

ENVIRONMENTAL REPORT 2024

Environment and Ecology Bureau (Food Branch)

PROFILE OF KEY RESPONSIBILITIES

The Environment and Ecology Bureau (Food Branch) is responsible for policy matters relating to food safety, environmental hygiene, agriculture, fisheries, animal welfare and management.

2. The actual expenditure of the Environment and Ecology Bureau (Food Branch) in 2024-25 was about \$194 million. As at 30 June 2024, the Food Branch had an establishment of seven directorate officers and 43 non-directorate staff. The Food Branch is located at the Tamar Central Government Offices, which is under the centralised management of the Director of Administration. The Branch also operates a leased outstation office at The HUB, a private premises located in Wong Chuk Hang.

ENVIRONMENTAL GOAL AND POLICY

3. The Environment and Ecology Bureau (Food Branch) supports the HKSAR Government's initiatives to protect the environment and is committed to improving our own environmental performance by:

- (i) compliance with relevant environmental protection ordinances;
- (ii) promotion of waste reduction;
- (iii) minimising the production of environmental pollutants and/or nuisance;
- (iv) improving the general environmental conditions; and
- (v) saving of resources.

ENVIRONMENTAL ASPECTS AND IMPACTS

4. The policies under the purview of Environment and Ecology Bureau (Food Branch) may have environmental impact on various aspects, including waste disposal, air pollution and conservation of the environment. Such impacts would be taken into account when drawing up the policies.

ENVIRONMENTAL PROTECTION MEASURES

5. The following measures are relevant to environmental protection within the Food Branch:

(i) Waste minimisation

- encourage the use of electronic means in both internal and external communication

- circulate posting notices, telephone directories, reports and consultation papers etc. through electronic means instead of using paper
- post internal circulars and other reference materials on internal bulletin board for access by staff
- send e-orientation folder, containing the soft copy of a bundle of circulars and papers, to new comers
- keep the number of paper publications to the absolute minimum (e.g. by circulating only one copy to relevant staff)
- use plain paper fax machines instead of thermal paper ones
- avoid sending original documents which have been sent by fax or email
- reduce the use of fax leader sheet
- use virtual fax services
- use recycled paper, even for external communication. In 2024, the Food Branch utilised 718 reams recycled printing paper in A4 size and 13 reams in A3 size
- collect papers used on one side only for drafting, photocopying or printing of single-sided file enclosures
- set “double-sided” and “print in grayscale” as default printing modes for all network printers
- not to use envelopes for unclassified documents
- reuse envelopes, loose minutes jackets and action tags
- stop using paper cups and bottled water in meetings
- reduce the use of greeting cards or use e-greeting cards for official purpose
- recover waste paper, newspapers and outdated publications for recycling by placing collection boxes at convenient locations
- use recycled printer cartridges
- recover toner cartridges of printers/photocopiers for recycling
- implement an online booking system of conference rooms instead of keeping paper records
- review regularly the actual need against monthly supply items particularly those with expiry dates
- reuse stationery items
- reuse decorative materials at festive seasons
- collect plastics, metals and rechargeable batteries by setting up coloured recycling boxes in common areas

Performance

Generally effective.

(ii) Energy conservation

- remind staff to switch off lights and personal computers outside office hours
- encourage staff to use staircase for inter-floor traffic

- use energy-saving fluorescent lights
- install light sensors in office and common areas
- arrange officers to conduct checking after office hours to ensure lights in offices and conference rooms and communal facilities, such as photocopiers, are switched off
- use energy efficient equipment, such as power-saving photocopiers, printers and computers
- set all photocopiers to energy saving mode when they are not in use for over five minutes
- maintain room temperature at a reasonable level to avoid excessive air-conditioning

Performance

Generally effective

(iii) Green Transport

- replace departmental vehicles with electric vehicles (EV) in phases
- use unleaded petrol for our departmental vehicles
- install EV chargers at the car parks of the Central Government Offices
- further promote the adoption of ridesharing arrangements
- remind drivers to switch off vehicle engines whilst awaiting in order to avoid idling emissions and achieve fuel saving

Performance

Generally effective

(iv) Others

- display plants in offices
- install automatic sensor facets and dual flushing systems in washrooms to minimise water usage
- implement the Government's "Smoke-free Workplace Policy"
- encourage officers to dress light, casual and smart
- re-circulate "Energy Saving Tips" to all staff members at regular intervals
- implement the e-Procurement System for the purchase of goods and services
- adopt green specifications when procuring goods and services
- procure green office items including computer equipment (e.g. tablets, Network Attached Storage and routers), photocopiers, air purifiers and other electrical appliances
- join the Indoor Air Quality (IAQ) Certification Scheme. In 2024, the

Central Government Offices and The HUB were awarded with ‘Excellent Class’ and ‘Good Class’ respectively under the scheme.

Performance

Generally effective

ENVIRONMENTAL AWARENESS WITHIN THE BUREAU

6. The Environment and Ecology Bureau (Food Branch) has appointed a dedicated officer as the Green Manager who is responsible for promoting and encouraging staff to consistently implement various green measures within the Branch. All staff are encouraged to attend training/workshops on green management. The Branch will continue to identify and implement measures, both under policy areas and within the office, to protect our environment.

COMMITMENTS UNDER THE CLEAN AIR CHARTER

7. The Environment and Ecology Bureau (Food Branch) supports the Government’s determination of improving air quality by meeting the commitments of the Clean Air Charter. The progress of commitments under the Charter relevant to our operations is reported below:

(i) Electricity

The electricity consumed by the Food Branch from January to December 2024 was estimated at 154,231 kWh*. The estimated emissions of air pollutants were thus as follows:

Pollutants	Estimated Emissions
Carbon Dioxide (CO ₂)	91 tonnes
Sulfur Dioxide (SO ₂)	16 kg
Nitrogen Oxides (NO _x)	44 kg
Respirable Suspended Particulates (RSP)	1 kg

* Please refer to the Annex for details.

(ii) Fuel

The total mileage travelled by the departmental vehicles of the Branch from January to December 2024 was 19,641 km. The estimated emission of Nitrogen Oxides (NO_x) was 18 kg.

WAY FORWARD

8. The Environment and Ecology Bureau (Food Branch) is dedicated to promoting the awareness of environment protection and sustainable development. We will continue to strive to explore and implement more energy- and paper-saving initiatives, such as further promoting the use of electronic means for office communication and archiving work records, to improve our environmental performance.

Environment and Ecology Bureau (Food Branch)
July 2025

**Estimated Electricity Consumed by
the Environment and Ecology Bureau (Food Branch) in 2024**

Electricity Consumed (kWh)			
Month	Office at Tamar Central Government Offices	Office at THE HUB	Total
Jan	7,688	2,351	10,039
Feb	7,998	2,334	10,332
Mar	6,189	3,239	9,428
Apr	10,321	3,854	14,175
May	8,733	4,497	13,230
Jun	9,155	5,069	14,224
Jul	9,647	5,910	15,557
Aug	9,967	5,758	15,725
Sep	9,823	4,674	14,497
Oct	9,526	4,205	13,731
Nov	9,172	3,234	12,406
Dec	8,217	2,670	10,887
	106,436	47,795	154,231