

# **Home Affairs Bureau**

## **Environmental Report 2006**

### **Home Affairs Bureau (HAB)'s Key Responsibilities**

HAB's key responsibilities in 2006 were -

- (a) to co-ordinate the efforts of relevant bureaux/departments in protecting the rights of individual and to promote human rights;
- (b) to develop policy in respect of entertainment licensing, gambling, personal data protection and government advisory and statutory bodies;
- (c) to formulate and implement policies on youth development;
- (d) to promote community development; and
- (e) to support and promote the development of arts, culture, sport and recreation, and the conservation of heritage.

2. Apart from proposing legislation and formulating strategies, we worked closely with the government departments<sup>1</sup> and subvented organizations<sup>2</sup> under our purview to achieve the above tasks. We also organized our own promotional programmes, functions and exhibitions, published publications and leaflets, and operated a Youth Resource Centre and a Civic Education Resource Centre.

### **Expenditure**

3. In 2006-07, we had a revised estimate of \$859.7 million. There was an increase of 33.6% against the actual expenditure in 2005-06. The breakdown by programme area was as follows –

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

<sup>2</sup>The subvented organizations include Equal Opportunities Commission (EOC), Office of the Privacy Commissioner for Personal Data, Hong Kong Arts Development Council (HKADC), Hong Kong Academy for Performing Arts, Hong Kong Outward Bound School, uniformed groups and other youth organizations, Hong Kong Sports Institute Limited (HKSIL), and Sports Federation and Olympic Committee of Hong Kong.

<b>Programme</b>	<b>Actual Expenditure 2005-06 (\$ million)</b>	<b>Revised Estimate 2006-07 (\$ million)</b>
Director of Bureau's Office	5.8	5.8
Rights of the Individual	34.2	36.4
Information Policy	8.5	7.1
District and Community Relations	21.8	26
Youth Development	63.5	67.5
Recreation, Sport and Entertainment Licensing	38.5	84.1
Culture	24.5	91.2
Subvention: HKAPA, HKADC, HKSIL and Subvention for Major Performing Arts Groups	350.8	435.1
Subvention: EOC and Office of the Privacy Commissioner for Personal Data	96	106.5
<b>Total</b>	<b>643.6</b>	<b>859.7</b>

## **Establishment**

4. As at 31 December 2006, there were 185 permanent posts in the Bureau, an increase of less than 1% 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 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, minimizing photocopies and avoiding use of fax leader pages;
- (ii) use electronic correspondence such as e-mail to replace traditional communication measures both within the Bureau and with outsiders; avoid printing e-messages as far as practicable;
- (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 shorten the air-conditioning (AC) provision hours; set the AC temperature at 25.5°C 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) avoid use of 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) switch off unused computers, monitors and printers; and
- (xv) conduct periodic patrol by designated staff to ensure the green practice is properly followed.

(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 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 on a regular basis.
- (d) Promote Staff Awareness on Environmental Protection
- (i) affix 'Save Energy' stickers to AC and lighting switches 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.

### ***Conservation of Heritage***

7. Conservation of heritage is one of the key areas in environment protection. In this respect, the Antiquities and Monuments Office (AMO) of Leisure and Cultural Services Department (LCSD) organized regular seminars and workshops, held exhibitions, conducted heritage tours and issued publication to promote community awareness of our heritage.

8. HAB has also provided secretariat support to the Lord Wilson Heritage Trust to help promote heritage conservation and research in Hong Kong.

### ***Community Improvement and Environmental Awareness Activities***

9. 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 2006**

10. In 2006, we pursued the following specific environmental initiatives –

(a) *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.

In December 2006, CPCE launched a new series of telephone hotline stories (「擔櫈仔 聽故仔」電話熱線故事) to disseminate message on civic education. The story “沒有指揮的交響樂團” reminded Hong Kong citizens of the sense of civic responsibility for protecting the environment of our public areas. An animated version of the story was also prepared and uploaded to the CPCE website for public viewing. The public response to the stories was encouraging. Average calls to the hotline were 94,000 each month and around 15,000 visitors had viewed the animated stories through the CPCE website.

From October 2006 to mid 2007, CPCE and HAB jointly conducted a survey on corporate citizenship in Hong Kong. The survey findings will help us understand the current state of corporate citizenship including measures of various corporations on environmental protection in Hong Kong. Corporations' responsibility and commitment to environmental protection were also promoted in the 2006 CPCE Desktop Calendar through vivid illustrations and mottos, such as “sustaining the environment under growing business, assuming corporate conscience while leading” (企業謀增長，環保求共識，良心與責任，共創好成績).

In January 2007, CPCE issued a family magazine “The Clay Family” (小泥子) to promote civic education among children. One of the articles “看看藍天” promoted the awareness of and measures to combat air pollution, a main scope of environmental protection in Hong Kong.

In 2006, COY worked closely with HAB in organizing various youth development activities, including the International Youth Exchange Programme which aimed to provide opportunities for youth to

broaden their horizon and international perspective and rendered them chances to exchange ideas and experience with their counterparts in other countries. Youth participation was chosen as the theme for the exchange programmes in 2006. One of the areas of discussion was how youth could participate in the field of environmental protection and meaningful exchange was made with their overseas counterparts.

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

To reduce paper consumption, we had been using more electronic media such as multi-slide TV Announcement for Public Interest, webpage and internet for publicity. We have reduced the number of publications printed on paper and issued CD-ROM copies instead as far as practicable. For example, in August 2006, we issued 2,000 CD-ROM copies of the 'Second Report of the HKSAR under the Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment' and reduced the printing of hard copies from 3,500 bilingual copies (when the first report was printed in 1999) to 1,500 copies in each language.

***(c) To reduce paper publications***

We continued to review regularly our regular paper publication 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.

***(d) To increase usage of recycled products***

In 2006, recycled paper contributed to about 68% of the total paper consumption, an increase of 22% when compared with 2005.

***(e) 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 ones were provided with e-mail accounts to facilitate electronic communication.

## **The Way Forward**

11. 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**

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

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