild animal protection areas, coastal protection areas and bathing beaches. In addition, the requirements as stipulated in other environmental control ordinances were also 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 supervisions were carried out to ensure that contractors' obligations to environmental protection were fully met.
- ✓ Upon completion of the works, all works sites and areas in close proximity 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 and to eliminate possible mosquito breeding places.



(Before Works)



(After Works)

**Construction of pet garden at Man Cheong Street, Jordan,  
Yau Tsim Mong District**



**Provision of solar lighting system at Tsing Lung Tau Pier,  
Tsuen Wan 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.

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. 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 Bureau, i.e. including the consumption of all electricity accounts registered under HAD, irrespective of the actual users and the final payers. Based on the electricity bills available, the total electricity consumption of HAD in 2007-08 was 18.3 GWh. In comparison with 2006-07, there was a slight increase of 1%. This was attributed to the additional provision of 3 community halls after 2006-07 as community halls and community centres continued to be the major users of electricity in HAD, accounting for 93% of the total consumption.

The hot weather in 2007-08 was also one of the reasons leading to 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 hours. The heat shelters had been in operation for 17 nights in 2007-08, representing a 183% increase over 2006-07.

We will strive to reduce electricity consumption in the coming years but we may not be able to do so because a new community hall would be in operation in 2008-09 and seven additional community halls would be completed by 2009-2010. We would continue to urge all offices to closely monitor their electricity consumption and adopt green measures such as-

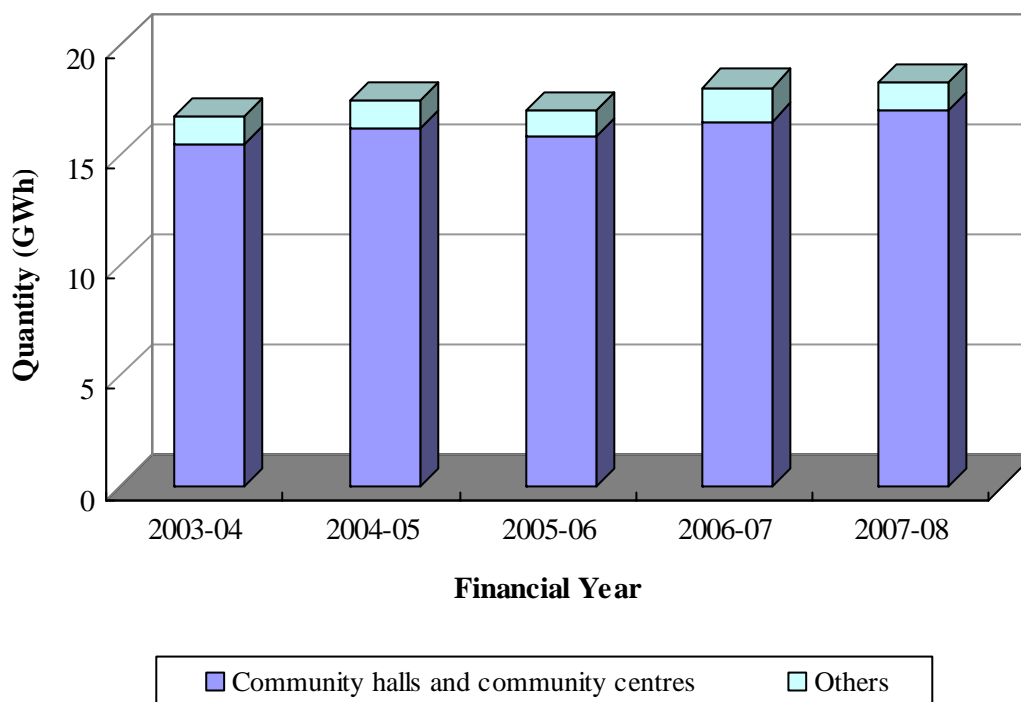


conducting routine checking to switch off lights, air-conditioners and office equipment outside office hours;



- 💡 encouraging staff to use staircases for inter-floor traffic;
- 💡 reducing unnecessary illumination and air-conditioning supply;
- 💡 set room temperature to 25.5°C during summer; and
- 💡 installing air-conditioning zoning system at the headquarters offices on 29/F and 30/F Southern Centre to achieve further savings in energy consumption.

### Electricity Consumption



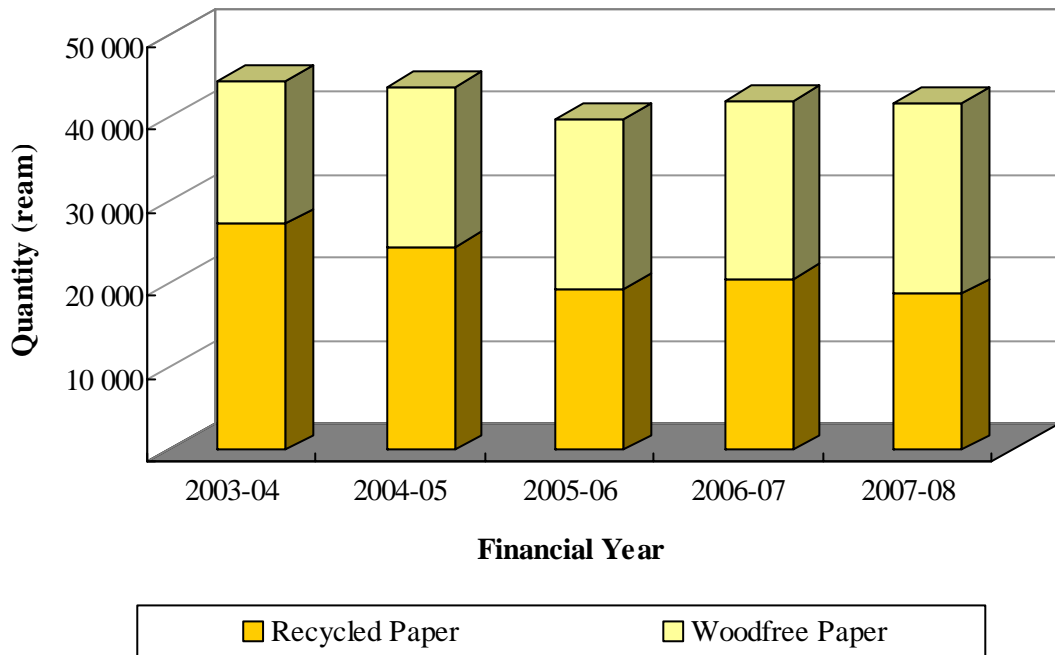
### *Paper and Envelope Consumption*

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 service centres, community halls and community centres.

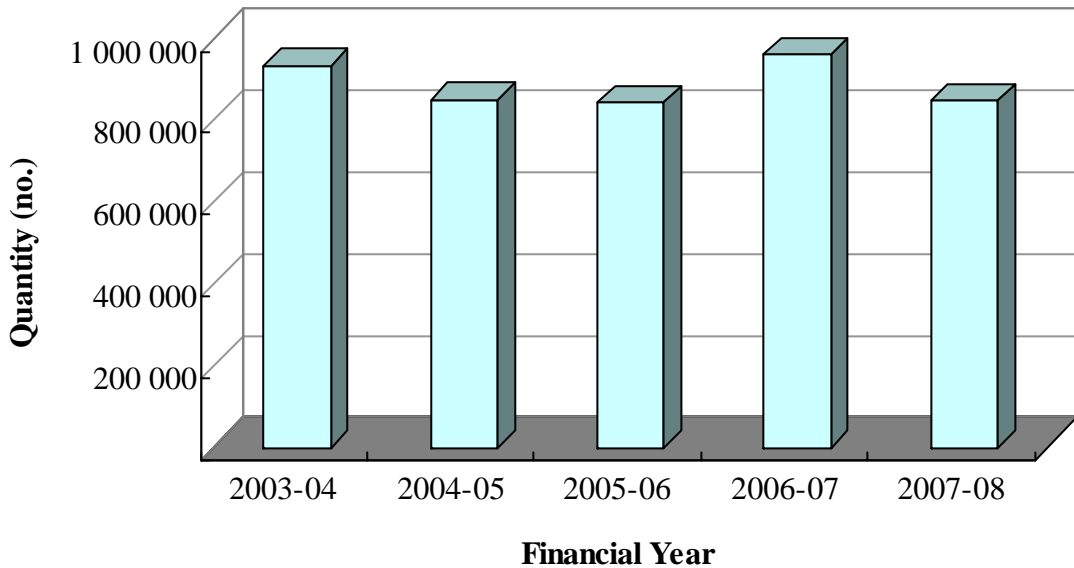
In 2007-08, HAD consumed a total of 41 900 reams, representing a slight decrease of 0.2% over 2006-07. We would continue to monitor paper consumption in the department and to contribute our efforts to environmental protection.

As regards envelopes, the data collection method was the same as that for photocopying paper. In 2007-08, our total consumption was 850 000 nos., representing a decrease of 11% in comparison with 2006-07.


### Paper Consumption









### Envelope Consumption



We would continue to closely monitor the consumption of paper and envelopes in the department. Green measures as shown below would be continued in 2008-09 -

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

 encouraging double-sided photocopying;

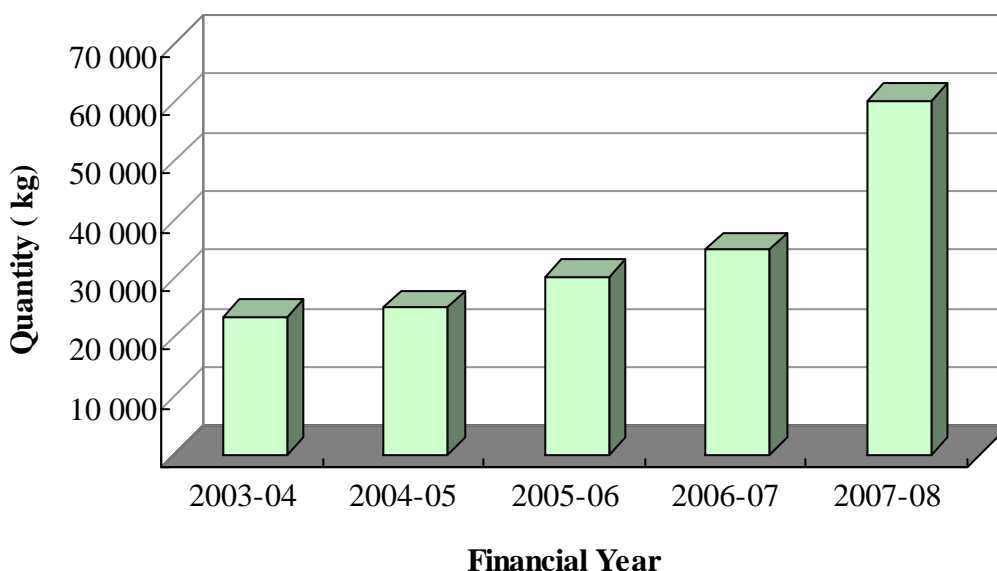
-  issuing departmental notices through electronic means;
-  minimising photocopies and copies of circulars;
-  dispensing with envelopes for unclassified documents;
-  reusing envelopes and file covers; and
-  encouraging communication through electronic means.

### ***Recycling***

All HAD offices were included in 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.

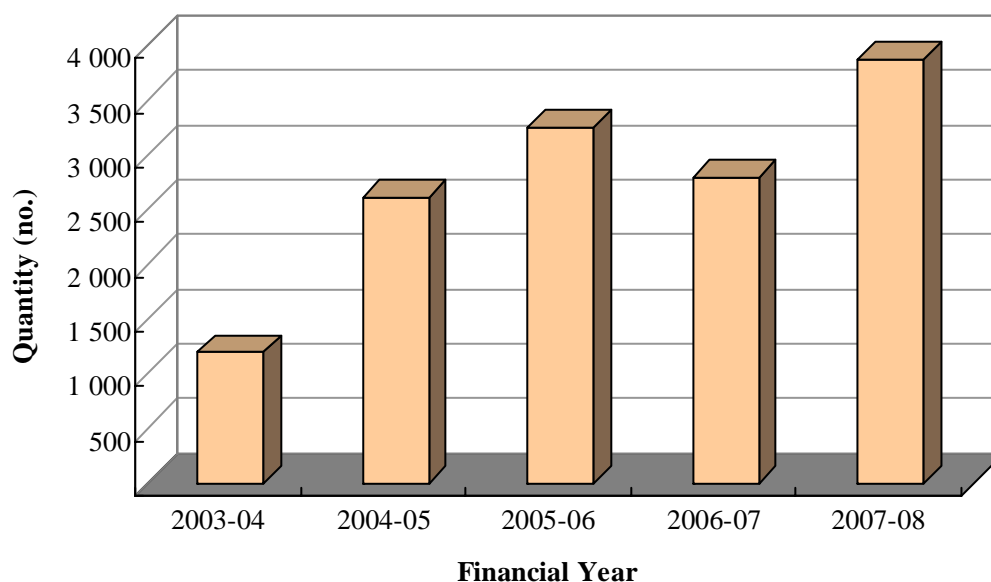
In 2007-08, 60 000 kg of waste paper was collected from five headquarter offices and 17 district offices in HAD for recycling, representing a 76% increase as compared with 2006-07. Over the past five years, we collected waste paper at an average of 34 905 kg per year. We would continue to keep up with 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 recycling purposes. The total number of used toner cartridges collected in 2007-08 was about 3 878, representing a 39% increase in comparison with 2006-07.

### Collection of Used Toner Cartridges for Recycling



### *Procurement*

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

-  purchasing in an environmentally friendly 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 various activities including hiking which aim at arousing staff awareness on environmental protection.



## ***Chapter 6 - Into Year 2008-09***

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### ***Targets***

We are committed to upholding our environmental goals and policies in our work and operations. For the year 2008-09, 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: [hadgen@had.gov.hk](mailto:hadgen@had.gov.hk)

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

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

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