



Civil Aid Service **民安隊** **Environmental Report 2008**

Introduction

This report sets out the environmental policy, commitments and progress on green measures taken in the Civil Aid Service (CAS) in the year 2008. We are conscious of the global concern and awareness of environmental protection and supporting government policies on the subject.

CAS Department and Volunteer Service

2. The CAS volunteer service is a uniformed and disciplined government-financed, auxiliary emergency organisation under the purview of Security Bureau. The CAS assists the full-time emergency forces in a wide range of tasks like mountain search and rescue, countryside patrolling and vegetation fire fighting, flood rescue and typhoon rescue. CAS also provides non-emergency community services during peace time. It has an establishment of 3 634 adult volunteers recruited from all walks of life. The CAS also runs a youth service viz: the Cadet Corps, which comprises 3 232 young people aged from 12 to 17.

3. The CAS volunteer service is supported by the CAS department of 106 full-time civil servants for its administration, training and logistics. In August 2006, the CAS Headquarters was moved from Caroline Hill Road, Causeway Bay to To Wah Road, Yau Ma Tei whereas the CAS Hong Kong Training Centre was situated at 12 Tung Lo Wan Drive, Moreton Terrace, Causeway Bay, Hong Kong. The CAS Kowloon Training Centre at Kowloon City, and the CAS Cadet Training Centre at Hung Hom were vacated and pending for return to the Government. There are two CAS training camps in Tsing Lau Tau and Sai Kung, New Territories.

Environmental Goal

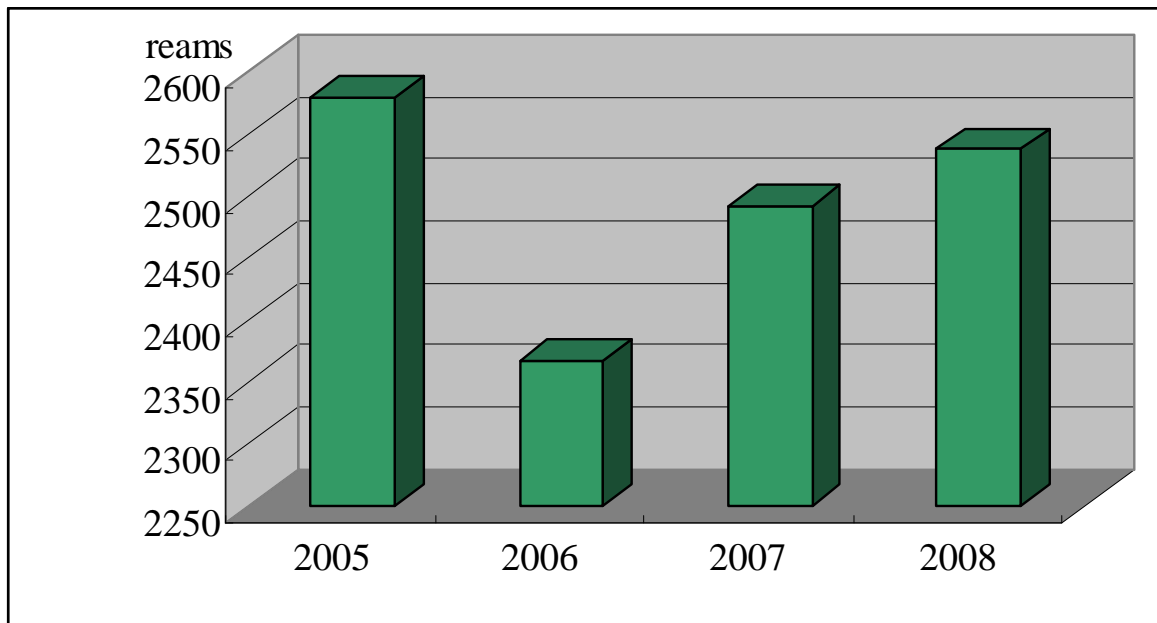
4. CAS is committed to ensuring that the operations of the department are conducted in a manner conducive to the promotion of a healthy and sustainable environment.

Resources Consumption

5. The resources consumption of 2005 – 2008 is summarised as follows.

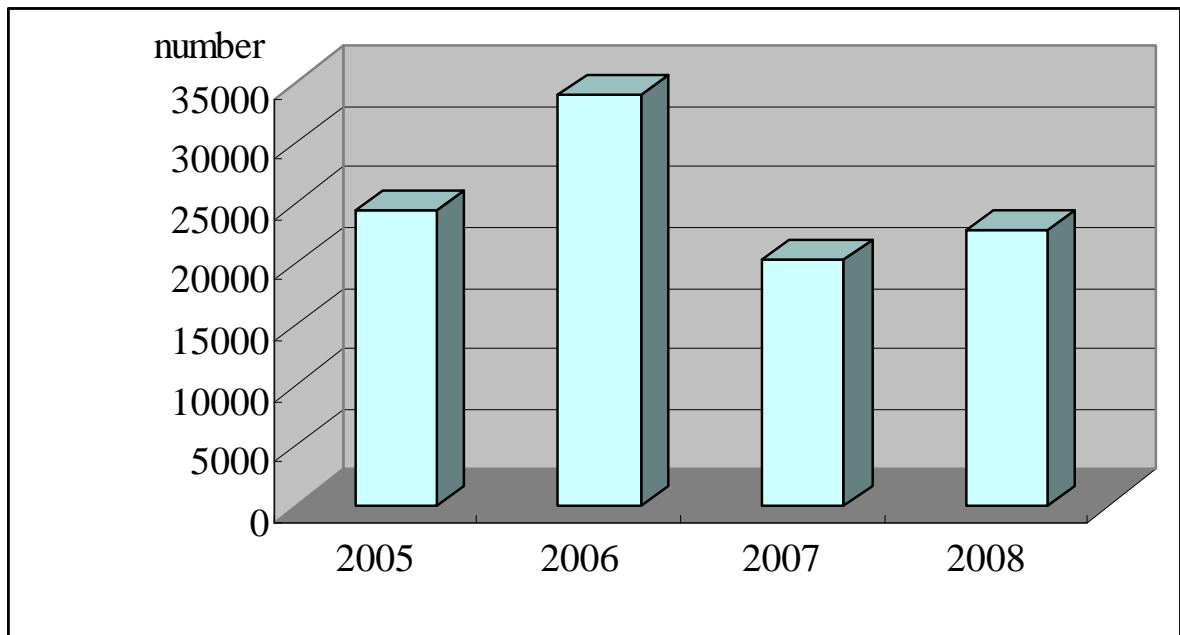
Consumption Items	Consumption Period			
	2005	2006	2007	2008
(a) Paper (reams)	2579	2 368	2 493	2 538
(b) Envelope (nos.)	24 405	33 973	20 308	22 769
(c) Electricity (kWh)	1 033 142	1 668 438	2 238 363	2 088 687
(d) Vehicle Fuel (litres)	62 463	71 519	43 951	40 397

(a) Paper Consumption 2005 – 2008



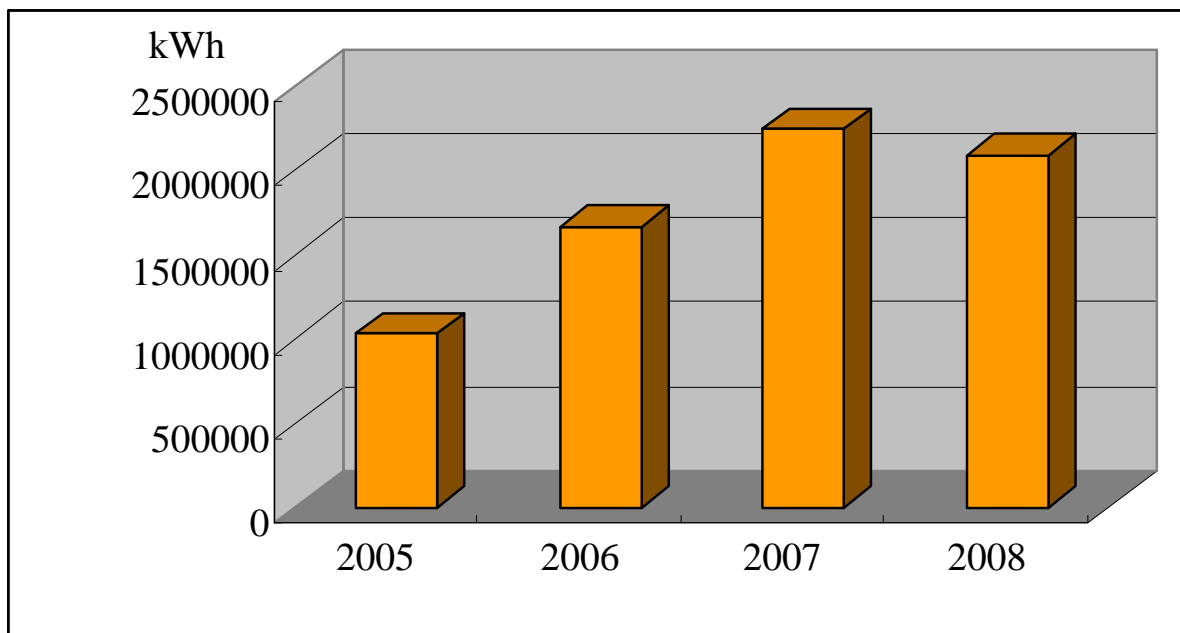
Note: Paper consumption rose in 2008 because of the increased paper demand for issuing operational orders and relevant documents during the 2008 Olympic and Paralympic Equestrian Events.

(b) Envelope Consumption 2005 – 2008



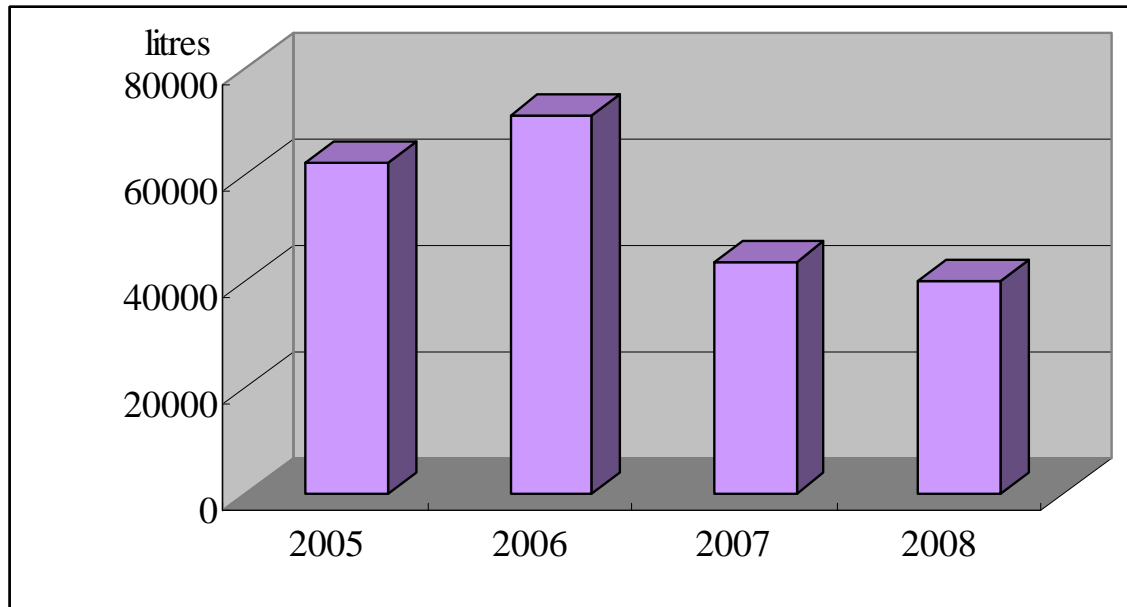
Note: Envelope consumption increased in 2008 because a number of new events were organised for the Cadet Corps 40th Anniversary functions and relevant orders were issued for the 2008 Olympic and Paralympic Equestrian Events in 2008.

(c) Electricity Consumption 2005 -2008



Note: Electricity consumption decreased in 2008 because of the trial suspension of heated water supply in Shower Room during summer time.

(d) Vehicle Fuel Consumption 2005 -2008



Note: Vehicle fuel consumption decreased since 2007 because of the department's continuous efforts in reducing vehicle fuel consumption.

Green Management

6. CAS has adopted the following green measures to achieve our environmental goal:

- a. Instilling the concept of paperless office to reduce the use and dispatch of paper to all CAS staff and volunteers
- b. Re-using and recycling waste materials in CAS
- c. Enhancing the use of electronic mode of communications
- d. Seeking efficient use of resources and energy

Green Housekeeping Measures Taken in 2008

7. Green housekeeping measures taken by the CAS in 2008 are as follows:

Waste minimisation

- a. Using blank side of used papers for drafting or printing
- b. Photocopying limited to the absolute minimum and on both sides of papers
- c. Minimising the use of fax cover page
- d. Increasing use of email and Local Area Network (LAN) in external and internal communications
- e. Circulating documents in soft copies instead of providing personal hard copies
- f. Printing reports/publications limited to the absolute minimum and uploading publications on the CAS Internet

Waste recovery

- a. Using reusable stationery items such as refillable ball pens
- b. Reusing decorative accessories at festive seasons
- c. Reusing envelopes and loose minute jackets

Energy Conservation

- a. Controlling fuel consumption
- b. Routine checks to ensure that lights/air-conditioning are switched off outside office hours
- c. Modifying group lighting switches to individual switches

Staff Awareness Promotion

- a. Posting of posters on economy use of resources
- b. Re-circulating departmental circulars on 'Green Housekeeping' at regular intervals
- c. Conducting regular meetings and educational sessions

The Way Forward

8. CAS Headquarters will continue its joint efforts with all staff and volunteers to:

- review effectiveness of measures taken to achieve more efficient use of resources and energy;
- heighten staff awareness of the importance of achieving environmental goal; and
- enhance the use of electronic mode of communications.

Suggestions and Enquiries

9. We welcome suggestions and enquiries. Please contact CAS Departmental Green Manager at:

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Prepared by Civil Aid Service Headquarters

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