

SECURITY BUREAU

ENVIRONMENTAL REPORT 2021

Introduction

The Security Bureau (SB) Environmental Report focuses on the green measures adopted in 2021 for improving the environment.

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 2021

4. In 2021, 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;
- ♣ 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 and photocopying;
- ♣ Previewing 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; and
- ♣ Obtain a copyright license for scanning newspaper and magazines for internal circulation to minimize hardcopies.

(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;

- ♣ Collect file holders and used clips for re-use;
- ♣ Collect unused stationery items from officers for re-distribution;
- ♣ Reuse plastic bags and carton boxes to collect waste recovery items;
- ♣ Reuse containers for hand sanitizer;
- ♣ 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; and

♣ Work closely with the Electrical and Mechanical Services Department to identify and adopt more energy saving options.

(D) Procurement

- ♣ Select computers and electrical appliances with Energy Efficiency labels;
- ♣ Procure green products which are durable and recyclable, e.g. 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; and
- ♣ Include “trade-in option” in quotations when procuring fax machines and photocopying machines.

(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;
- ♣ Encourage staff to actively participate in green activities such as Green Low Carbon Day 2021 organised by the Community Chest and Earth Hour 2021 (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;
- ♣ Use electronic greeting cards and reuse decorations; backdrops and wrapping paper for gifts in festive events;
- ♣ 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;
- ♣ Practising car pooling and task combination as far as practicable to achieve multiple objectives in one journey instead of arranging separate trips; 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 2021. 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 paper and electricity consumption, compared with 2020, the average consumption per headcount decreased by 11.5% and 3.2% respectively in 2021. 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-saving measures and closely monitor the consumption of energy in our daily operation. 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.

Feedback

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

E-mail : sbenq@sb.ogv.hk
Fax : 2868 5074
Phone : 2810 2642

Mail : Security Bureau
9/F, East Wing, Central Government
Offices 2 Tim Mei Avenue,
Tamar, Hong Kong

Security Bureau
2022