

**Security Bureau
Government Secretariat**

Controlling Officer's Environmental Report 2007

Introduction

We aim at including all major environmental measures taken in 2007, our green management performance and future green targets in this report.

Our Environmental 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 deliver our services, through the optimum use of resources and energy, in an environmentally responsible manner so as to be in line with the government-wide initiatives towards a green and paperless government.

Green Measures Taken in 2007

The work of the Security Bureau (SB) is mainly office-based. In 2007, we continued to follow the green measures taken in the past years, explore new methods and identify new initiatives to achieve a healthy and sustainable working environment. Details of the environmental measures are as follows:

(A) Reduction of Paper Consumption

- (i) Information Dissemination by Electronic Means
- Uploading consultation papers, publications, and reports on the SB website for access by members of the public;
 - Uploading the electronic version of Security Regulations and Security Bureau Circulars onto the Central Cyber Government Office (CCGO) for access by users in the Government;

- Using intranet and e-mails for dissemination of internal circulars and notices;
- Encouraging the use of e-mails for correspondences and transmission of documents. Confidential information can also be transmitted through the Confidential Mail System;
- Using Lotus Notes-based Departmental Portal (DP) to process leave applications instead of using hardcopy of application form; and
- Using e-payslips instead of printing payroll records.

(ii) Economy Use of Paper

- Using 2-sided printing;
- Using the blank side of the used paper for drafting, printing and photocopying;
- Minimising photocopies;
- Using existing documents for recirculation;
- Producing CDs for consultation papers, publications, and reports instead of printing hardcopies;
- Using plain paper fax machines;
- Avoiding use of fax leader pages;
- Avoiding using envelopes for unclassified documents;
- Reusing envelopes or using transit envelopes; and
- Reusing loose minutes jackets.

(B) Waste Recovery

- Collecting used paper/newspaper for recycling;
- Collecting used printer toner cartridges for recycling;
- Collecting used CD/VCDs for recycling; and
- Reusing plastic bags and carton boxes to collect waste recovery items.

(C) Energy Conservation

- Routine checking to switch off lights/air conditioners/photocopiers beyond office hours;
- Reminding staff to switch off lights/air conditioners during lunch

- break or away from office for a long period of time;
- Reducing common area lighting to minimum beyond office hours;
 - Using high efficiency fluorescent tubes with open louver type diffusers;
 - Setting the room temperature at 25.5°C; and
 - Using solar reflective curtains and films on windows to reduce sun heat.

(D) Procurement from Suppliers/Contractors

- Buying energy efficient and green products.

(E) Stakeholders Participation

- Encouraging staff to participate in the Green Day organised by the Community Chest and the environmental protection events of other charitable organisations.

(F) Publicity / Education

- Circulating guidelines on green environment to staff regularly; and
- Displaying posters and other promotional materials to promote environmental awareness.

(G) Measures at Festive Seasons

- Sending electronic seasonal greeting cards to our official counterparts; and
- Minimising the quantity of decorative materials and reusing them.

(H) Other Measures

- Displaying plants in offices to create a green environment;
- Installing water timer taps in toilets;
- Maintaining a non-smoking environment in the office premises; and
- Minimising the use of government vehicles unless necessary.

Our Green Management Performance

We are making good progress towards a green working environment. We achieved a reduction of 11.8% in paper consumption, including recycled paper, as compared with 2006.

Our Commitments to Clean Air Charter

SB is committed to reducing the consumption of energy and fuels by implementing the following measures for meeting the commitments of the Clean Air Charter:

- Switching off the engines of our government vehicles whilst awaiting in order to avoid idling emissions and achieve fuel saving;
- Reducing the use of air coolers by using electric fans to improve ventilation of workplaces; and
- Removing some tubes and lamps from the group switching arrangement to reduce energy consumption.

Green Targets in Future

We will continue to identify new initiatives to make our working environment an environmentally responsible one. Special attention will be paid to wider use of electronic measures in order to minimise the use of paper and energy. Our targets in future are as follows:

- Enhancing the SB intranet so that information can be shared electronically and less hardcopies will be produced; and
- Adding specific “green” provisions in tender documents during procurement of government stores.

Review of the existing environmental practices will be conducted from time to time in order to enhance our effectiveness in conserving the environment. We will also encourage staff to participate in environmental friendly activities in order to arouse environmental awareness among all stakeholders.

Views and Enquiries

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