



Security Bureau

The Government of the Hong Kong Special Administrative Region

Government Secretariat : Security Bureau

Controlling Officer's Environmental Report 2002

Introduction

We aim to incorporate in this report the environmental measures taken in 2002, our green management performance and future green 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, so as to be in line with the government-wide initiative towards a paperless and green government.

Green Measures Taken in 2002

The work of Security Bureau are mainly office-based. In 2002, we continue to follow the green measures taken in 2001, 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) Reduction of Paper Consumption

(i) By electronic means :

- Uploading the electronic version of Security Regulations and SB Circulars onto the Central Cyber Government Office (CCGO);
- Launching the Confidential Mail System so that confidential documents can be sent by e-mail;
- Introducing the notes-based Electronic Leave Application and Processing System (ELAPS) so that vacation leave applications can be submitted and processed electronically;
- Uploading publications and consultation papers on homepage;
- Encouraging the use of e-mail for transmission of documents and correspondence.

(ii) By the economy use of paper :

- 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;
- Reusing loose minutes jackets;
- Reusing envelopes or using transit envelopes;
- Not using envelopes for unclassified documents;
- 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.



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(C) Energy Conservation

- Routine checking to switch off lights/air conditioners/photocopies 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;
- Replacing worn-out fax machines and photocopying machines with energy saving functions.

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

Our Green Management Performance

Efforts in carrying out the various measures mentioned above contributed to the improvement in our paper and envelop consumption in 2002. As compare with 2001, the consumption of paper and envelop in 2002 has marked a reduction of 17% and 48% respectively. The remarkable decrease in consumption is mainly attributed to the increase in utilization of e-mail in the transmission of documents and correspondence.

Green 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. Special attention will be placed on a wider use of electronic measures in order to minimize the usage of paper and energy. Our targets in future are as follows:

- Introducing the web-based ELAPS so that sick leave applications, in addition to vacation leave applications, can be submitted and processed online ;
- Introducing a SB intranet so that information can be shared electronically and less hardcopies will be required;
- Introducing the Document Imaging System so that files can be extracted and read on personal computers instead of requiring the printing of hardcopies.

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 the stakeholders.

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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September 2003