



Civil Aid Service 民眾安全服務隊 Environmental Report 2013

Introduction

This report sets out the environmental policy, commitments and progress on green measures taken in the Civil Aid Service (CAS) in the year 2013. 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, with an establishment of 103 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 is situated at 12 Tung Lo Wan Drive, Moreton Terrace, Causeway Bay, Hong Kong. The CAS Kowloon Training Centre at Kowloon City was returned to the Government in late July 2010. There are two CAS training camps in Tsing Lau Tau and Sai Kung, New Territories.

Environmental Goal

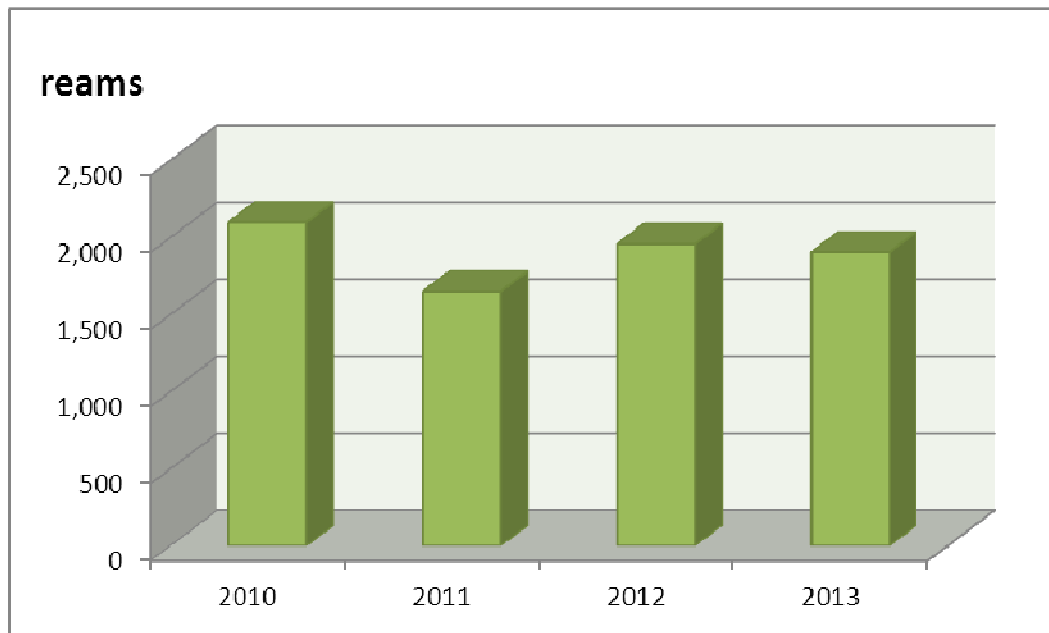
4. CAS is committed to ensuring that the operations of the department are conducted in a manner conducive to the promotion of a healthy and sustainable environment.

Resources Consumption

5. The resources consumption of 2010 – 2013 is summarised as follows.

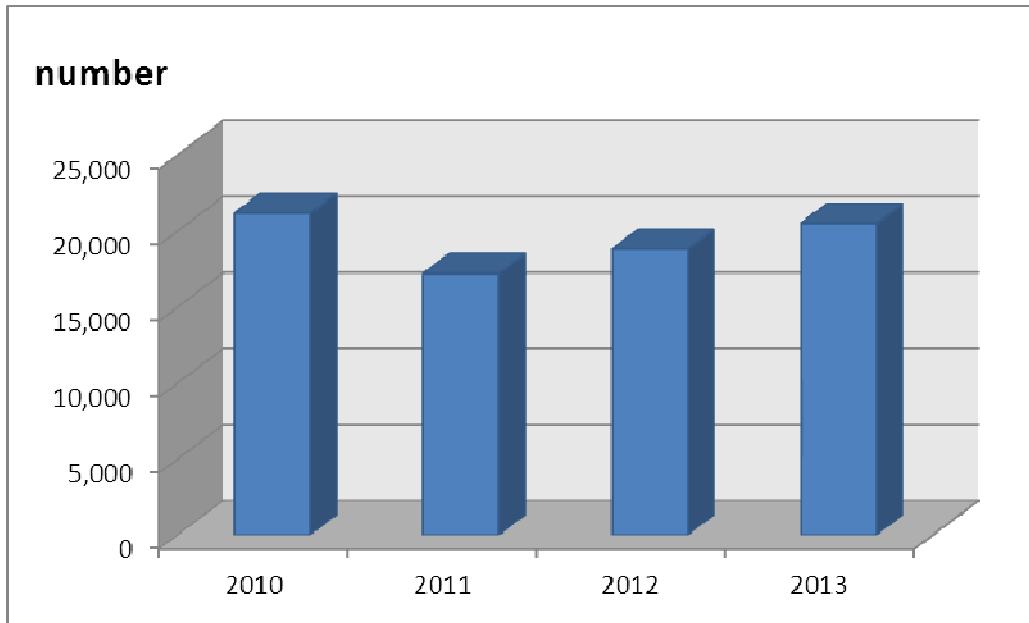
Consumption Items	Consumption Period			
	2010	2011	2012	2013
(a) Paper (reams)	2 100	1 650	1 958	1 913
(b) Envelope (nos.)	21 144	17 187	18 785	20 480
(c) Electricity (kWh)	2 117 623	2 059 220	2 133 414	2 077 320
(d) Vehicle Fuel (litres)	35 849	32 687	32 738	39 390

(a) Paper Consumption 2010 – 2013



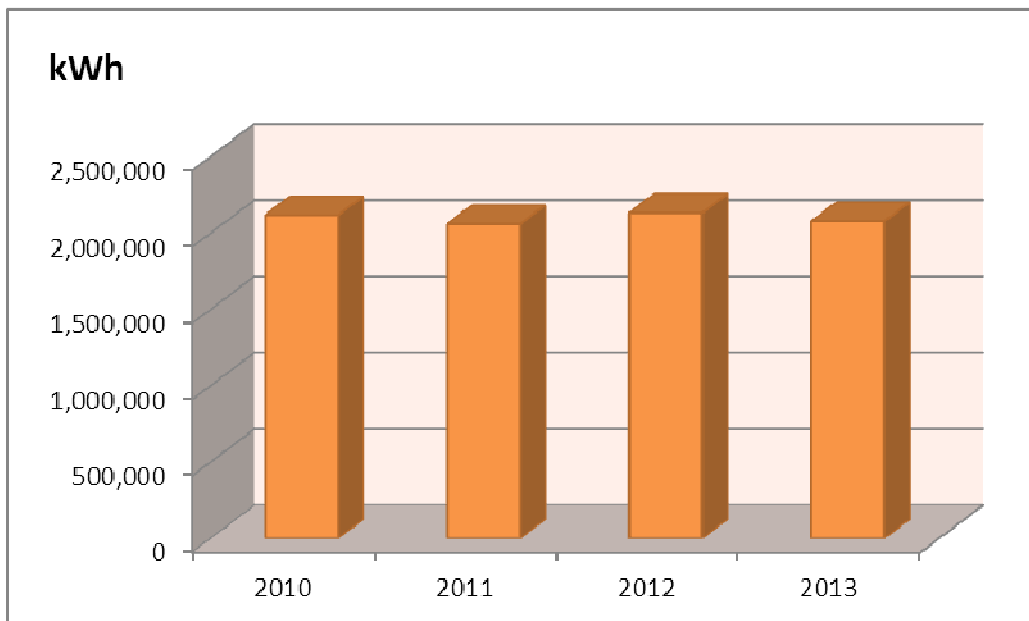
Note: Paper consumption decreased in 2013 because of the department's efforts in reducing paper consumption.

(b) Envelope Consumption 2010 – 2013



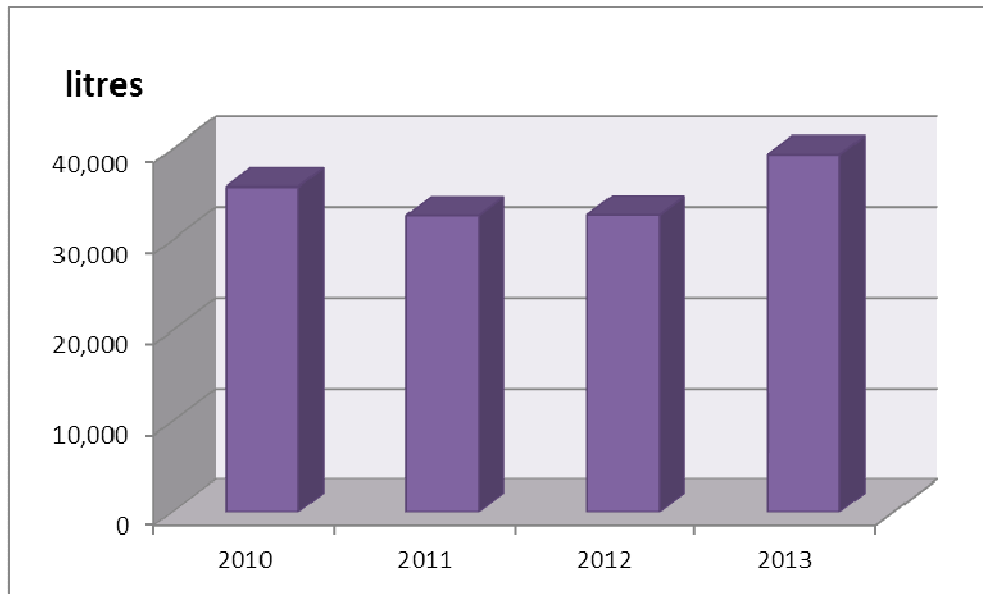
Note: Envelope consumption increased in 2013 because of the preparation of Cadet Corps 45th Anniversary celebration events.

(c) Electricity Consumption 2010 -2013



Note: Electricity consumption decreased in 2013 because of the department's efforts in reducing electricity consumption.

(d) Vehicle Fuel Consumption 2010 -2013



Note: Vehicle fuel consumption increased in 2013 because of Cadet Corps 45th Anniversary celebration events and increased number of emergency operations.

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 2013

7. Green housekeeping measures taken by the CAS in 2013 are as follows:

Waste minimisation

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

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

Date: 27 February 2014