

Immigration Department Environmental Report 2007-2008

Environmental Management

Environmental Policy and Objectives

It is the Department's policy to fully support the sustainable development of Hong Kong. In this connection, we are committed to ensuring that all the services delivered and our internal operations are conducted in a manner conformed to environmental protection principles and practices in accordance with the requirements under the relevant green legislation, codes of practices as well as the Clean Air Charter as appropriate.

Environmental Management

To show our strong commitment to the environmental protection policies, our Green Manager was appointed at the directorate level. He was responsible for overseeing the implementation of various green measures and the formulation of environmental protection policies in the Department.

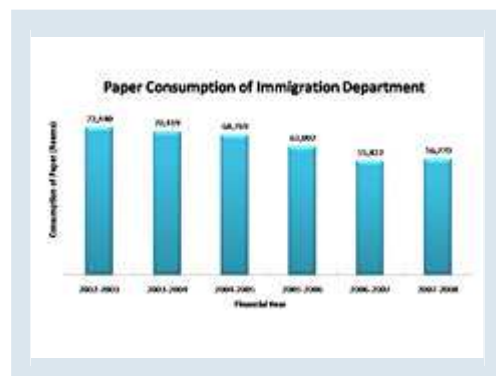
Besides, Division Heads were required to promote and explore environmental initiatives and ensure that green practices were widely adopted. At the working level, Energy Wardens were appointed in each section so as to ensure that housekeeping energy conservation measures were effectively carried out.

Monthly consumption records on paper and electricity were closely monitored at the meetings of the Resources Management Committee which was personally chaired by the Deputy Director. The information was also uploaded onto our Intranet Portal regularly so that Division Heads could better monitor the resources used under their purview.

Environmental Performance

Minimisation of Paper Consumption

In 2007-2008, a total of 56 770 reams of paper were consumed, representing an increase of 1.7 per cent as compared with 2006-2007. The slight increase was mainly attributable to the commissioning of three mega control points, viz Shenzhen Bay Control Point, Lok Ma Chau Spur



Line Control Point and Terminal 2 at the Airport in 2007-2008. Nevertheless, the consumption figure, when compared with the base year of 2002-2003, represented a decrease of as much as 22 per cent. We would continue to closely monitor paper consumption and adopt practical saving measures as appropriate.

In order to move towards our ultimate goal of a paperless office, we had endeavoured to develop and participate in new information technology initiatives. For instance, in January 2008, we launched the 'e-Records (Administrative) System' which was fully rolled out in April 2008.

By supporting the handling of administrative records with web-based applications, this System aimed at moving the document management disciplines away from a paper-intensive environment towards a paperless, centralised and electronic orientation. As one of the initiatives under this System, incoming fax can be received by the e-fax system, resulting in the reduction in the use of paper.



e-Records (Administrative) System

In addition, the Department was one of the three government departments which participated in a pilot programme for e-Procurement. The pilot programme commenced in August 2007 and would tentatively last until March 2010. It aimed at cultivating e-Procurement knowledge and skills in the Government and demonstrating the Government's commitment in moving towards e-Commerce. It was planned to develop prototype covering information portal, internal workflow and e-Catalogue for adoption by both government departments and registered suppliers so that the procurement procedures



The e-Procurement portal was launched for sharing of procurement-related information such as green procurement amongst colleagues internally.

would be less dependable on the traditional paper-based mode. To start with, an e-Procurement Unit was formed under the Supplies Section of the Department in August 2007 while the e-Procurement portal, a major component of the e-Procurement Pilot Programme, was launched in January 2008 for sharing of procurement-related information such as green procurement amongst colleagues internally.

Energy Conservation

Conservation of energy has always been the primary concern of the Department. We adopted various measures with a view to reducing power consumption. For example, timers for corridor lighting were installed on each floor of the Immigration Headquarters so that only essential lighting was provided after office hours. Staff members were encouraged to switch off non-essential lighting as soon as the area was unoccupied such as during lunch hours or in low usage area like changing rooms, storerooms and server rooms, etc. Windows and doors were closed as far as possible to prevent air infiltration when air-conditioners were running. To ensure lighting in the common area such as toilets and pantries were switched off after office hours, designated officers were assigned to inspect the premises. Notices reminding the staff to turn off lighting were also affixed next to the switches.

With the concerted efforts of our staff, we had recorded an encouraging result. The normalised energy consumption in 2007-2008 was about 28 300 000 kWh, which was 8.3 per cent less than 2006-2007. The corresponding emission of our total energy consumption was 53 965 kilograms (kg) of Sulphur Dioxide (SO₂), 32 774 kg of Nitrogen Oxides (NO_x) and 1 695 kg of Respirable Suspended Particulates (RSP).

In order to identify further energy saving opportunities, we sought professional advice from the Electrical and Mechanical Services Department (EMSD) which had completed energy audits at the Immigration Headquarters, Lo Wu Control Point as well as Man Kam To Control Point. Following the recommendations made in these audits, we had installed occupancy sensors at 17 cellular offices at the Immigration Headquarters and purchased 580 units of 7-day timer switches at various immigration offices. Moreover, we had carried out further de-lamping so that the illumination of the offices, corridors and public waiting areas was adjusted to the respective lux levels as recommended by EMSD. As a result, more than 800 fluorescent tubes were removed.



Occupancy sensors were installed at 17 cellular offices at the Immigration Headquarters.



The illumination level at public waiting area was adjusted to about 300 lux as recommended by EMSD.

Recycling of Waste and Recovery of Resources

Apart from conservation of resources, recycling of waste and recovery of resources are also important means to minimise the adverse impacts of human activities to the nature. Starting from 2008, we had participated in the 'Programme on Source Separation of Commercial and Industrial Waste' as promulgated by the Environmental Protection Department (EPD). Collection bins were put on each floor including public oriented floors at the Immigration Headquarters to collect recyclable wastes such as metal, plastics and waste paper.

The result was encouraging. A 350 per cent increase in plastic bottles and 40 per cent increase in aluminium cans collected for recycling purpose were recorded after joining the programme. Moreover, we continued to trade-in valuable resources such as used printer cartridges in order to minimise solid wastes.



Recycling bins were provided at public oriented floors to collect recyclable wastes.

Support on Clean Air Charter

We were in support of the Government's Action Blue Sky Campaign and the signing of the Clean Air Charter which aimed at improving the air quality of Hong Kong. We had made efforts in reducing fuel consumption and air emission of our vehicle and vessel fleet. For example, when departmental vehicles were due for replacement, hybrid type vehicles which were more environmentally friendly were purchased. Staff members were encouraged to share the pool cars and combine their trips as far as practicable in order to fully utilise the vehicles and reduce mileage. Drivers were also reminded of the need to strictly follow the best practices in driving such as switching off vehicle engines while waiting. Meanwhile, regular periodical maintenance programmes were arranged in order to upkeep the performance of the vehicles.



Hybrid type saloon car which combines a gasoline engine and electric motor power was purchased to reduce fuel consumption and minimise emission of polluting particles.

In 2007-2008, the overall mileage of our vehicle team was 1 164 500 kilometers and the corresponding emission was 2 410 kg of NOx and 181 kg of RSP. Our fleet of seven vessels consumed a total of 1 261 000 liters of ultra-low sulphur diesel. The corresponding emission was about 62 313 kg of NOx, 2 522 kg of RSP and 104 kg of SO₂.

Promotion of Staff Awareness

It is important to advocate green office practices among the staff. To achieve this, educational and promotional activities have been arranged regularly. In September 2007, we organised a seminar on Waste Management, Air Pollution and Green Office for about 100 senior staff members. The response of the seminar was overwhelming.

Apart from the above, we also nominated our staff members to participate in the various environmental workshops organised by EMSD and EPD. Through the participation in these workshops, our staff received first-hand information on new environmental protection measures and initiatives which they could apply in the daily operation of the office.

To achieve the widest publicity, we uploaded green management useful tips onto the Intranet Portal as well as the e-mail system so that all staff members could be aware of the latest news of the related issues.

Our Immigration Department Volunteer Work Team continued to organise the 'Used Clothes Collection Campaign' in April 2007. A total of 3 100 kg of used clothes were collected and donated to the Salvation Army. Also, over 90 members of our Volunteer Work Team participated in the environmental protection campaigns organised by other green agencies such as the Green Power Hike 2008 as well as planting of trees in the rural area.



Our volunteer participated in a tree planting campaign organised by the Conservancy Association.



Our volunteer team took part in the Mikania micrantha removing campaign.

The Way Forward

We shall continue to sustain our efforts in implementing various measures and new initiatives with a view to enhancing the environmental performance. To achieve this goal, we shall work closely with departments concerned such as EMSD and EPD to explore and examine other means of resources conservation methods in accordance with the 4R Principles (Replace, Reuse, Reduce and Recycle) in daily operation of our business.