



環保管理

Green Management

節約能源 善用資源

Energy conservation
Better use of resources

我們致力確保部門為市民提供的所有服務和內部運作，均嚴格遵守相關環保法例、工作守則和《清新空氣約章》的規定，符合環保原則和常規。

We are committed to ensuring that all the services delivered to the public and our internal operations are conducted in an environmentally responsible manner. In particular, we strictly comply with the environmental protection principles and practices according to the requirements under the environmental legislation, codes of practices and the Clean Air Charter as appropriate.



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節約能源

二零一二年，本處的運作活動大幅增加，例如管制站的e-道服務擴展至已登記的訪港旅客。然而，二零一二年的耗電量與二零一一年比較，只輕微增加3.2%。

本處在各分科委任能源管理員，負責確保各項節能措施在辦事處已經有效執行，以盡量抵銷由所增加的部門運作活動引起而不能避免的額外能源消耗。能源管理員定期檢查各辦事處，並提醒同事遵行環保措施的重要性，例如在無須使用時把辦公室器材關掉及在夏季期間把室溫調節為建議的攝氏25.5度。

減少用紙

為了節約用紙，本處積極採用資訊科技作為對外及對內的溝通途徑。我們已在日常工作中廣泛使用電郵、互聯網、內聯網及其他電子方式溝通。本處亦為市民提供多項電子服務，例如網上申請

及「外遊提示登記服務」等，以助減低用紙量。此外，部門全面使用電子處理假期申請系統及電子採購系統，減少依賴以紙張處理工作的傳統方式。在員工同心協力下，二零一二年的用紙量與二零一一年相比，減少了1.7%。

廢物循環再用及資源回收

為使員工和市民更了解廢物回收對環境的裨益，入境事務大樓自二零零八年起參與環境保護署推行的「工商業廢物源頭分類計劃」。透過參與廢物回收，我們相信員工和市民可攜手合作，為建設更宜居及可持續發展的家園共同努力。

支持《清新空氣約章》

為實踐以改善香港空氣質素為目標的《清新空氣約章》的規定，我們致力減少部門車隊和船隊的能源消耗量和空氣污染物排放量。例如，我們會為部門車輛和船隻進行定期檢查，以盡量減少因廢氣排放而產生環境污染物和造成環境滋擾。此外，

我們亦會於使用部門車輛時事先計劃路線，盡量縮短行車路程及時間。

提高員工的環保意識

為進一步培養員工的環保意識，本處於二零一二年落成的葵涌和宜合道入境事務處員佐級職員宿舍「盛境居」，推行了一系列的環保措施。宿舍的設計廣泛地融合了綠化概念，宿舍公用地方藉着各種樹木和花卉植物的精巧配置，提高同事居住環境的質素。宿舍亦裝設了多項環保節能系統，包括太陽能光伏系統、雨水循環再用系統及感應器和光敏感測器裝置。這些環保節能系統除了可以提高能源效益外，亦可鼓勵員工在日常生活中節約能源。

未來路向

本處會持續加強和擴展現行的環保措施，在各項活動中採用環保管理準則，以及在部門推行新的環保措施及目標。

① 本處同事積極綠化工作環境。
Our staff actively contribute to green office environment.

② 深圳灣管制站的綠化庭園。
Green garden at the Shenzhen Bay Control Point.



3

③ 本處總部、管制站和分區辦事處的照明光度均調節至機電工程署建議的標準。
Illumination at the Immigration Headquarters, control points and the branch offices has been adjusted to the standard as recommended by the Electrical and Mechanical Services Department.

④ 葵涌和宜合道入境事務處員佐級職員宿舍「盛境居」的光伏板系統。
Photovoltaic panels installed at Prosperity Villa, the rank and file staff quarters at Wo Yi Hop Road, Kwai Chung.



4

⑤ 辦公室張貼環保資訊以提升環保意識。
Environmental protection tips and reminders are posted prominently in office to raise the environmental awareness among staff.



5

Energy Conservation

In 2012, as there was a substantial increase in operational activities in the Department such as the extension of e-Channel service to enrolled visitors at control points, the power consumption slightly increased by 3.2 per cent when compared to 2011.

Energy Wardens appointed at sub-divisional level are tasked to ensure that the green housekeeping measures have been taken effectively with a view to offsetting the unavoidable increase in energy consumption arising from more departmental activities. Energy Wardens have conducted regular inspections in office premises and reminded colleagues of the importance to conform to the ongoing housekeeping measures such as switching off office equipment that is not in use and adjusting indoor temperature to the recommended 25.5 °C level during summer months.

Minimisation of Paper Consumption

For the sake of economising the use of paper, the Department has made the best use of information technology for external and internal communication as far as possible. E-mail, internet, intranet portal and other electronic means are widely adopted in our daily operations. A number of e-Services such as online application and Registration of Outbound Travel Information are provided for members of the public which help conserve paper.

In addition, the Electronic Leave Application and Processing System and e-Procurement System which are less dependent on traditional paper-based mode have been implemented for leave applications and approvals as well as for processing the procurement procedures. With the concerted efforts of staff members, the paper consumption in 2012 decreased by 1.7 per cent when compared to 2011.

Recycling of Waste and Recovery of Resources

In order to raise the awareness of staff and public on the benefits of recycling of waste to the environment, the Immigration Tower has participated in the 'Programme on Source Separation of Commercial and Industrial Waste' initiated by the Environmental Protection Department since 2008. Through reuse and recycling of solid waste, we believe that both staff and the public would join hands to make our home more livable and sustainable.

Support on Clean Air Charter

To achieve the commitments of the Clean Air Charter which aims at improving the air quality of Hong Kong, great effort has been put into reducing energy consumption and emissions of our vehicles and vessels. For instance, departmental vehicles and vessels are checked regularly to minimise the production of pollutants and nuisance caused by exhaust emissions. Furthermore, we would plan routes when using departmental vehicles to minimise the journey distance and travel time.

Promotion of Staff Awareness

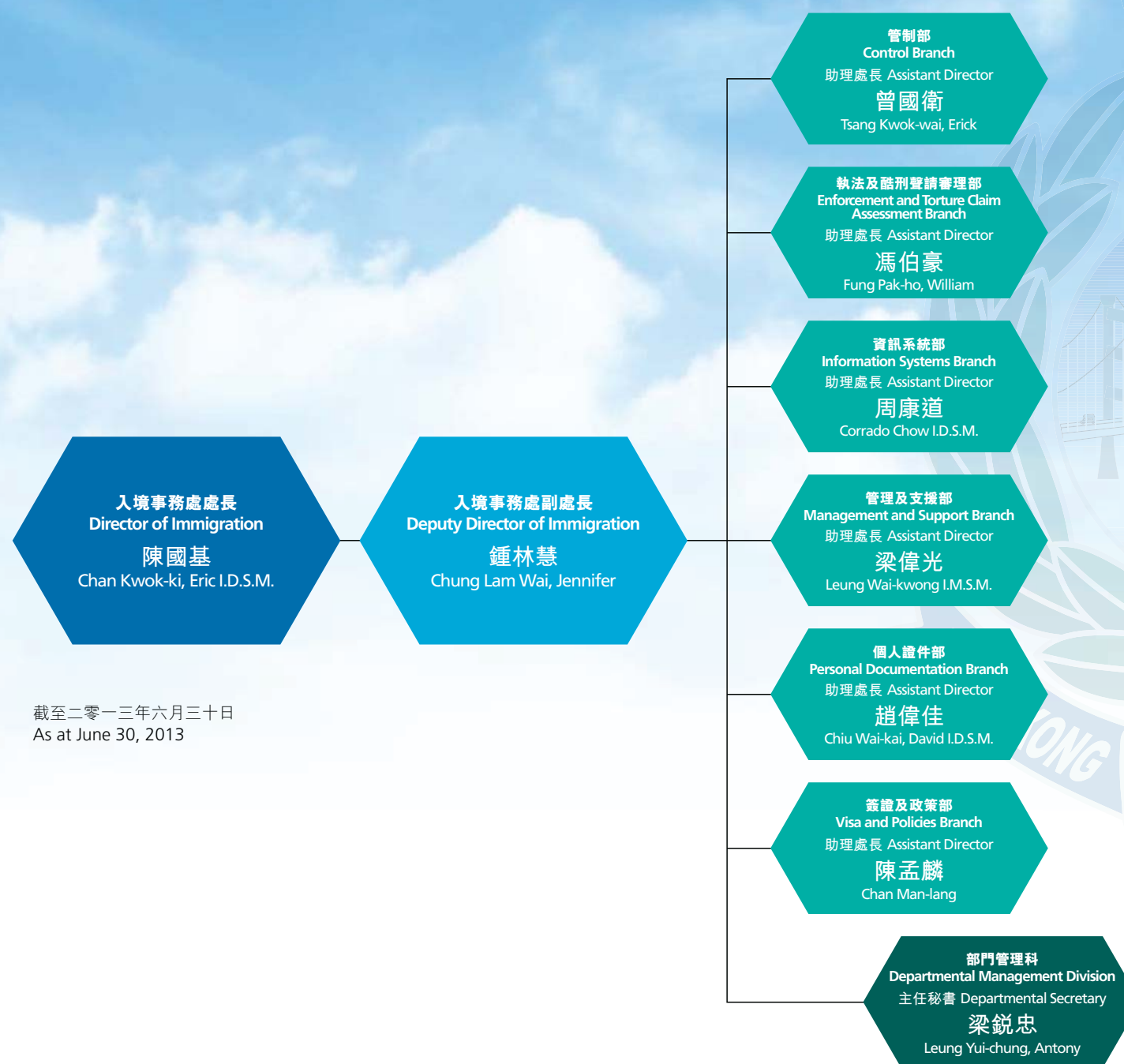
To further cultivate the environmental awareness among staff members, the Department has extended the green initiatives to Prosperity Villa, the new rank and file staff quarters at Wo Yi Hop Road, Kwai Chung, which was completed for occupancy in 2012. The concept of greening has been applied extensively in the quarters. A diversified range of trees, plants and flowers are sophisticatedly displayed at the communal areas which serve to enhance the quality of the living environment of staff members. Multiple energy saving systems including photovoltaic installation, rainwater recycling system as well as occupancy sensor and light sensor system have been introduced. These energy saving systems could not only increase the energy efficiency of the quarters, but also encourage staff members to conserve energy in their personal lives.

The Way Forward

The Department would continue to reinforce and expand the current housekeeping measures, adopt green management principles in all activities and take forward new green initiatives and targets in the Department as appropriate.

部門組織圖

Organisation Chart of Immigration Department



截至二零一三年六月三十日
As at June 30, 2013



二零一二年年報

入境事務處部隊支援組製作

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兌換率

除另有說明外，本年報提及的「元」均指港元。自一九八三年十月十七日起，政府通過發行鈔票機制，把港元與美元掛鈎，以7.8港元兌1美元為固定匯率。

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Since October 17, 1983, the Hong Kong dollar has been linked to the US dollar, through an arrangement in the note-issue mechanism, at a fixed rate of HK\$7.8 = US\$1.