

Environmental Performance Report 2022

Civil Aid Service



Introduction

This report sets out the environmental policy, commitments and progress on green measures taken in the Civil Aid Service (CAS) in the year 2022. We are conscious of the global concern and awareness of environmental protection and supporting government policies on the subject.

Civil Aid Service (Auxiliary Service and Department)

2. The Civil Aid Service is a uniformed and disciplined, government-financed, auxiliary service. The CAS assists the 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 2022, it has 3129 adult auxiliary members recruited from all walks of life. The CAS also runs a youth service viz: the Cadet Corps, which comprises 3696 young people aged from 12 to 17.

3. The CAS auxiliary service is supported by the CAS department, which has an establishment of 109 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

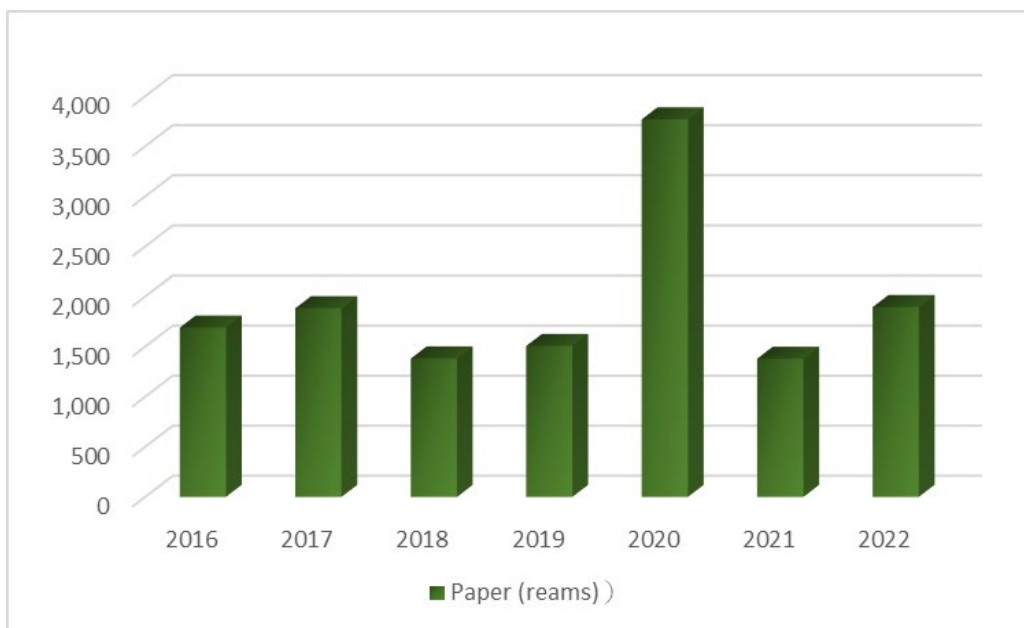
4. CAS is committed to ensuring that the operations of the Department are conducted in a manner conducive to the promotion of a healthy and sustainable environment.

Resources Consumption

5. The resources consumption from 2016 to 2022 is summarised as follows.

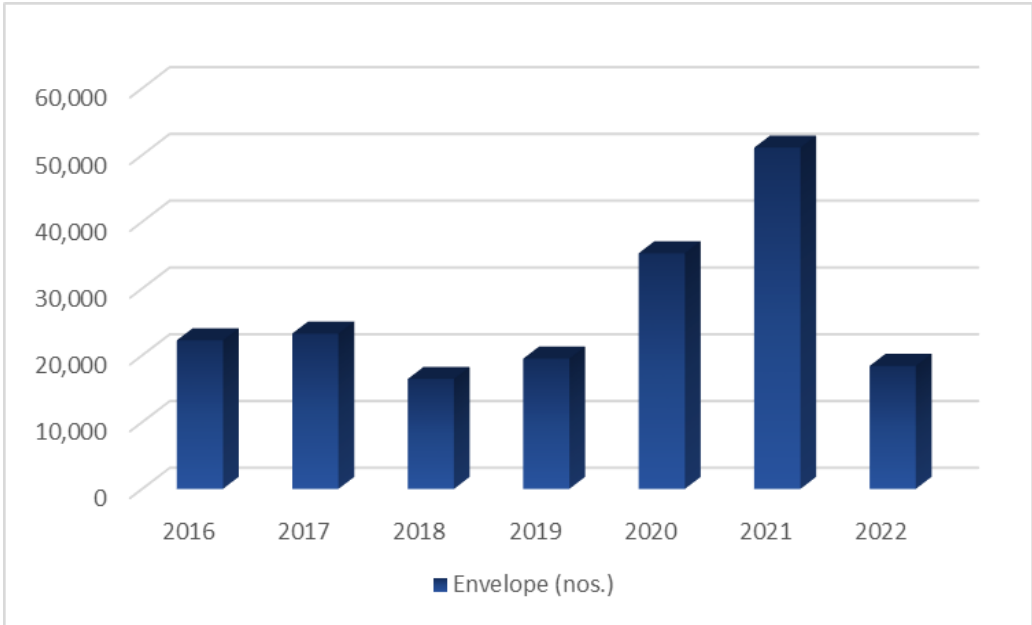
Consumption Items	Reporting Year						
	2016	2017	2018	2019	2020	2021	2022
(a) Paper (reams)	1,690	1,884	1,382	1,508	3,769	1,380	1,896
(b) Envelope (nos.)	22,255	23,263	16,477	19,520	35,292	51,109	18,433
(c) Electricity (kWh)	2,081,487	2,298,063	2,239,174	2,316,367	2,096,081	2,037,891	1,920,579
(d) Vehicle Fuel (litres)	37,513	37,158	32,001	30,850	20,854	31,069	28,196

(a) Paper Consumption from 2016 to 2022

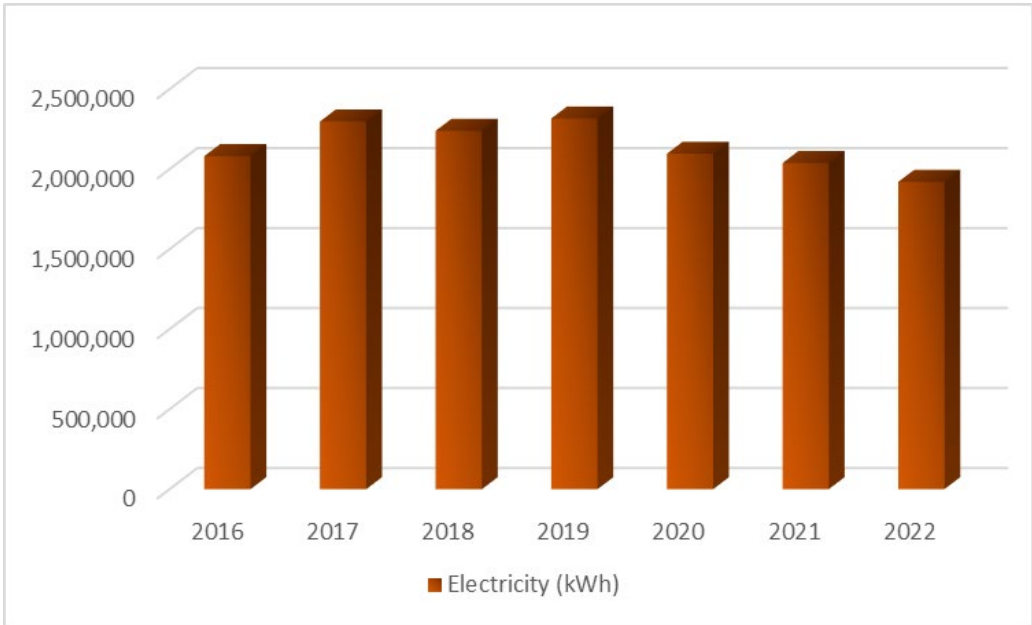


Note: Paper consumption increased in 2022 mainly because of multiple recruitment exercises concerning both staff in the Department and auxiliary members and also the operation and management of community isolation facilities.

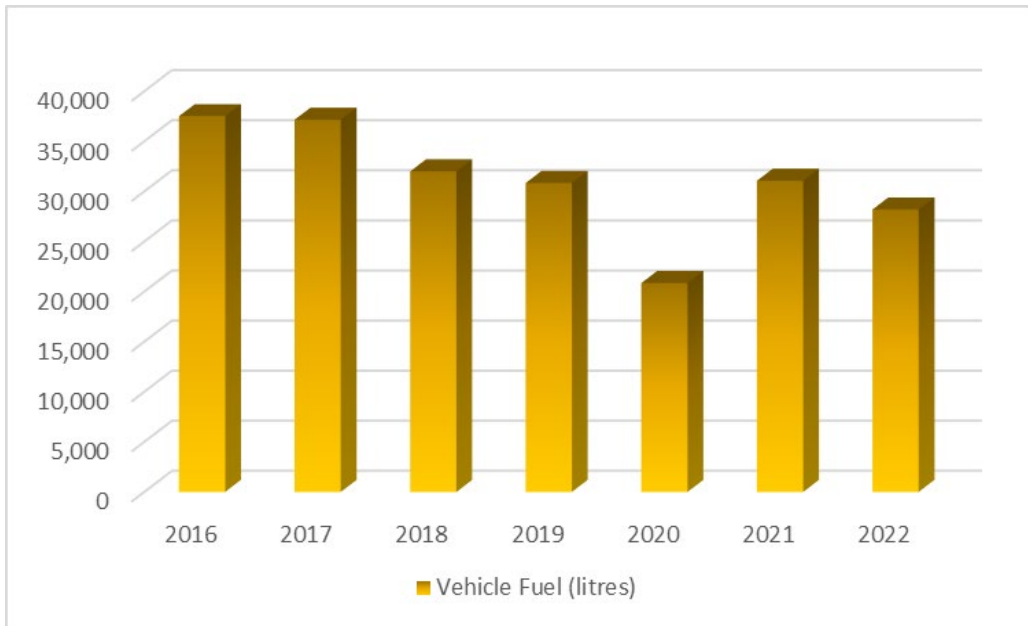
(b) Envelope Consumption from 2016 to 2022



(c) Electricity Consumption from 2016 to 2022



(d) Vehicle Fuel Consumption from 2016 to 2022



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 Auxiliary Members
- 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
- e. Installation of LED lightings in CAS Headquarters

Green Housekeeping Measures Taken in 2022

7. Green housekeeping measures taken by the CAS in 2022 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. 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. Encouraging staff to use staircase for inter-floor traffic
- f. Reminding staff of maintaining the air-conditioning temperature in office at 25.5 °C
- g. Lowering venetian blinds to keep out heat from the sun in hot weather
- h. Reducing the time and frequency of using Floodlight and Spotlights in CAS Headquarters
- i. Changing part of the lighting facilities in CAS Headquarters to LED lights.

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

Suggestions and Enquiries

9. We welcome suggestions and enquiries. Please contact CAS Departmental Green Manager, Ms CHUNG Yim, Carol [Principal Operations and Training Officer (1)] at:

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Prepared by Civil Aid Service Headquarters
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