



Home Affairs Department Environmental Report 2021-22

Introduction

This is the 23rd Environmental Report of Home Affairs Department (HAD). It provides an overview of our work and achievements in 2021-22 regarding the following three major activities:

- (i) organising community projects to promote public awareness and participation in the protection and improvement of the environment;
- (ii) carrying out local environmental improvement projects with due regard to the impacts on the environment; and
- (iii) adopting green housekeeping measures and fostering amongst staff an environmental-friendly culture and appreciation of their environmental protection responsibilities.

Overview

Mission *Note*

2. Our mission is to enhance communication between the Government and the people of Hong Kong and to enhance the efficacy of district governance. We shall continue to build on our close ties with all sectors of the community and care for the people's needs, facilitating the administration of Hong Kong in line with changing circumstances.

Major Functions *Note*

3. To achieve our mission, we:
- enhance channels of communication between the Government and the public; explain the Government's aims, policies and services to the community;

Note: The mission and major functions of HAD have been revamped after the District Councils (Amendment) Ordinance 2023 came into effect on 10 July 2023.

collect, assess and reflect the community's views and aspirations to the Government so that timely and appropriate responses can be made;

- co-ordinate, through District Management Committees, the delivery of Government services and implementation of public projects at district level;
- serve the community better through the work of District Councils and District Services and Community Care Teams;
- foster community spirit in neighbourhoods through encouraging public participation in community building activities;
- assist in alerting residents and providing temporary shelters, as well as coordinating relief services in emergency situations and during or after natural disasters;
- monitor and assess the provision of Government support services for new arrivals from the Mainland and ethnic minorities to enable them to integrate into the local community as quickly as possible;
- implement minor local works projects and building management initiatives to improve our living environment; ensure that safety standards in hotels, guesthouses, clubhouses, bedspace apartments and karaoke establishments are maintained; and issue the licence of amusement game centres, amusements with prizes, public dance halls, lotteries, mahjong / tin kau parlours, tombolas and trade promotion competitions; and
- provide support services for estate beneficiaries.

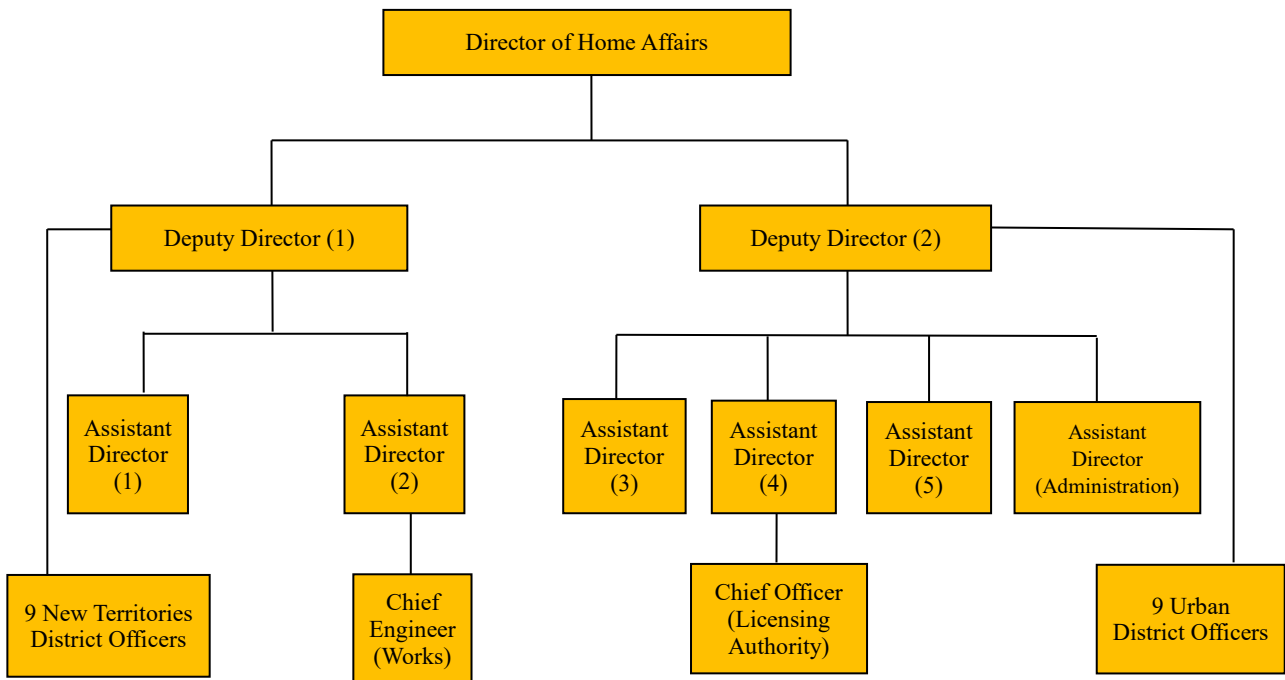
Offices and Facilities

4. HAD's offices and facilities spread across the territory. While our headquarters offices are located in Wan Chai, Tai Koo, North Point and Mong Kok, a district office is situated in each of the 18 administrative districts in Hong Kong. Apart from this, there are 20 Home Affairs Enquiry Centres and 107 community halls/centres providing services for the public as at 31.3.2022.

Organisation

5. As at 31.3.2022, there were 2,266 permanent posts in the Department.

Home Affairs Department Organisation Structure (as at 31.3.2022)



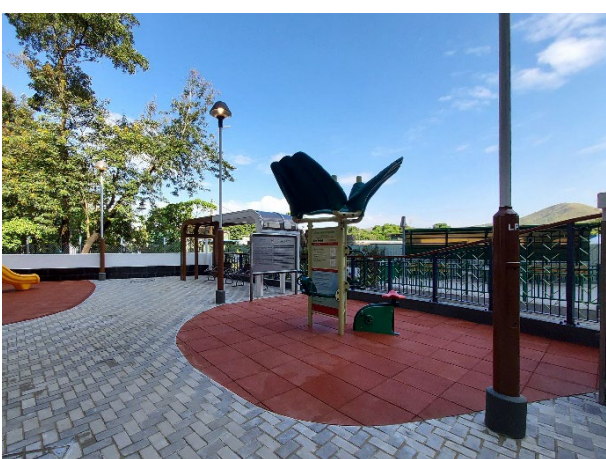
Environmental Policy of Home Affairs Department

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 organised in partnership with community organisations and other Government departments.

Local Environmental 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 also encourage the use of environmentally friendly materials in the design of projects such as recycled timber and paving units containing recycled glass so as to minimise potential adverse impact on the natural environment. To avoid light pollution and energy wastage, we widely use light sensors and timer controls for light fittings in sitting-out areas and pet gardens so that the lights are controlled in response to the luminance of the environment and the times of day such as sunsets, late nights and sunrises.

8. Examples are the Sitting-out areas nearby seashore of Sham Wan, Southern District and in Tin Ping Shan Tsuen, North District constructed under District Minor Works programme.



Sitting-out area nearby seashore of Shum Wan in the Southern District (upper row) and sitting-out area in Tin Ping Shan Tsuen in the North District (lower row) with recycled timber benches and cladding, paving units containing recycled glass, lightings with timer controls and light sensors. Existing trees are conserved, and new shrubs are planted.

Community Engagement

9. 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 the participation of all sectors and age groups of the community. However, due to the outbreak of the COVID-19 epidemic, these activities have been greatly reduced to comply with social distancing measures. One event, namely, “Greening and Beautification of Railings Along Footpaths 2021” was organised in 2021-22.



Greening Work

Local Greening and Planting Works

10. HAD attaches great importance to greening work and we target to promote greening at different levels. We have been working on greening and planting works across various districts by installing and maintaining planters along roadsides and flyover areas. This helps improve the urban environment not only through air purification, but also through enhancing the overall visual environment for the public.

11. Since 2014, we have been replacing, for our greening work, annuals with perennial plants such as shrubs which can offer a similar level of aesthetics enjoyment yet need no constant replacement that might generate substantial yard waste. In 2021-22, we planted around 5,300 shrubs and 430 herbaceous plants across the districts.



Green Area in District



Roof Greening in Community Centre



Roadside Planters along Footpath



Tree Planting along Footpath



Railing Planters on Footbridge



Greening Works underneath Flyover

Training

12. During the year, we encouraged our staff members ranging from frontline to managerial levels to attend ten courses on tree management organised by the Development Bureau. Examples are “Seminar on Proper Tree Care before Wet Season” and “Webinar on Latest Tree Risk Assessment & Management (TRAM) Guidelines and Review of Assessment Skills”. The training helps enhance our staff members’ knowledge of trees and greening, thereby facilitating their daily tree management work and fostering a culture of tree care.

Statistics of Energy Consumption in HAD

13. Electricity consumption of our government buildings in FY 2018-19 and FY 2021-22 is tabulated below:

	Energy consumption before normalization (Billed & renewal energy)	Energy consumption after normalization under comparable operating conditions	Renewable energy generation
FY 2018-19 (baseline), (million kWh)	28,368,722 (a)		0
FY 2021-22 (million kWh) (change compared with (a))	28,627,592 (+0.9%)	27,133,362 (-4.4%) (b)	0 (+0%) (c)
Energy Performance (-b) + (c)		4.4%	

As set out above, under comparable operating conditions in FY2018-19, there was 4.4% of energy saving in FY 2021-22, taking into consideration temporary closure of community halls/centres during the COVID-19 epidemic, and after implementing green housekeeping measures as set out in the ensuing paragraphs.

Green Housekeeping Measures

Carbon Auditing

14. In 2021, we conducted a “paper approach” carbon audit exercise for 11 of our government offices and community halls/centres. This exercise serves to monitor greenhouse gas (GHG) emissions. We have also taken various measures, such as using automatic sensors in water taps and maintaining air-conditioned room temperature at 25.5 °C, to reduce GHG emissions. In future, we will continue to carry out this audit with a view to further reducing our carbon emissions.

No. of Major Building audited	11
Total floor area	43,892 m ²
Category	Community halls/centres & office type buildings
Total GHG Emissions	5,688 tonnes of CO ₂ -e

Energy Saving

15. Implementation of energy saving measures will continue in our offices and community halls/centres. The following are some examples in 2021-22:

■ Air-conditioning:

- Maintaining air-conditioned room temperature at 25.5 °C;
- Using curtains or blinds to screen off sunlight to reduce the need for air-conditioning and energy consumption; and
- Displaying labels of the recommended temperature and warm reminders near the switches.



■ Lighting:

- Switching off lights in offices and community halls/centres when they are not in use;
- Turning off non-essential lighting (e.g. at reception areas and corridors) at offices during lunch hour;
- Delamping by switching on two fluorescent light tubes in a light plate instead of all three tubes without affecting office operation;

- Using energy-efficient lighting such as LED lamps and T5 fluorescent lamps; and
- Installing occupancy/motion sensors to automatically control on/off of lighting in public areas such as corridors and washrooms etc.
- Other electrical appliances:
 - Using energy-efficient office equipment, including computers and photocopiers with energy saving mode;
 - Using timer controls for electrical appliances, arranging the last-man-out to check and reminding staff to switch off non-essential electrical appliances when they are not in use; and
 - Affixing “Save Energy” stickers and warm reminders near the switches.

Water Conservation

16. We have taken the following measures to reduce water consumption:

- Encouraging staff members and the public using our facilities to conserve water consumption by displaying environmental protection promotional materials on notice boards and updating the materials regularly; and
- Installing automatic sensors in water taps at our offices (i.e. at washrooms and pantries) and community halls/centres.

Solid waste reduction

17. We have made the following efforts to reduce solid waste at offices:

- Paper consumption:
 - Minimising the use of paper by printing on both sides of paper, re-using envelopes and file covers, and issuing departmental notices and circulars through electronic means, etc.;

- Sending electronic greeting cards to government contacts and posting on HAD's website to deliver festive greetings;
- Prioritising the use of recycled paper, which accounted for about 90% of our total paper consumption in 2021-22;
- Placing boxes/trays next to photocopiers to collect used paper for recycling. During the year, approximately 89 tonnes of waste paper were collected from headquarters offices and district offices;



- Displaying a notice on the water dispenser to remind the staff to avoid using paper cups; and
- Putting a collection box in prominent place to encourage the staff to reuse envelopes;

■ Plastic consumption:

- Avoiding the use and distribution of plastic umbrella bags and deploying alternative means, such as umbrella racks, umbrella dryers, floor dryers and carpets to keep the floor dry;

■ Recycling:

- Placing three-coloured recycling bins in offices to encourage recycling;
- Placing collection boxes to facilitate the collection of recyclable waste paper;
- Providing collection bags to collect used paper for recycling; and
- Reusing decorative materials for festive seasons.



18. To ensure the energy-saving measures are fully implemented, we have assigned Energy Wardens and Assistant Energy Wardens in each office to conduct routine checks and help foster an environmentally friendly culture.

Green Procurement

19. To further support environmental protection, we have adopted the following green procurement measures:

- Adopting green specifications for products according to guidelines promulgated by the Environmental Protection Department as appropriate;
- Procuring in an environmentally friendly manner, such as recyclable stationery items, wood-free and recyclable printing paper;
- Procuring energy-saving office equipment and electrical appliance;
- Collecting used printer toner cartridges from users and arranging for trade-in; and
- Including “trade-in option” for procurement of replacement store items.

Clean Air Charter

20. To achieve the commitments of the Clean Air Charter, we have adopted the following measures:

- Planning routes when using departmental vehicles to minimise the journey distance and time and avoid congested areas;
- Encouraging staff to maximise the use of departmental vehicle journeys to reduce carbon emission, e.g. group passengers to nearby destinations in one trip by one departmental vehicle;
- Promoting the awareness of green office environment by circulation of publications with green messages. Perennial planters are also placed in offices to enhance green awareness and to provide better working environment for staff;
- Encouraging staff to use internal stairs instead of lifts to access nearby floors; and
- Continuing our efforts in the Indoor Air Quality (IAQ) Certification Scheme. In the past year, 76 premises under HAD’s purview such as community halls/community centres were successfully awarded IAQ Certifications, with one achieving “excellent” IAQ standard.



Environmental Targets in 2022-23

21. We are committed to upholding our environmental goals and policies in our work and operations. For 2022-23, we aim to achieve the following green targets:

- To actively participate in the implementation of Greening Master Plans in the 18 districts, and to explore feasible greening proposals for contributing to a greener environment in all districts;
- To sustain our efforts in tree management work with a view to maintaining and protecting the health and physical conditions of our trees. To continue our collaboration with the Tree Management Office of Development Bureau in conducting audits and reporting on our tree risk assessment in order to ensure the quality and professional standard of the assessment exercises performed by our contractors;
- To continue our support to the government's waste reduction policy by replacing annuals with perennials as much as possible;
- To keep up our efforts in the energy-cum-carbon audit programme to identify additional measures for energy and carbon emission reduction and continue to monitor implementation of the recommended energy management opportunities;
- To continue our participation in the IAQ Certification Scheme to maintain satisfactory IAQ standards and promote good IAQ management practices across venues; and
- To further build up environmental protection culture in our offices by encouraging staff participation in government-initiated greening activities and seeking continuous improvement in our internal green housekeeping measures.

Feedback

22. We welcome feedback on this report for further improvement. If you have any comments or suggestions, please write to us through any of the following channels:

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Fax: 2834 7649

E-mail: hadgen@had.gov.hk

Home Affairs Department