

SECURITY BUREAU

ENVIRONMENTAL REPORT 2024

Introduction

The Security Bureau (SB) Environmental Report sets out the environmental policy, commitments and progress on the green measures adopted in 2024 for environmental protection.

Key Responsibilities

2. SB is responsible for security-related policies, including the maintenance of law and order, exercising immigration and customs control, rehabilitating offenders and drug abusers, and providing emergency fire and rescue services. Our disciplined forces — including the Hong Kong Police Force, the Fire Services Department, the Correctional Services Department, the Immigration Department, the Customs and Excise Department and the Government Flying Service — are professional, efficient, and committed to serving the public.

Environmental Goal

3. In line with the government-wide initiatives towards a green and paperless government, we strive for delivering our services in an environmentally responsible manner through the optimal use of resources and energy.

Green Measures Taken in 2024

4. In 2024, we continued with the green measures adopted in the past years and explored new initiatives to achieve a healthy and sustainable working environment. Details of our environmental measures are as

follows:

(A) Minimizing Paper Consumption

- ♣ Upload consultation papers, tender documents, publications and reports onto the SB website to avoid excessive printing of hard copies;
- ♣ Disseminate internal circulars and notices through SB intranet and emails;
- ♣ Upload SB Circulars onto the Government intranet portal “Central Cyber Government Office” for access by Government users;
- ♣ Use the Government-to-Employees services, such as e-Payroll and e-Leave system, to reduce the use of paper forms;
- ♣ Use emails for correspondence and transmission of documents and electronic files;
- ♣ Encourage colleagues to review reports and publications online and edit documents in electronic means;
- ♣ Use double-sided printing / photocopying;
- ♣ Use the blank side of used paper for drafting, printing, photocopying and receiving fax;
- ♣ Preview printouts, in particular lengthy database and spreadsheet, in computer to minimise abortive printing;
- ♣ Reuse envelopes, tags, file covers and loose minute jackets;
- ♣ Use plain paper fax machines and avoid using fax leader pages;
- ♣ Send unclassified documents without envelopes;
- ♣ Avoid sending original documents after sending by fax;
- ♣ Obtain a copyright license for scanning newspaper and magazines for internal circulation to minimize hardcopies;
- ♣ Put forward the project of electronic recordkeeping system for records management with a view to reducing paper consumption;

and

- ♣ Send festive greeting cards by electronic mail and minimise the use of printed cards.

(B) Waste Recovery

- ♣ Green boxes were placed at various locations to collect used paper, newspaper, printer toner cartridges, batteries, CDs or VCDs, coffee capsules, aluminum cans and plastic bottles for recycling;
- ♣ Place boxes/trays next to photocopiers to collect used paper for recycling;
- ♣ Collect file holders and used clips for re-use;
- ♣ Collect unused stationery items from officers for re-distribution;
- ♣ Keep decorative materials and backdrops for subsequent use during festive seasons;
- ♣ Reuse plastic bags and carton boxes to collect waste recovery items;
- ♣ Reuse containers for hand sanitizer and hand wash;
- ♣ Arrange transfer, trade-in, auction and donation of surplus furniture and obsolete equipment; and
- ♣ Arrange statutory removal service with suppliers to dispose waste regulated electrical equipment through participation in the Producer Responsibility Scheme on Waste Electrical and Electronic Equipment.

(C) Energy Conservation

- ♣ Maintain room temperature at 25.5° C in summer months;
- ♣ Lower window blinds or apply reflective films on windows to reduce solar gain;
- ♣ Use high efficiency fluorescent tubes with open louver type diffusers;

- ♣ Use motion-sensors for lighting control, where the lights would turn off automatically when no motion is detected after certain time;
- ♣ Conduct routine checking to ensure switching off of unnecessary lighting, air conditioners, photocopiers and other equipment;
- ♣ Remind staff regularly to switch off lights, air conditioners and office equipment after office hours, during lunch break or when away from office;
- ♣ Remind departmental drivers to switch off vehicle engines while waiting to save energy and reduce vehicle emissions;
- ♣ Ensure proper maintenance of the departmental car in order to reduce future repair and save energy;
- ♣ Encourage staff to use staircases for inter-floor traffic in order to reduce electricity consumption on lift services;
- ♣ Work closely with the Electrical and Mechanical Services Department to identify and adopt more energy saving options;
- ♣ Encourage officers to use public transport when performing outdoor duties; and
- ♣ Set office equipment to energy saving mode during office hours.

(D) Procurement

- ♣ Purchase energy efficient electrical appliances as far as practicable, including equipment that would automatically enter power off or sleeping mode;
- ♣ Adopt green specifications for products according to guidelines promulgated by the Environmental Protection Department as appropriate;
- ♣ Procure green products which are durable and recyclable, e.g. recycled paper instead of ordinary paper, recyclable laser printer toner cartridges, mechanical pencils, refillable ball pens and

correction tapes;

- ♣ Use green stationery items supplied by the Government Logistic Department;
- ♣ Arrange bulk purchase and delivery to reduce individual product packaging;
- ♣ Include “trade-in option” in quotations when procuring fax machines and photocopying machines;
- ♣ Review regularly the actual need against monthly supply items particularly those with expiry dates; and
- ♣ Arrange to replace the conventional vehicles with electric vehicles in a timely manner.

(E) Publicity / Education

- ♣ Issue and circulate internal circulars / guidelines on environmental measures regularly, and upload onto the intranet, so as to promote environmental awareness among staff;
- ♣ Designate an area on notice boards for displaying posters and information to promote environmental awareness among staff;
- ♣ Display notices and stickers near printers and electrical appliances to encourage energy saving and reduce paper consumption and in toilets to promote less use of water and paper towels;
- ♣ Encourage staff to actively participate in green activities such as Green Low Carbon Day 2024 organised by the Community Chest and Earth Hour 2024 (a lights off event) organised by the World Wide Fund for Nature by disseminating the event information to all staff; and
- ♣ Set up a Green Corner in SB’s office at 9/F Central Government Offices for colleagues to give away or to take second-hand items (e.g. books, CDs and DVDs) freely, so as to encourage recycling and promote green life concept.

(F) Other Measures

- ♣ Launch “Dress Fit Fridays” to encourage staff do more walking and stair-climbing when going to work and leaving the workplace or travelling between floors;
- ♣ Display plants in offices to create a green environment;
- ♣ Avoid provision of bottled water and the use of one-off disposable paper/plastic cups during meetings;
- ♣ Use auto-sensitized water taps in toilets to reduce water consumption;
- ♣ Implement energy saving replacement projects in Disciplined Services Sports and Recreation Club;
- ♣ Practise car pooling and task combination as far as practicable to achieve multiple objectives in one journey instead of arranging separate trips;
- ♣ Provide recycle bags for staff for procurement of office items, instead of using the disposable bags provided by the shops; and
- ♣ Encourage staff to bring their own bags when buying take-away meals, and use their own reusable tableware or the ones centrally provided in pantries for staff to borrow, instead of using the disposable bags or tableware provided by restaurants.

Commitments to Clean Air Charter

5. The HKSAR Government has endorsed and signed the Clean Air Charter to join forces with the business sector and the community to reduce emissions. Tamar Central Government Offices (CGO) was awarded the “Excellent Class” Indoor Air Quality Certificate again in 2024. As one of the users in CGO, SB is committed to making sustainable improvement to air quality to fulfill the commitments of the Clean Air Charter. Measures include:

- ♣ Reduce unnecessary traveling and use public transport whenever possible;
- ♣ Plan the travel and carpool to avoid single-passenger car trips;
- ♣ Use electric fans to improve ventilation of workplaces; and
- ♣ Remove some tubes and lamps from the group switching arrangement to reduce energy consumption.

Green Management Performance

6. We have made every effort in carrying out the above measures to achieve the green objectives. For envelope consumption, compared with 2023, the average consumption per headcount decreased by 53.1% in 2024. We have also reminded our staff to be more prudent in the use of resources, and will continue the endeavors to work towards a low carbon and greener working environment.

Way Forward

7. We fully recognize the importance of a green and healthy working environment. Looking ahead, we will continue to adopt energy-efficient measures and closely monitor the use of resources and energy in our daily operation, aiming to achieve a better quality of life for people of Hong Kong. We will review the existing environmental practices regularly to enhance our effectiveness in conservation. We will also encourage staff to participate in activities which enhance environmental awareness among all stakeholders and promote a green culture among staff.

Feedback

8. We welcome your comments and suggestions on this Environmental Report. You can reach us by the following means:

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