



2023

Environmental Performance Report





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Introduction

This report sets out the environmental policy, commitments and progress on green measures taken in the **Civil Aid Service (CAS)** in the year 2023. We are conscious of the global concern and awareness of environmental protection and supporting government policies on the subject.



Profile of Key Responsibility

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 2023, it has 3077 adult auxiliary members recruited from all walks of life. The CAS also runs a youth service viz: the Cadet Corps, which comprises 3750 young people aged from 12 to 17.

The CAS auxiliary service is supported by the CAS department, which has an establishment of 108 full-time civil servants for supporting 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.



Offices And Training Centers



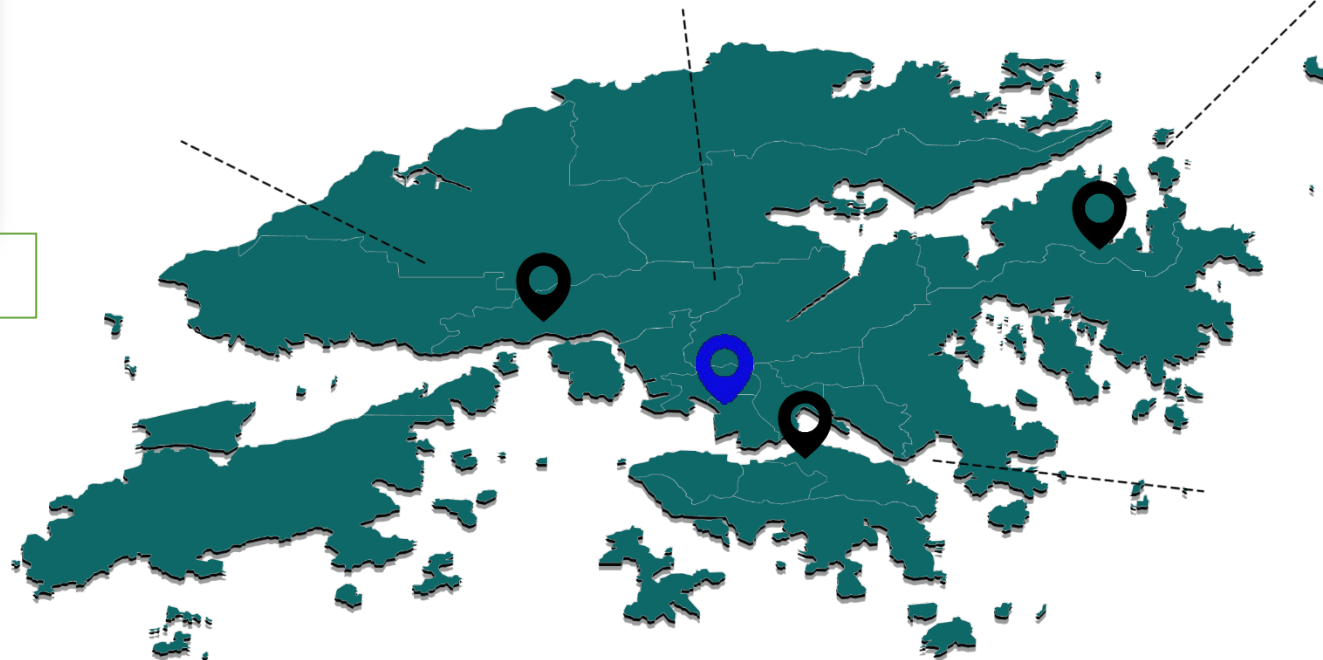
Civil Aid Service Headquarters



Tai Tan Camp



Yuen Tun Camp

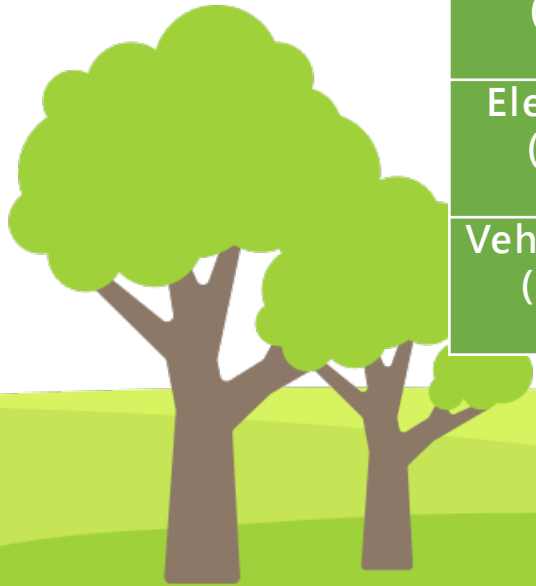


HK Training Centre

Resources Consumption

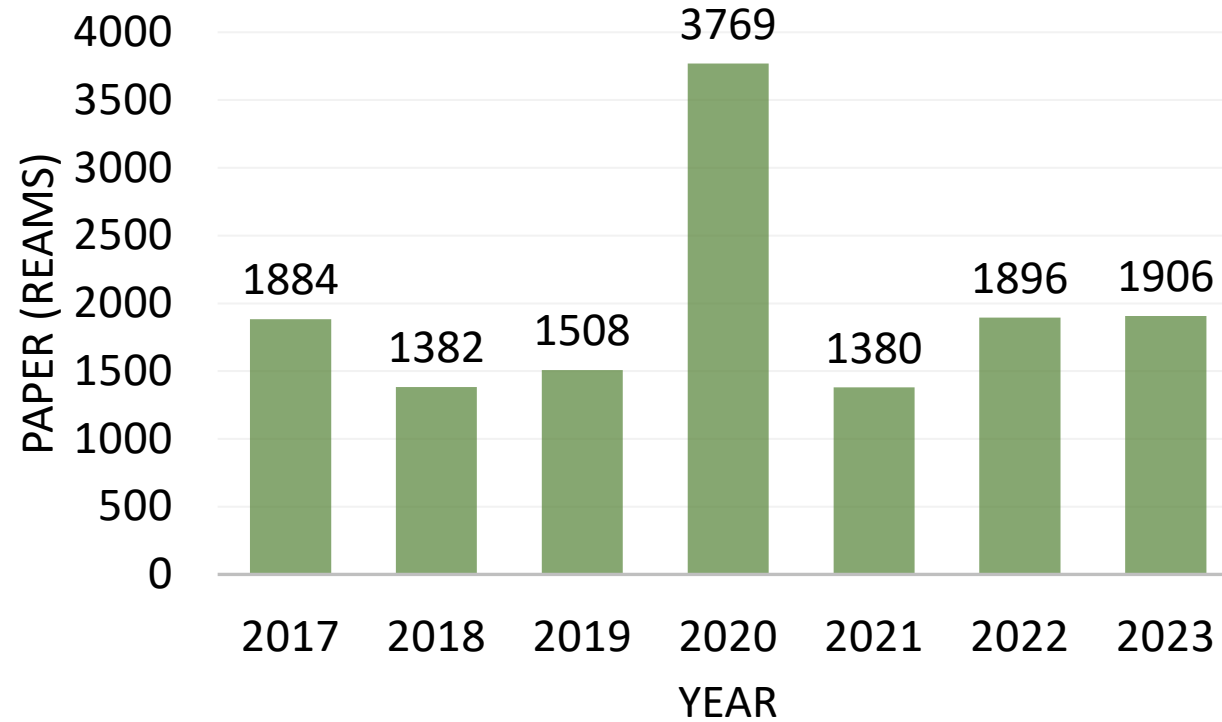
The resources consumption from 2017 to 2023 is summarised as follows.

Consumption Items	Reporting Year						
	2017	2018	2019	2020	2021	2022	2023
Paper (reams)	1,884	1,382	1,508	3,769	1,380	1,896	1,906
Envelope (nos.)	23,263	16,477	19,520	35,292	51,109	18,433	38,479
Electricity (kWh)	2,298,063	2,239,174	2,316,367	2,096,081	2,037,891	1,920,579	1,921,608
Vehicle Fuel (litres)	37,158	32,001	30,850	20,854	31,069	28,196	36,753



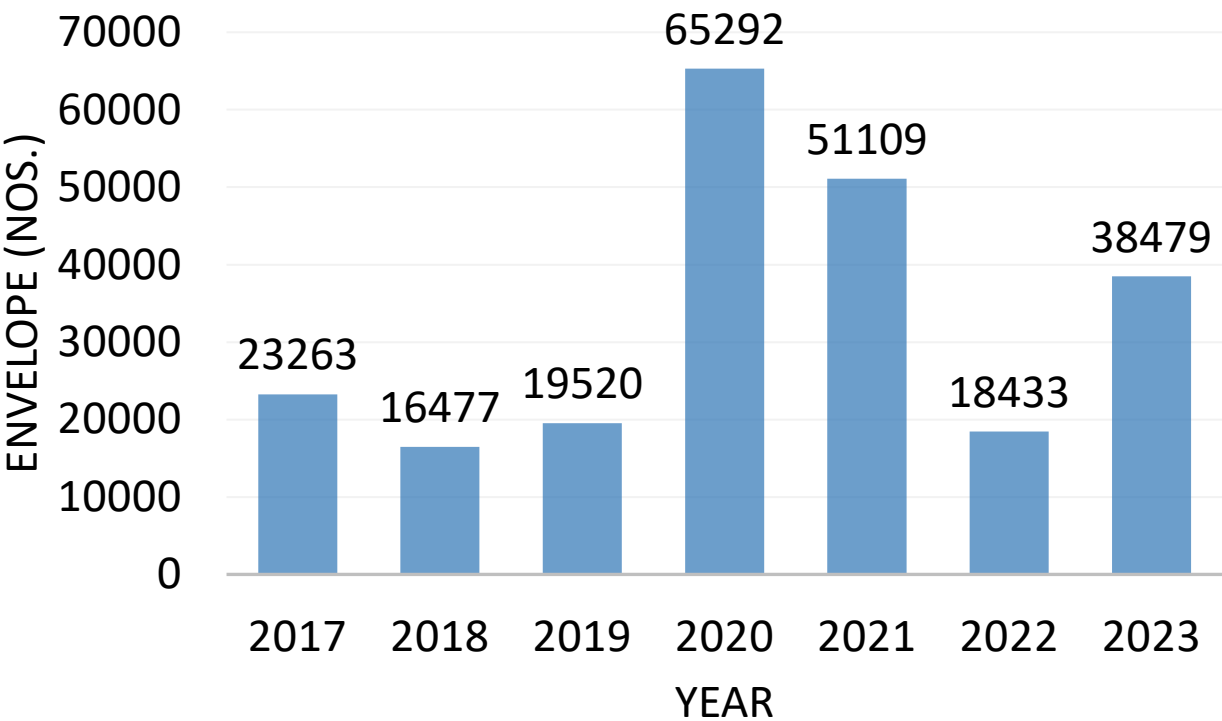
Resources Consumption

Paper Consumption from 2017 to 2023



Resources Consumption

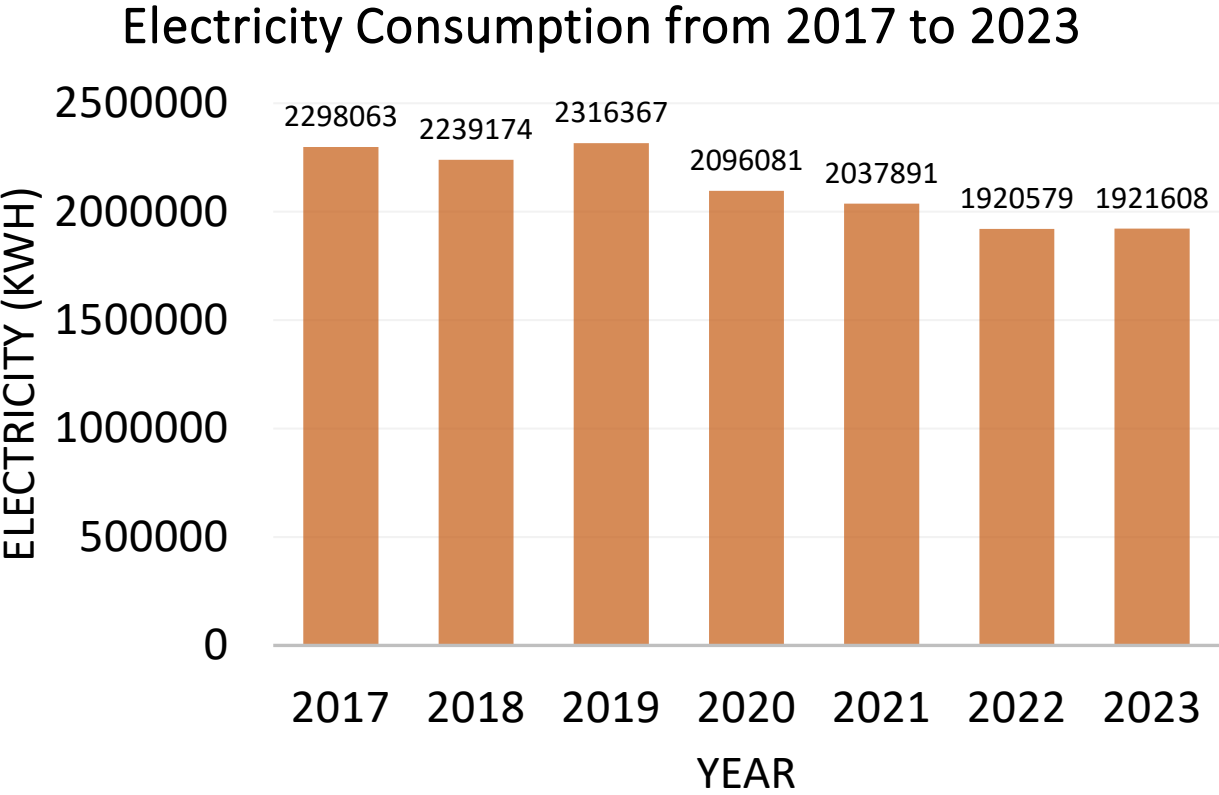
Envelope Consumption from 2017 to 2023



Note: The increase in envelope consumption in 2023 is due to the management and daily operations of the Community Isolation Facility, which involves a large number of letters sent to our team members.

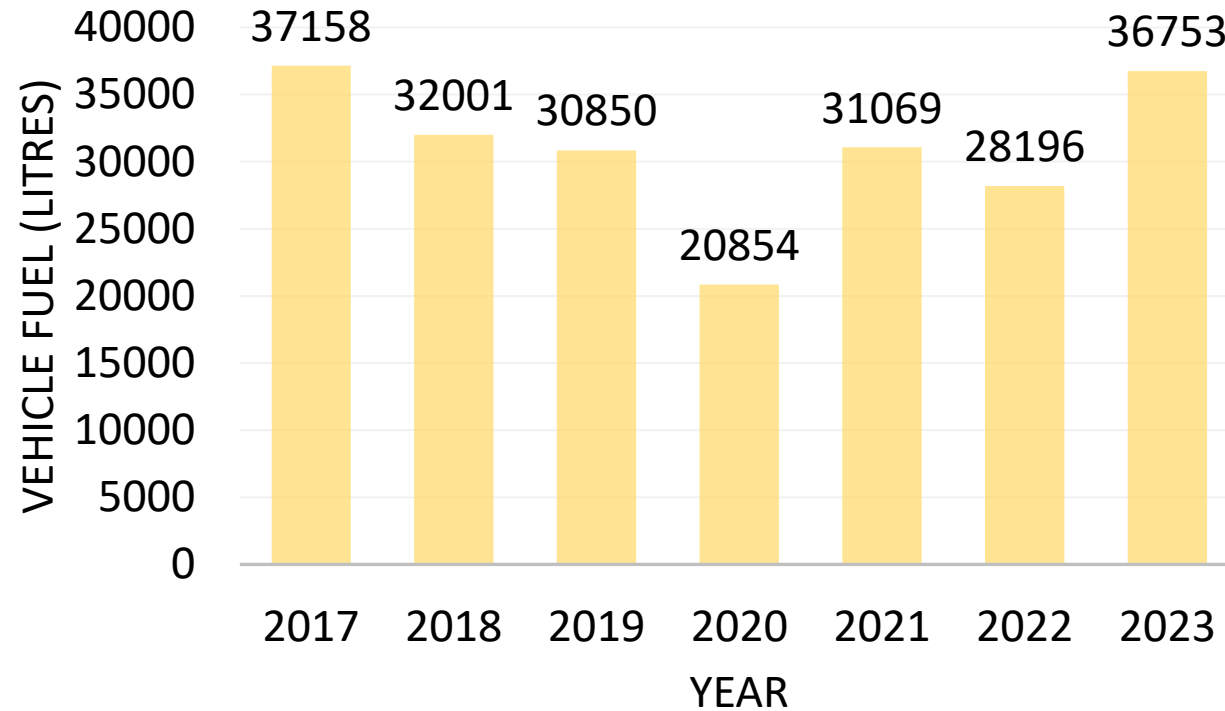


Resources Consumption



Resources Consumption

Fuel Consumption from 2017 to 2023



Note: The increase in fuel consumption of vehicles in 2023 is mainly due to the more frequent departmental training and activities following the COVID-19 pandemic.



Green Management

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



Instilling the concept of
paperless office



Seeking efficient use of
resources and energy



Re-using and recycling waste
materials



Installation of LED lightings in
CAS Headquarters



Enhancing the use of electronic
mode of communications



Installation of photovoltaic
system in CAS Headquarters

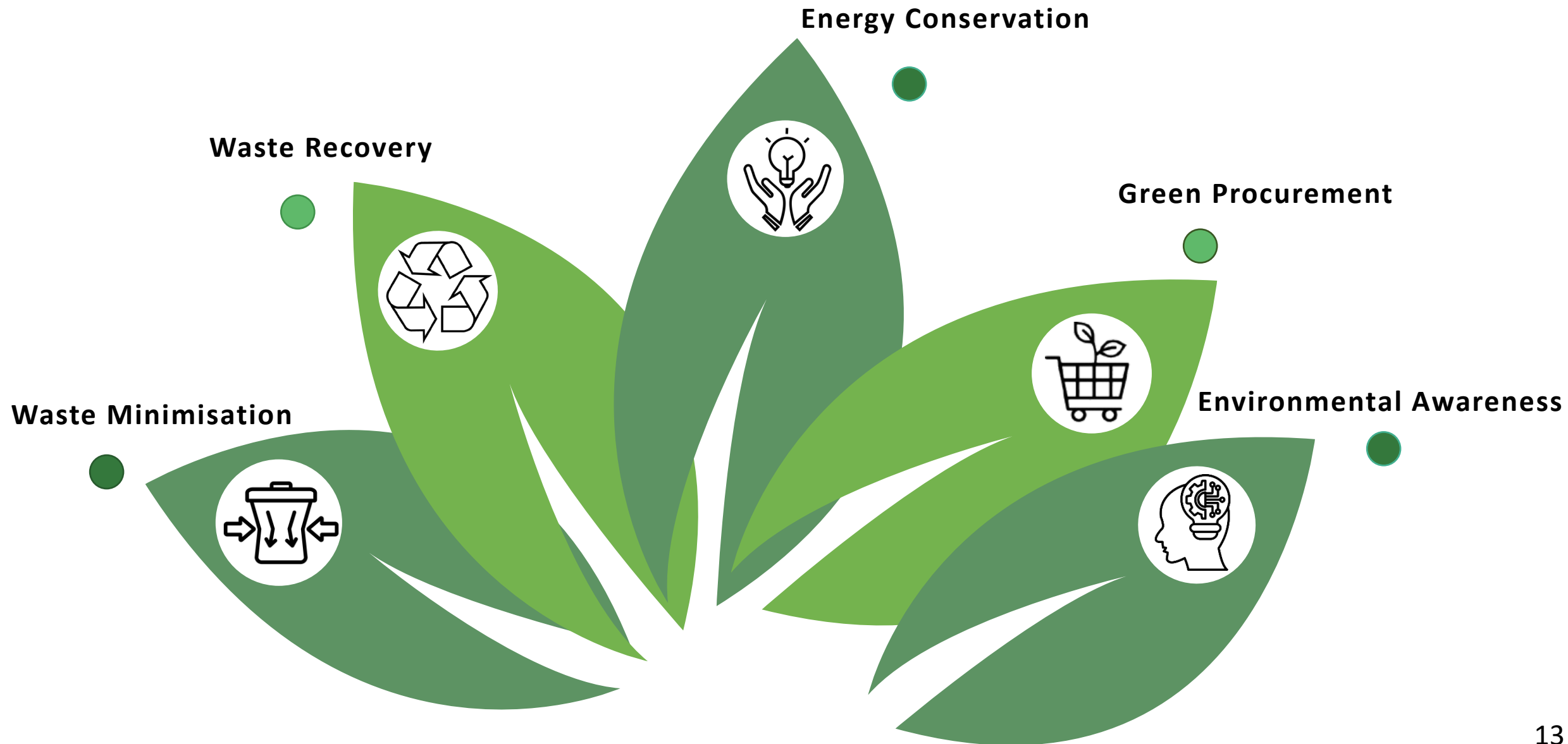
Green Management

Installation of photovoltaic system to convert solar energy into alternating current and supply it to the electrical system of the headquarters building.

Actual renewable energy generated in 2023 is 9853 (kWh).



Green Housekeeping Measures



Green Housekeeping Measures

Waste Minimisation

- Using blank side of used papers for drafting or printing
- Using the recycled paper
- Photocopying limited to the absolute minimum and on both sides of papers
- Minimising the use of fax cover page
- Increasing use of email and Local Area Network (LAN) in external and internal communications



Green Housekeeping Measures

Waste Minimisation

- 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
- Encouraging paperless meetings to reduce the printing of agenda, minutes of meeting and reference materials
- Minimizing the use of disposable paper cups



Green Housekeeping Measures

Waste Recovery

- Reusing envelopes and loose minute jackets

Energy Conservation

- Controlling fuel consumption
- Conducting routine checks to ensure that lights/ air-conditioning are switched off outside office hours
- Modifying group lighting switches to individual switches
- Reminding staff of switching off computers, air-conditioners, lights and other electrical equipment and appliances before leaving office



Green Housekeeping Measures

Energy Conservation

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



Green Housekeeping Measures

Procurement from Suppliers/ Contractor

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



Green Housekeeping Measures

Staff Awareness Promotion

- Posting of posters on economy use of resources
- Re-circulating departmental circulars on 'Green Housekeeping' at regular intervals
- Displaying an advisory note on paper-saving in all Lotus Notes e-mail messages
- Setting up an environmental corner on CAS e-Garden to announce environmental issue and measures



The Way Forward

CAS Headquarters will continue its joint efforts with all staff and auxiliary members 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



We welcome suggestions and enquiries. Please contact CAS Departmental Green Manager.



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