

Home Affairs Bureau

Environmental Report 2009

Home Affairs Bureau (HAB)'s Key Responsibilities

HAB oversees a wide range of policy responsibilities including youth development, gambling, national education and civic education outside schools, liaison with religious bodies, Family Council secretariat support, recreation and sports, arts and culture, social enterprises, legal aid, community building, district administration, building management, entertainment licensing, and overseeing the management of Trust Funds for which the trustee is Secretary for Home Affairs, Board of Management of the Chinese Permanent Cemeteries and Chinese Temples Committee.

2. Apart from proposing legislation and formulating strategies, we work closely with the government departments¹ and subvented organizations² under our purview to achieve the above tasks. We have also organized our own promotional programmes, functions and exhibitions, published publications and leaflets, and operated the Youth Square and a Civic Education Resource Centre.

Expenditure

3. In 2009-10, we had revised estimates of \$4,272.3 million. The breakdown by programme area was as follows –

Programme	2009-10 Revised Estimate (\$ million)
Director of Bureau's Office	11.0
Social Harmony and Civic Education	193.6

¹The departments include Home Affairs Department, Leisure and Cultural Services Department, Information Services Department and Legal Aid Department.

²The subvented organizations include Hong Kong Arts Development Council (HKADC), Hong Kong Academy for Performing Arts (HKAPA), Outward Bound Hong Kong, uniformed groups and other youth organizations, Hong Kong Sports Institute Limited (HKSIL), Sports Federation & Olympic Committee of Hong Kong, China (SF & OC), nine major performing arts groups (including Hong Kong Philharmonic Society, Hong Kong Chinese Orchestra, Hong Kong Sinfonietta, Hong Kong Repertory Theatre, Chung Ying Theatre Company, Zuni Icosahedron, Hong Kong Dance Company, Hong Kong Ballet and City Contemporary Dance Company), Duty Lawyer Service (DLS), and Legal Aid Services Council (LASC).

Programme	2009-10 Revised Estimate (\$ million)
District, Community, and Public Relations	3,027.0
Recreation, Sport and Entertainment Licensing	65.4
Culture	96.0
Subvention: HKAPA, HKADC, HKSIL and Major Performing Arts Groups	775.6
Subvention: DLS and LASC	103.7
Total	4,272.3

Establishment

4. As at 31 December 2009, there were 200 permanent posts in the Bureau, an decrease of about 1.96% over the previous year's figure.

Our Environmental Policy

5. HAB recognizes the benefits of a healthy environment and the importance of sustainable development for the future of Hong Kong. We fully support the HKSAR Government's initiatives to improve the environment. Within our policy framework, we are committed to adopting environmentally responsible practices among our staff, and encouraging our stakeholders to do the same. We also make efforts to nurture civic responsibility for the environment. We are committed to -

- (a) ensuring that the operations of the Bureau are conducted in an environmentally responsible manner;
- (b) increasing staff awareness for protecting the environment and preventing pollution;
- (c) encouraging departments and subvented bodies under our purview to adopt environmentally responsible measures to conserve resources and prevent pollution; and
- (d) conducting review of the current green measures with a view to formulating and taking necessary actions to attain continual improvement.

Our Efforts in Environmental Management

Housekeeping

6. To show our commitments to improving air quality, we have been adopting the following green housekeeping practice in improving our working environment and preserving common resource on an on-going basis -

(a) *Conserve Resources and Energy*

- (i) consume less paper by printing on both sides of paper as far as practicable, using blank side of used paper for drafting, minimizing photocopies and avoiding use of fax leader pages;
- (ii) use electronic correspondence such as e-mails and digital photos to replace traditional communication measures both within the Bureau and with outsiders; printing e-messages and digital photos only if it is necessary;
- (iii) send seasonal greetings in electronic form;
- (iv) minimize the use of products which are not environmentally friendly e.g. correction fluid;
- (v) minimize the use of paper cups;
- (vi) encourage staff to dress down in summer months and control the air-conditioning (AC) provision hours; set the AC temperature at 25.5 in the summer months in order to reduce electricity consumption;
- (vii) keep the number of photocopiers turned on for use after normal office hours to the absolute minimum;
- (viii) use energy-saving light bulbs;
- (ix) encourage staff to avoid using overhead lighting where natural lighting is sufficient;
- (x) switch off lights immediately as soon as the area becomes

unoccupied;

- (xi) use sectional control switches to facilitate switching off the lights of individual light zones when the areas are not occupied;
- (xii) ensure windows are closed when air-conditioners are operating;
- (xiii) encourage staff to use staircase for interfloor traffic as far as practicable;
- (xiv) encourage staff to switch off unused computers, monitors and printers; and
- (xv) conduct routine checking by designated staff to ensure unused electronic communal facilities (e.g. light in conference room, photocopiers, etc.) have been turned off when not in use.

(b) Reuse and Recycle Waste

- (i) re-use envelopes, loose minute file jackets and paper labels;
- (ii) provide green boxes in office for collection of papers used on one side for reuse;
- (iii) use recycled paper;
- (iv) use green or recyclable stationery such as refillable ball pens and clutch pencils; and
- (v) collect plastic bottles, aluminium cans, waste papers, used laser printer toner cartridges and used typewriter ribbons in designated bins to facilitate waste recycling.

(c) Improve Air Quality

- (i) use unleaded fuel in our departmental cars;
- (ii) switch off idling car engines;
- (iii) implement the Government's "Smoke-free Workplace" Policy;

and

(iv) clean the office ventilation system (including dust filter) on a regular basis.

(d) *Promote Staff Awareness on Environmental Protection*

(i) affix 'Save Energy' stickers to lighting switches in common room to remind staff to turn off AC and lights when not in use;

(ii) put up notices to remind staff of water saving; and

(iii) circulate green message and useful green tips to staff periodically to promote environmental awareness.

Community Improvement and Environmental Awareness Activities

7. One of HAB's main tasks is to foster a harmonious community and a healthy and safe living environment. We are supported by the Home Affairs Department (HAD) which provides advice on building management matters and carries out various measures such as cleaning up hygiene black spots, greening and improvement works to improve the living environment of the urban districts and rural areas. Both HAB and HAD encourage public participation in activities for improving the environment.

Our Performance in Year 2009

8. In 2009, we pursued the following specific environmental initiatives –

(a) ***To step up the use of electronic media for publicity purposes***

To reduce paper consumption, we had been using more electronic media such as webpage and internet for publicity.

(b) ***To reduce paper publications***

We continued to review regularly our regular paper publications with a view to identifying room for reducing our printing requirements and hence paper consumption. Consultation papers and reports issued by HAB were uploaded to HAB's website to reduce the number of hard copies printed.

(c) *To promote usage of electronic means for communication*

To promote a wider use of electronic means for communication to minimize paper consumption, all staff including junior colleagues were provided with e-mail accounts to facilitate electronic communication.

(d) *To monitor the usage of office stationery with a view to identifying realistic ways of reduction*

In 2009, we used less paper (dropped by 5.9%) and envelopes (dropped by 57.5%) when compared with figures in 2008.

(e) *To adopt green-purchasing measures*

To further support environmental protection, we adopted the following green-purchasing measures –

- purchasing in an environmentally friendly manner, e.g. procurement of CDs with minimum package (i.e. without disk container); and
- including 'trade-in-option of stores items' in quotations.

(f) *To continue identifying the environmental impact of our policy areas and programme activities*

We continued to encourage the Committee on the Promotion of Civic Education (CPCE) and the Commission on Youth (COY), which were under our auspices, to use Bureau's funds that came under their scrutiny to sponsor projects that had incorporated themes of environmental protection. The CPCE published an article namely “你不可不知的氣候關鍵字” in September 2009 in its youth magazine “kidults” to help promoting environmental protection among the young readers.

The Way Forward

9. We support the principles and spirit of the Clean Air Charter. We will continue our efforts in promoting the importance of being responsible for our environment. We will continue to -

- (a) gauge the environmental impact of our policy work and programme activities and encourage applicants for our funding schemes to adopt environmentally responsible measures when launching projects and activities;
- (b) sustain our efforts in nurturing civic responsibility which will in turn bolster concerns for the environment;
- (c) encourage staff participation in environmental protection and energy saving activities;
- (d) arrange regular cleansing of the ventilation system to improve the indoor air quality of our office;
- (e) promote a wider use of electronic means for internal and external communication to minimize paper consumption; and
- (f) sustain our various efforts in reducing electricity consumption and in promoting waste reduction.

Invitation for Comments

10. We welcome your comments on this report. Please send them to us through one of the following means:

E-mail	:	hab@hab.gov.hk
Fax	:	2591 6002
Telephone	:	2835 1400
Post	:	Home Affairs Bureau, 31/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.