

**Environmental Performance
Report 2019**

2019 年環保工作報告

Civil Aid Service

民眾安全服務處



Introduction

This report sets out the environmental policy, commitments and progress on green measures taken in the Civil Aid Service (CAS) in the year 2019. We are conscious of the global concern and awareness of environmental protection and supporting government policies on the subject.

CAS Volunteer Service and Department

2. The CAS volunteer service is a uniformed and 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 in normal times. As at 31 December 2019, it has 3,397 adult volunteers recruited from all walks of life. The CAS also runs a youth service viz: the Cadet Corps, which comprises 4,343 young people aged from 12 to 17.

3. The CAS volunteer service is supported by the CAS department, which has an establishment of 105 full-time civil servants for its administration, training and logistics. The CAS Headquarters is located at 8 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. There are two CAS training camps in New Territories, one in Yuen Tun and the other in Tai Tan, Sai Kung.

Environmental Goal

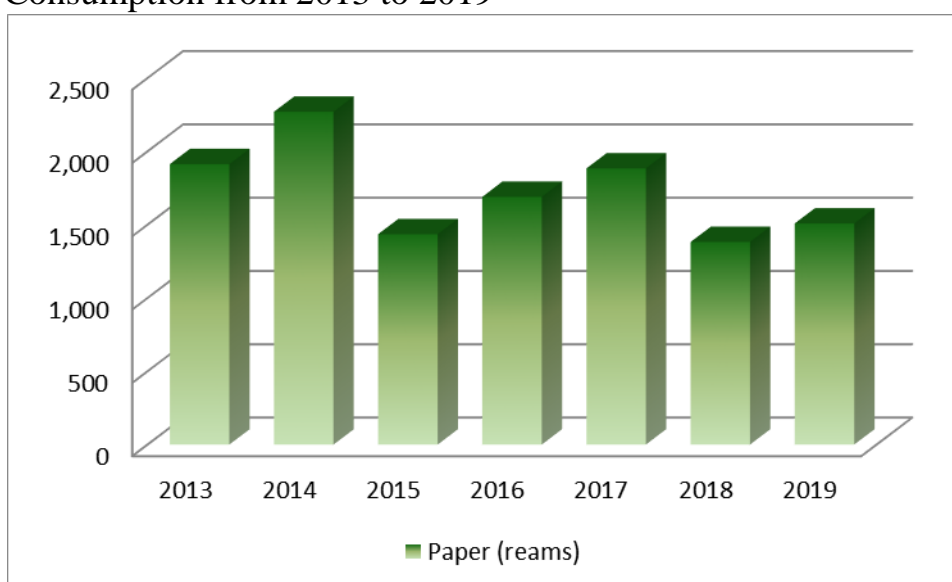
4. CAS is committed to ensuring that the operations of the Department are conducted in a manner conducive to the promotion of a healthy and sustainable environment.

Resources Consumption

5. The resources consumption from 2013 to 2019 is summarised as follows.

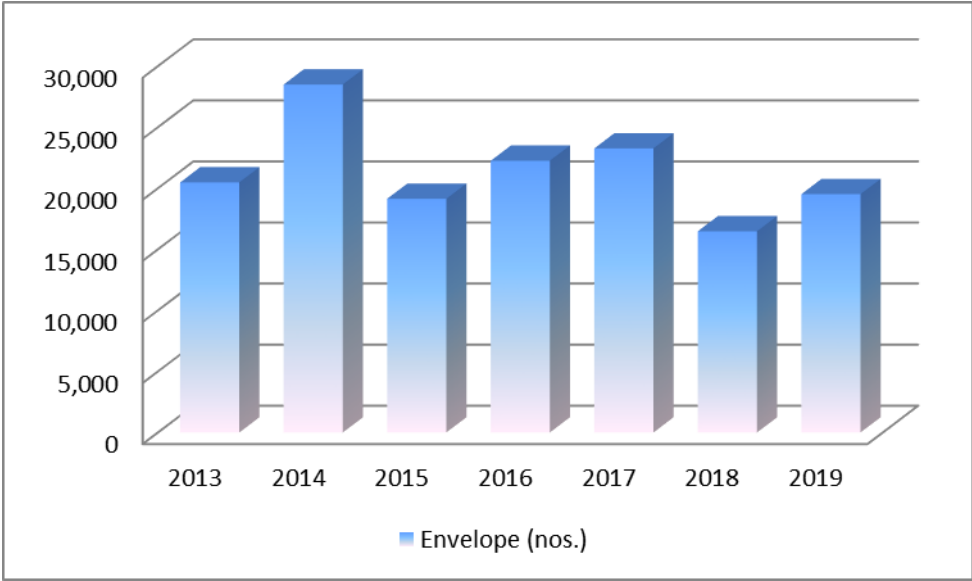
Consumption Items	Reporting Year						
	2013	2014	2015	2016	2017	2018	2019
(a) Paper (reams)	1,913	2,270	1,435	1,690	1,884	1,382	1,508
(b) Envelope (nos.)	20,480	28,497	19,139	22,255	23,263	16,477	19,520
(c) Electricity (kWh)	2,077,320	2,112,924	2,030,466	2,081,487	2,298,063	2,239,174	2,316,367
(d) Vehicle Fuel (litres)	39,390	39,083	35,896	37,513	37,158	32,001	30,850

(a) Paper Consumption from 2013 to 2019



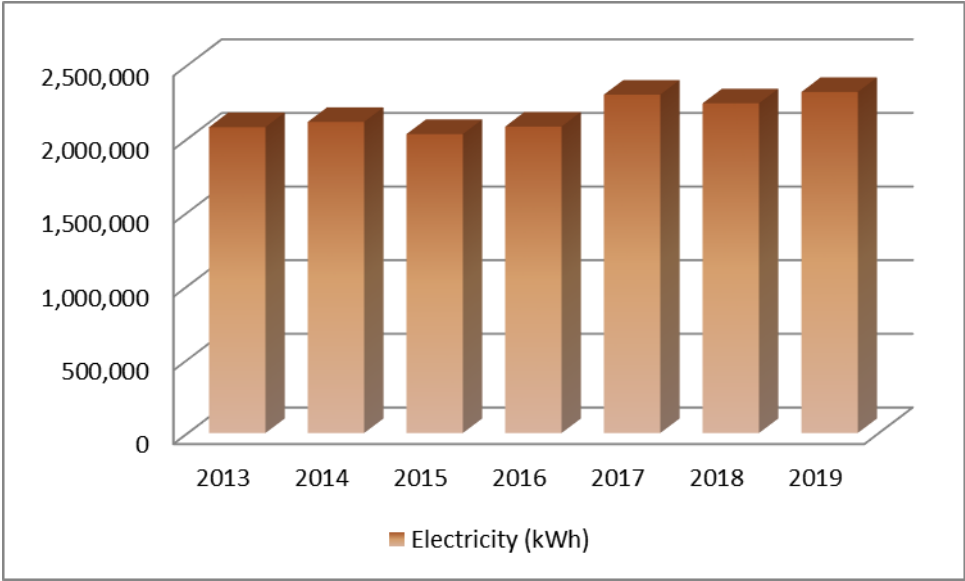
Note: Paper consumption increased in 2019 mainly because of a recruitment exercise.

(b) Envelope Consumption from 2013 to 2019

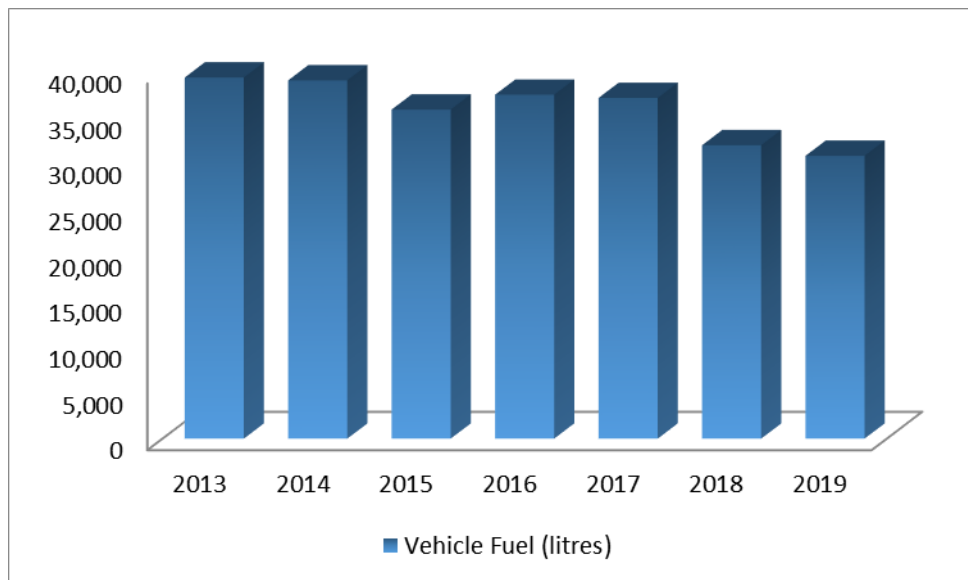


Note: Envelope consumption increased in 2019 mainly because of a recruitment exercise.

(c) Electricity Consumption from 2013 to 2019



(d) Vehicle Fuel Consumption from 2013 to 2019



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 2019

7. Green housekeeping measures taken by the CAS in 2019 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
- h. Encouraging paperless meetings to reduce the printing of agenda, minutes of meeting and reference materials
- i. Minimizing the use of disposable paper cups

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. Conducting routine checks to ensure that lights/ air-conditioning are switched off outside office hours

- c. Modifying group lighting switches to individual switches
- d. Reminding staff of switching off computers, air-conditioners, lights and other electrical equipment and appliances before leaving office
- e. Suspending hot water supply except for operational and training needs
- f. Encouraging staff to use staircase for inter-floor traffic
- g. Reminding staff of maintaining the air-conditioning temperature in office at 25.5 °C
- h. Lowering venetian blinds to keep out heat from the sun in hot weather
- i. Reducing the time and frequency of using Floodlight and Spotlights in CAS Headquarters

Procurement from Suppliers/ Contractors

- a. Selecting computers and electrical appliances with Energy Efficiency labels
- b. Adopting 'green procurement' concept as far as practicable
- c. Using green stationery items supplied by the Government Logistic Department
- d. Including 'trade-in option' in quotations when procuring fax machines and photocopiers

Staff Awareness Promotion

- a. Posting of posters on economy use of resources
- b. Re-circulating departmental circulars on 'Green Housekeeping' at regular intervals

- c. Displaying an advisory note on paper-saving in all Lotus Notes e-mail messages
- d. Setting up an environmental corner on CAS e-Garden to announce environmental issue and measures

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.

9. With the completion of the energy saving project - Replacement of Metal-halide Lamp with LED Floodlight in CAS Headquarters in 2020, it is expected that the project can enhance the energy efficiency as well as effectively reduce the electricity consumption to a lower level in the long run.

10. With a view to supporting the initiative of developing renewable energy promulgated in the Policy Address, CAS had decided in 2020 the installation of Solar Photovoltaic (PV) panels on the roof of CAS Headquarters Building. The electricity generated from which can be consumed by the CAS Headquarters, contributing to the reduction of non-renewable electricity consumption.

Suggestions and Enquiries

11. We welcome suggestions and enquiries. Please contact CAS Departmental Green Manager, Ms CHUI Ka-yi [Principal Operations and Training Officer (1)] at:

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