

政府總部  
民政事務局  
香港添馬添美道二號  
政府總部西翼十二樓



**GOVERNMENT SECRETARIAT  
HOME AFFAIRS BUREAU**

12TH FLOOR, WEST WING,  
CENTRAL GOVERNMENT OFFICES,  
2 TIM MEI AVENUE,  
TAMAR,  
HONG KONG.

**(Translation)**

15 July 2016

Ms Joanne MAK  
Clerk to Legislative Council Panel on Home Affairs  
Legislative Council Complex  
1 Legislative Council Road  
Central, Hong Kong

Dear Ms MAK,

**Booking of Turf Football Pitches  
Managed by the Leisure and Cultural Services Department**

I refer to the letter dated 3 May 2016 from Dr Hon Kenneth CHAN Ka-lok to the Chairman of the LegCo Panel on Home Affairs, suggesting discussion of the captioned subject by the Panel on Home Affairs. Our response is as follows:

Unauthorised transfer and touting of user permits of leisure venues managed by the Leisure and Cultural Services Department (LCSD) are strictly prohibited. All users of the leisure facilities are required to comply with the "Conditions of Use of Leisure and Cultural Services Department Recreation and Sports Facilities", which stipulate that transfer or sale of user permits is not allowed. All hirers are also required to produce valid user permits and identification documents for verification by venue staff. To prevent abuse of facilities and touting activities, venue staff are instructed by the LCSD to check the names and identification documents against the personal particulars of the registered hirers as recorded in the computerised system in addition to verifying the identification documents and user permits. Even if the non-hirers can produce the user permits, they will not be allowed to use the booked facilities on grounds of inconsistent information between personal particulars of the user signing in user and registered hirer records in the computer system. Hirers who are found to be engaged in unauthorised transfer of user permits will have their booking rights suspended for 180 days. The LCSD and the relevant enforcement departments will follow up on suspected abuse cases or touting of user permits and take actions. According to our record, a case of altering

acknowledgement slip was detected in 2011, in which the offender was convicted of using a false instrument.

If the public books recreation and sports facilities through the Leisure Link System (LLS), no changes to the personal particulars of hirers are allowed once the bookings of leisure facilities are confirmed by payment in the LLS. Only authorised staff can log onto the LLS with their own User IDs. All the activities of such users are automatically recorded in the LLS. Supervisors can monitor the work of their subordinates through access to the activity logs and will conduct follow-up investigations into any suspicious or unauthorised activities if necessary. If there are suspicious cases, the units/sections responsible for computerised booking service are ready to assist in monitoring or investigating the bookings involved and retrieve the details of all booking applications (including the particulars altered) from the backend of the LLS. Moreover, the LCSD has formulated guidelines requiring all levels of staff involved in handling bookings to facilitate supervision of staff and prevention of suspicious or unauthorised activities in the LLS to strictly comply with the prevailing procedures.

As regards the case quoted in the letter of Dr Hon CHAN, LCSD's investigation showed that the LLS had been operating normally and no system hacking was found. Moreover, the computer log also indicated that the booking of the venue in question had been confirmed by payment in accordance with procedures and that no amendment to the booking record had been made by staff. To enhance security and proper operation of the computerised booking system, the LCSD will update the security procedures of the LLS from time to time.

Yours sincerely,

(Miss Petty LAI)  
for Secretary for Home Affairs

c.c.

Director of Leisure and Cultural Services

(Attn: Mrs Doris Fok)