



GovHK 香港政府一站通

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## PUBLICATIONS



Government Secretariat : Security Bureau

### Controlling Officer's Environmental Report 2001

#### Introduction

This is the third Environmental Report of the Security Bureau. We aim to incorporate in this report the environmental measures taken in 2001, our performance and our future targets.

#### Our Goal

Our Policy Objective is to ensure that Hong Kong remains a secure and safe city by maintaining law and order, guaranteeing public safety, exercising effective immigration and customs control, rehabilitating offenders and drug abusers, and providing effective 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 2001**

The work of Security Bureau are mainly indoor and desk bound. In 2001, we continue to follow the green measures taken in 2000, while exploring new ways and identify new means to achieve a healthier and sustainable working environment. Details of the environmental measures are as follows :

#### (A) Waste Minimization

- Using the blank side of used paper for drafting, printing and photocopying;
- Printing on both sides of paper;
- Minimizing photocopies;
- Using plain paper fax machines;
- Using double-side photocopies;
- Reusing loose minutes jackets;
- Reusing envelopes or using transit envelops;
- 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/photocopiers outside office hours;
- Reminding staff to switch off lights/air conditioners during lunch break or away for long hours;
- Reducing common areas lighting to minimum outside office hours;
- Using electric tubes with energy efficiency label;
- Using solar reflective curtains to reduce sun heat.

#### (D) Staff Participation

- Encouraging staff to participate in the Green Day organised by the Community Chest so as to arouse staff's awareness on environmental protection.

#### (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;
- Making CD-Roms for publications and consultation papers instead of printing hardcopies.

### **Our Performance**

As compared to 2000, the total consumption of electricity in 2001 has marked a reduction of 12% and the collection of waste paper for recycled use in 2001 has marked an increase of 118%. The improved performance in saving energy and the recovery of waste is due to the execution of the various green measures taken in 2001.

### **Targets in Future**

We will continue to strive our best to further explore and identify new means to make our working environment an environmentally responsible one. Efforts will also be made to review the existing environmental practice so as to enhance our performance in conserving the environment. We will also encourage staff to participate in environmental activities so as to enhance environmental awareness among staff.

### **Views and Enquiries**

Any comments or enquiries on this Environmental Report are welcome. You can reach us by one of the following means :

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Security Bureau  
October 2002

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Last revision date: 30 March 2007