

**Security Bureau**

The Government of the Hong Kong Special Administrative Region

Asia's world city

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Controlling Officer's Environmental Report 2000

Introduction

This is the second Environmental Report of the Security Bureau. We aim to incorporate this report the environmental measures taken in 2000, our performance and our targets.

Our Goal

Our Policy Objective is to ensure that Hong Kong remains a secure and safe maintaining law and order, guaranteeing public safety, exercising effective immigration customs control, rehabilitating offenders and drug abusers, and providing emergency services.

It is our environmental goal to provide our services in an environmentally responsible manner and through the optimum use of resources and energy.

Green Measures Taken in 2000

The activities of Security Bureau are mainly office-based ones. We continue to implement green measures taken in 1999, while exploring new ways to ensure that our resources are used efficiently and effectively. Details of the environmental measures follows :

(A) Waste Minimization

- Using the blank side of used paper for drafting, printing and photocopy
- Printing on both sides of paper;
- Using recycled paper;
- Minimizing photocopies;
- Using plain paper fax machines;
- Using double-side photocopies;
- Reusing loose minutes jackets;
- Reusing envelopes or using transit envelopes;
- Not using envelopes for unclassified documents;
- Communicating by e-mail;
- Using old sets of documents for circulation.

(B) Waste Recovery

- Collecting waste paper / newspaper for recycling;
- Collecting used clips;
- Collecting re-useable paper for drafting and internal communication;
- Collecting used printer toner cartridges for recycling.

(C) Energy Conservation

- Routine checking to switch off lights/air conditioners;
- Reminding staff to switch off lights/air conditioners during lunch break for long hours;
- Reducing common areas lighting to minimum outside office hours.

(D) Staff Participation

- Putting up reminder near photocopying machines to encourage the use of double side copying;
- Urging staff to bring their own cups instead of paper cups.

(E) Publicity / Education

- Recirculating environmental guidelines;
- Displaying posters, stickers etc. to promote environmental awareness.

(F) Measures at Festive Seasons

- Sending electronic seasonal greeting cards;
- Putting electronic seasonal greetings cards on homepage;
- Re-using decorative materials.

(G) Other Measures

- Displaying plants in offices;
- Uploading publications and consultation papers on homepage.

Our Performance

As compared to 1999, the total consumption of electricity in 2000 has marked a reduction of 3% and the collection of waste paper for recycled use in 2000 has marked an increase of 3.2%. The performance in saving energy and the recovery of waste is due to the implementation of the various green measures taken in 2000.

Targets in Future

Green measures taken in 2000 will continue in 2001. Their effectiveness will be evaluated with a view to seeking improvement in the efficient use of resources and energy. We will also encourage staff to participate in environmental activities so as to raise environmental awareness among staff.

Views and Enquiries

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