

Immigration Department Environmental Report 2008-2009

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

Our Green Manager was appointed at the directorate level. He was responsible for overseeing and formulating environmental protection policies and measures in the Department.

Division Heads were requested to explore and promote environmental protection initiatives and monitor the green practices to be widely adopted in the offices under their purview. Besides, Energy Wardens were appointed in each Sub-division. They conducted regular checks on office premises and reminded colleagues of the need to strictly observe housekeeping energy conservation measures, such as switching off unnecessary lighting, setting energy saving mode for computer and office equipment, and adjusting indoor temperature to the recommended 25.5°C level during summer months, etc.



Environmental protection policies and energy saving housekeeping measures were formulated for compliance by staff.

The monthly consumption of paper and electricity were closely monitored at the meetings of the Resources Management Committee which comprised members of senior management, and was personally chaired by the Deputy Director. The consumption records were regularly updated and uploaded onto our Intranet Portal so that sectional and divisional management could better monitor the resources used.

Environmental Performance

Energy Conservation

In 2008-2009, the power consumption of the Department was about 40 500 000 kWh, representing an increase of 8.9 per cent when compared to 2007-2008. However, excluding two mega control points, namely Shenzhen Bay Control Point and Lok Ma Chau Spur Line Control Point which were commissioned on July 1, 2007 and August 15, 2007 respectively, the overall power consumption of the Department decreased by about 1 per cent when compared to 2007-2008.

Conservation of energy was always our prime concern. In order to help identify areas of inefficiency and explore energy saving opportunities, the Electrical and Mechanical Services Department (EMSD) was invited to carry out energy audits at the Lo Wu Control Point and Man Kam To Control Point. In accordance with the recommendations, we put forward a number of energy saving retrofit projects to EMSD with a view to further reducing power consumption. The proposed projects included the installation of thermostatic control for mechanical ventilation system of E&M plant rooms, the installation of automatic control of fresh air supply rate for the air handling units, and the replacement of existing EXIT signs with LED-type signs, etc. at the control points concerned.

Energy-efficient T5 fluorescent tubes were widely used in Immigration premises. Besides, occupancy sensors were installed at 34 cellular offices at the Immigration Headquarters. Lighting was switched off automatically when the office was unoccupied for a certain period of



Illumination level of the arrival, departure and visitor clearance halls at Lo Wu Control Point was adjusted to a suitable level.

time. To further reduce power consumption, we reduced the illumination level of the public waiting areas at the Immigration Headquarters, control points as well as the Immigration Branch Offices to the lux level as recommended by EMSD. For example, about 300 fluorescent tubes were removed from the arrival, departure and visitor clearance halls at the Lo Wu Control Point so that illumination was suitably adjusted. Unnecessary energy consumption was avoided through these effective housekeeping measures.



At the Immigration Headquarters, illumination level in the public waiting area was adjusted to a suitable level and occupancy sensors were installed in cellular offices to save energy.

In support of environmental protection campaigns, we participated in the 'One-hour-long Lights Out on the Summer Solstice' initiative organised by the Friends of the Earth in June 2008 as well as the 'Earth Hour 2009' organised by the World Wide Fund for Nature in March 2009. During the campaign periods, the decorative lightings for the Departmental Crest at the Immigration Service Institute of Training and Development and lighting for the name 'Lok Ma Chau Control Point' (LMCCP) on the exterior wall of the passenger hall at LMCCP were switched off.

Minimisation of Paper Consumption

Over the past few years, we had been successful in reducing paper consumption significantly, from 72 440 reams in 2002-2003 to 56 770 reams in 2007-2008. In 2008-2009, a total of 70 830 reams of paper were consumed, representing an increase of 17 per cent as compared with 2007-2008. The rebound in paper consumption was partly attributable to the commissioning of two new mega points, namely Shenzhen Bay Control Point and Lok Ma Chau Spur Line Control Point in July and August 2007 respectively, as well as the upsurge of workload for some of our divisions. Nevertheless, we would continue to closely monitor paper consumption and adopt practical measures to save paper as far as practicable.

We have continuously adopted information technology in our daily operations to create a paperless working environment. The extensive use of information technology, such as communication by e-mail and the use of intranet portal as an information sharing platform, had become a common practice at all levels. Most of our internal circulars and notices were issued through electronic means, which had helped reduce paper consumption. Besides, we provided members of the public with a number of e-Services such as online application, reporting of immigration offences as well as e-submission of various applications or notifications. These e-Services not only provided convenient means for the public to acquire our services, but also helped save the use of paper.

In addition, the Department was one of the three government departments participating in a pilot programme for e-Procurement, which commenced in August 2007 and would last tentatively until March 2010. Further to the launch of internal e-Procurement Portal in January 2008, the external e-Procurement Portal (i.e. the Supplier Portal) was launched in June 2008 for the public to view and learn the business benefits and opportunities of the Programme.



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They could also know more about the Government's policy on green procurement. Interested suppliers could apply for inclusion in the supplier list of the three pilot departments. The ultimate aim of the programme was to enhance the efficiency of procurement procedures, which would be less dependable on traditional paper-based mode.

Recycling of Waste and Recovery of Resources

We continued to encourage our staff and the public to participate in the 'Programme on Source Separation of Commercial and Industrial Waste' initiated by the Environmental Protection Department. According to the record provided by the Building Management Office of the Immigration Tower where the Immigration Headquarters were located, about 117 500 kg of waste paper was collected there in



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2008-2009. Besides, a total of around 40 kg of waste aluminium cans and 217 kg of plastic bottles were collected, representing an increase of 49 per cent and 787 per cent respectively when compared to 2007-2008. This demonstrated that both staff and the public had become increasingly aware of the importance of reuse and recycling of solid waste as a means to live a greener life.

Minimisation of the use of resources can help conserve the environment. In this regard, we made great efforts to reduce the use of consumable items. For example, we had only ordered 4 011 pencils made from recycled paper, representing a decrease by 68 per cent compared to 2007-2008. Besides, we ordered 443 clutch pencils and 993 packs of lead refills in 2008-2009. The consumption dropped 49 per cent and 42 per cent respectively when compared to 2007-2008.

Moreover, we continued to return used printer cartridges to the supplier by means of trade-in. The quantity of cartridges returned was 3 256, representing an increase of 81.5 per cent when compared to 2007-2008. The substantial increase showed that staff were accustomed to the green practice of returning used products for recycling purpose.

Support on Clean Air Charter

In support of the Clean Air Charter which aimed at improving the air quality of Hong Kong, we put 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 car and combine their trips as far as practicable in order to fully utilise the vehicles and reduce mileage. Drivers were required to switch off vehicle engines while waiting. Meanwhile, the vehicles and vessels were checked regularly in order to minimise the production of environmental pollutants and nuisance caused by exhaust emissions.



Indoor Air Quality Certificate (Good Class) was awarded for offices at the Immigration Tower.

In 2008-2009, the total fuel consumption in diesel and oil of our vehicle team was 70 138 litres, which had decreased 16 per cent when compared to 2007-2008. On the other hand, the consumption of the more environmentally friendly Liquefied Petroleum Gas was 47 722

litres, representing an increase of 46 per cent when compared to 2007-2008. Meanwhile, the consumption of fuel by our fleet of seven vessels was 1 246 950 litres, which had recorded a decrease of about 3 per cent when compared to 2007-2008.

With a view to providing staff members with a better working environment, we had participated in the Indoor Air Quality Certificate Scheme. In February 2009, those Immigration offices housed at the Immigration Tower were awarded 'Good Class' under the scheme.

Promotion of Staff Awareness



Seminar conducted by EMSD and guided tour at EMSD Headquarters.

To promote environmental awareness amongst staff, we conveyed latest news and useful information to staff through e-mails and intranet portal. Staff were encouraged to attend seminars and participate in promotional activities arranged by different organisations. For example, some 30 staff members attended a seminar on Energy Saving Solutions in November 2008, during which speakers from EMSD shared their experiences on energy saving measures, energy audits and energy efficiency as well as renewable energy projects. A guided tour of the Viewing Gallery and Education Path in EMSD Headquarters building, featuring an extensive photovoltaic panel system and various energy efficiency features, was arranged after the seminar.



Used Clothes Collection Campaign



Moon Cake Tin Recycling Campaign

Our Immigration Department Volunteer Work Team continued to organise the 'Used Clothes Collection Campaign' in April 2008. A total of 2 228 kg of used clothes were collected and donated to the Salvation Army. Besides, we also participated in environmental protection campaigns organised by other organisations such as the 'Green Power Hike 2009' organised by Green Power and the 'Moon Cake Tin Recycling Campaign' organised by the Building Management Office of the Immigration Tower.

The Way Forward

The Environment Bureau has set a new energy saving target requiring government departments to achieve a five per cent reduction of power consumption in 2013-2014 compared to the base year of 2007-2008. The Department will continue to put great efforts to enhance energy performance with a view to attaining the saving goal. Whilst we shall continue to upkeep practical housekeeping measures, we shall collaborate with EMSD to explore the feasibility of using new technologies and the implementation of additional energy saving retrofit projects in order to further reduce power consumption. Meanwhile, we shall continue to adopt green management principles in all activities, identify and implement green initiatives in the Department as appropriate.