

**Security Bureau
Government Secretariat**

**Controlling Officer's
Environmental Report 2006**

Introduction

We aim at including all major environmental measures taken in 2006, 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 2006

The work of the Security Bureau (SB) is mainly office-based. In 2006, 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) By electronic means :
- Uploading the electronic version of the Security Regulations and Security Bureau Circulars onto the Central Cyber Government Office (CCGO) for internal reference;
 - Using the Confidential Mail System so that confidential documents could be sent by e-mail;
 - Using the Notes-based Departmental Portal (DP) so that vacation/ sick leave applications could be submitted and processed electronically;
 - Using e-payslips in order to minimize paper consumption;

- Using intranet and e-mails for dissemination of internal circulars and notices;
- Uploading consultation papers, publications, and reports on the SB website for public reference;
- Encouraging the use of e-mails for correspondences and transmission of documents; and
- Scanning documents through scanners or network photocopiers into files to reduce photocopying.

(ii) By the economy use of paper :

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

(B) Waste Recovery

- Collecting used paper / newspaper for recycling;
- Collecting used clips;
- Collecting used printer toner cartridges for recycling; and
- Collecting used CD/ VCDs for recycling.

(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;
- Using solar reflective curtains to minimum solar energy intake;
- Issuing guidelines to staff to arouse their awareness towards energy conservation;

- Setting the room temperature to 25.5 ; and
- Reusing plastic bags which collect waste paper in workstations.

(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 events by charitable organizations so as to arouse staff's awareness towards environmental protection.

(F) Publicity / Education

- Circulating environmental guidelines 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
- Minimizing the quantity of decorative materials and re-using them.

(H) Other Measures

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

Our Green Management Performance

Efforts in carrying out the various measures mentioned above should result in a decline in our paper and energy consumption in 2006. However, our work on the enactment of Interception of Communications and Surveillance Ordinance required use of more paper and electricity in 2006 and hence an increase of 24.1% and 15.3% respectively, as compared with 2005.

Our Commitments to Clean Air Charter

SB was 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 which increase ventilation of the workplace;
- Removing some tubes and lamps from the group switching arrangement to reduce energy consumption.

Green Targets in Future

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

- Maintaining the SB intranet so that information can be shared electronically and less hardcopies will be produced;
- Implementing the Document Imaging System so that files can be retrieved and read on personal computers instead of printing hardcopies; 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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