

# **Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service**

## **Controlling Officer's Environmental Report 2012**

### **Introduction**

This is the thirteenth Controlling Officer's Environmental Report of the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (JSSCS). It sets out our environmental policy, green measures taken in 2012, performance and target as well as the way forward.

### **Environmental Policy**

JSSCS is committed to adopting the principles and spirit of the Clean Air Charter when designing and implementing measures and ensuring that operations of the department are conducted in a manner conducive to the development of a healthy and sustainable environment.

### **Green Measures Taken**

As at 31 December 2012, JSSCS had an establishment of 34, increased by 6 as compared to the position as at 31 December 2011. In the past year, the department continued to provide dedicated support service to four advisory bodies on Civil Service and Judicial Salaries and Conditions of Service and also the Advisory Committee on Post-service Employment of Civil Servants. In addition, the department has commissioned consultancy firms to conduct the Civil Service Starting Salaries Survey (SSS) and the next Pay Level Survey (PLS). The SSS was completed in 2012 while work on the PLS continued.

The department continued to preserve the environment by taking the following green measures and promoting environmental-friendly culture in 2012–

#### ***Energy Conservation***

- ✧ maintaining room temperature normally at 25.5° C, using venetian blinds to adjust room temperature and keep out direct sunlight, and encouraging staff to dress casual and smart in summer months;
- ✧ installing energy-efficient lighting in our office, using zone lighting, switching off non-essential lights during office hours and keeping minimum illumination level of ancillary area during lunch hour and outside office hours;
- ✧ switching off lights, computers and other electrical equipment when they are not in use and activating the hibernation mode or standby mode setting of office equipment as far as possible;
- ✧ procuring green products where economically rational;
- ✧ reducing the use of disposal items such as paper cups and plastic bottles (utensils); and

- ✧ ensuring proper maintenance of the departmental car, using unleaded fuel, and turning off the car engine while waiting.

### ***Waste Minimisation and Recovery***

- ✧ extending the use of electronic mode of communication to reduce the use of paper;
- ✧ using a fax server to receive fax messages/documents to minimise the number of hard copies;
- ✧ using recycled paper and printers with double-sided printing function;
- ✧ keeping electronic departmental records and posting internal circulars and other useful information on the intranet (departmental information system) for access by all staff ;
- ✧ minimising the number of hard copies of reference materials tabled at meetings, making more use of electronic mode for distribution of papers and reports, and reducing the number of hard copies of papers and reports to be printed;
- ✧ establishing the environmentally friendly practices of reusing envelopes, using both sides of paper, and delivering unclassified documents without envelopes;
- ✧ using recyclable stationery items and reusing decorative materials during festive seasons;
- ✧ collecting waste paper, newspapers, outdated publications and toner cartridges for recycling; and
- ✧ placing waste separation bins for collecting plastic bottles and aluminum cans.

### ***Preserving a Green and Healthy Workplace***

- ✧ releasing storage space by using multi-storey racks and weeding out obsolete paper records;
- ✧ using air cleaners to improve indoor air quality;
- ✧ keeping the humidity of the storage area at optimal level to reduce the risk of mould growth;
- ✧ cleansing air ventilation systems and carpets regularly; and
- ✧ conducting regular inspection of the workplace to ensure that the requirements for occupational safety and health are met.

### ***Enhancing Staff Awareness***

- ✧ appointing one of the staff as “Energy Warden” who is responsible for encouraging staff to implement the various green measures continuously;
- ✧ promoting the importance of energy efficiency and conservation;
- ✧ encouraging staff to attend seminars/workshops on environmental management and help identify situation that may have adverse impact to the office environment;

- ✧ uploading guidelines and tips on green housekeeping onto the intranet and re-circulating circulars on "green housekeeping" at regular intervals; and
- ✧ encouraging staff to take precautionary measures while performing outdoor duties when air pollution index is high.

## **Performance and Target**

In the past year, the department provided support service to the conduct of Starting Salaries Survey and the next Pay Level Survey in addition to its normal business. Hence, paper consumption increased by 6.5% when compared to 2011. About 65% of the paper used in 2012 was recycled paper while 35% wood-free paper. In 2013, JSSCS will continue to apply paper-saving measures to reduce paper consumption.

The JSSCS occupies internal floor areas of 678m<sup>2</sup> and 63m<sup>2</sup> for office and storage purposes respectively. In 2012, the electricity consumed by normal power supply to office areas was 87 666kWh (the electricity consumptions for office A/C system and storage areas are excluded as no separate meters are available for measurement). Notwithstanding that the establishment has increased and more services are delivered, by applying the above-mentioned effective energy conservation measures in 2012, the electricity consumption was reduced by 1.3% when compared to 2011. In 2013, JSSCS will continue to adopt effective measures to minimise energy consumption.

## **The Way Forward**

The green measures so far taken by JSSCS are by no means exhaustive. In 2013, we plan-

- ✧ to explore and implement more effective energy efficiency measures;
- ✧ to further encourage the use of electronic means in both internal and external communication and archiving work records;
- ✧ to sustain the prevailing green measures, promote environmental-friendly culture and encourage staff to suggest new ideas on environmental protection; and
- ✧ to review the effectiveness of green measures taken at regular intervals for achieving more efficient use of resources and energy.

## **Feedback and Enquiries**

Any comments or enquiries on this Environmental Report are welcome. You may contact us by one of the following means –

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