

Civil Aid Service Controlling Officer's Environmental Report 2004

Introduction

This report sets out the environmental policy and commitments and progress on green measures taken in the Civil Aid Service (CAS) during the reporting period. 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 organization 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. 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 12 to 18.

3. The CAS volunteer service is supported by the CAS department of 113 paid staff for its administration, training and logistics. The CAS Headquarters is situated at 100 Caroline Hill Road, Causeway Bay. The CAS Kowloon Training Centre, located at Argyle Street, Kowloon City, also serves as an operational base. The CAS Cadet Training Centre is housed in Hung Hom on temporary loan basis. 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 2001 – 2004 is summarized as follows.

Consumption Items	Consumption Period
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	2001	2002	2003	2004
(a) Paper (reams)	3,589	3,357	2,760	2,622
(b) Envelope (nos.)	98,950	85,117	53,959	44,765
(c) Electricity (kwh)	1,006,471	976,202	1,049,168	1,281,365
(d) Fuel (litres)	43,557	54,215	66,133	61,055

(a) Paper Consumption 2001 - 2004

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(b) Envelope Consumption 2001 – 2004

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(c) Electricity Consumption 2001 – 2004

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(d) Vehicle Fuel Consumption 2001 – 2004

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Green Management

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

- Instilling the concept of paperless office to reduce the use and dispatch of papers to all CAS staff and volunteers
- Re-using and recycling waste materials in CAS
- Enhancing the use of electronic mode communication
- Seeking for efficient use of resources and energy

Green Housekeeping Measures Taken

Waste minimization

- Using blank side of used papers for drafting or printing
- Photocopying limited to the absolute minimum and on both sides of papers
- Minimizing the use of fax cover page
- Reusing envelopes with GF 72B and loose minutes jackets (GF 391)
- Using Transit Envelopes (GE 5A/5B) for internal despatch
- Increasing use of email and Local Area Network (LAN) in external and internal communications
- Circulating documents in soft copies instead of providing personal hard copies
- Printing reports/publications limited to the absolute minimum and uploading publications on

the CAS Internet

Waste recovery

- Using reusable stationery items such as refillable ball pens
- Disposing of waste paper/newspaper for recycling
- Returning used laser printer toner cartridges and unserviceable computer equipment to the supplier/contractor

Energy conservation

- Switching off lights in unoccupied areas or whenever offices not in use
- Switching off computers and other office equipment not in frequent use
- Reducing unnecessary individual use of vehicles by shared use on group basis

Staff Awareness Promotion

- Posting of posters on economy in the use of resources
- Re-circulating departmental circulars on 'Green Housekeeping' at regular intervals
- Conducting regular meetings and educational sessions

The Way Forward

7. 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.

The Government's Economy Drive

8. In response to the Government's Economy Drive vide ETWB's Circular Memorandum dated 31 March 2003, CAS Headquarters would aim to cut down electricity (in kWh) by 1.5%, 3%, 4.5%, and 6% respectively in FY 03-04, 04-05, 05-06 and 06-07 taking FY 2002-03 as the base year. Similar cut down to paper (A3 or A4 size) consumption in reams of 500 sheets each by 2.5%, 5%, 7.5%, and 10% in FY 03-04, 04-05, 05-06 and 06-07.

Suggestions and Enquiries

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

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Date: 18 July 2005