

# **Home Affairs Bureau**

## **Environmental Report 2013**

### **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, Community Care Fund 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 departments<sup>1</sup> and subvented bodies<sup>2</sup> under our purview to achieve the above tasks. We have also organised our own promotional programmes, functions and exhibitions, published publications and leaflets, and operated the Youth Square and a Civic Education Resource Centre.

### **Expenditure and Establishment**

3. Our revised estimates in 2013-14 was \$16,388.6 million. As at 31 December 2013, there were 242 permanent posts in the Bureau.

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

<sup>2</sup>The subvented bodies include Hong Kong Arts Development Council, Hong Kong Academy for Performing Arts, Outward Bound Hong Kong, uniformed groups and other youth organisations, Hong Kong Sports Institute Limited, Sports Federation & Olympic Committee of Hong Kong, China, 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, and Legal Aid Services Council.

## **Our Environmental Policy**

4. HAB recognises 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. 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.

## **Green Measures Taken in 2013**

5. In 2013, we continued to follow the green measures adopted in the past and pursued new initiatives to improve our working environment and preserve common resource. The green measures taken include -

- (a) Conserve Resources and Energy
  - consume less paper by printing on both sides of paper as far as practicable, using blank side of used paper for drafting, minimising photocopies, disabling automatic printing of confirmation journal from fax machines, avoiding use of fax leader pages and issuing of electronic telephone directory;
  - use electronic correspondence and internet to replace traditional publicity and communication measures both

within the Bureau and with outsiders; print e-messages and digital photos only if necessary;

- upload consultation papers and reports to the Bureau's website to reduce printed copies;
- minimise use of products not environmentally friendly, e.g. correction fluid, non-reusable DVDs and CDs;
- encourage staff to use staircase for interfloor traffic;
- stop using corsages and reduce name badges to an absolute minimum when organising events;
- encourage organisers not to give corsages, souvenirs or gifts to Government attendees when attending events;
- stop using paper cups and bottled water;
- provide drinking water/tea in glasses;
- automate conference room booking system to replace paper records;
- install lighting sensors to adjust lights intensity automatically in our new offices at Central Government Offices, Tamar;
- install motion sensors to switch on or off lights automatically in our new offices at Central Government Offices, Tamar;
- switch off majority of office equipment (including photocopiers and network printers) in communal areas after office hours so that office equipment at stand-by mode will be kept to the minimum necessary; and
- encourage staff to switch off unused computers, monitors and printers.

(b) Re-use and Recycle Waste

- re-use envelopes, loose minute file jackets and paper labels;
- use existing set of documents for re-circulation;
- provide green boxes in office for collection of papers used on one side for reuse;
- use green or recyclable stationery such as refillable ball pens, clutch pencils and recycled paper;
- collect glass, plastic bottles, aluminium cans, waste papers, used laser printer toner cartridges, used typewriter ribbons and rechargeable batteries for waste recycling; and
- include “trade-in-option of obsolete stores items” in procurement quotations.

(c) Improve Air Quality

- use unleaded fuel in departmental cars;
- switch off idling car engines;
- implement the Government’s “Smoke-free Workplace” Policy; and
- place potted plants in office areas to promote greening of working environment and enhance indoor air quality.

(d) Enhance Environmental Awareness of Staff

- affix ‘Save Energy’ stickers in common rooms to remind staff to turn off air-conditioners and lights when not in use;
- put up notices to remind staff of water saving;
- encourage staff to adopt green specifications in tendering conditions; and
- set up “Green Corner” at Bulletin Board of our computer network to display information on green tips.

(e) Promote Public Awareness on Environmental Protection

- encourage the Committee on the Promotion of Civic Education (CPCE) and the Commission on Youth (CoY), which are under our auspices, to use Bureau’s funds that came under their scrutiny to sponsor projects with themes of environmental protection.

(f) Conservation-conscious menus in official entertainment functions

- ensure that menus in official entertainment functions will not include shark fin, bluefin tuna and black moss.

## **The Way Forward**

6. We will maintain 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; and
- (d) sustain our various efforts in green office management and in promoting waste reduction.

### **Invitation for Comments**

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

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