

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

## **Controlling Officer's Environmental Report 2017**

### **Introduction**

The Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (JSSCS) provides dedicated support service to four advisory bodies on Civil Service and Judicial Salaries and Conditions of Service (namely the Standing Commission on Civil Service Salaries and Conditions of Service, the Standing Committee on Disciplined Services Salaries and Conditions of Service, the Standing Committee on Directorate Salaries and Conditions of Service and the Standing Committee on Judicial Salaries and Conditions of Service) as well as the Advisory Committee on Post-service Employment of Civil Servants. As at 31 December 2017, JSSCS had an establishment of 31.

JSSCS' Controlling Officer's Environmental Report 2017 sets out the Department's environmental policy, green measures taken in 2017, performance and target as well as the way forward.

### **Environmental Policy**

We are committed to adopting the principles and spirit of the Clean Air Charter as well as the "Reduce, Reuse, Recycle and Replace" principle when designing and implementing measures. We will ensure that the operations of JSSCS are conducted in a manner conducive to the development of a healthy and sustainable environment.

### **Green Measures Taken**

In 2017, JSSCS continued to preserve the environment by taking the following green measures in its daily activities and promoting environmentally friendly culture –

#### ***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 light-emitting diodes (LED) and other 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;

- ✧ activating the hibernation mode or standby mode setting of office equipment as far as possible;
- ✧ procuring electrical appliances classified as Grade 1 under the existing energy label regime;
- ✧ procuring green products where economically rational; and
- ✧ ensuring proper maintenance of the departmental car, using unleaded fuel, and turning off the car engine while waiting.

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

- ✧ using electronic mode of communication as far as practicable to reduce the use of paper;
- ✧ adopting electronic platform (e.g. e-mail, website, etc.) in disseminating information;
- ✧ using a fax server to receive fax messages/documents to minimise the number of hard copies;
- ✧ using recycled paper and double-sided printing function of printers;
- ✧ keeping electronic departmental records and posting internal circulars and other useful information on the intranet (departmental information system) for access by all staff;
- ✧ sending electronic greeting cards in replacement of printed cards on festive occasions;
- ✧ 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;
- ✧ adopting paperless meeting for internal meetings as far as practicable to reduce the use of paper;
- ✧ establishing the environmentally friendly practices of reusing envelopes, using both sides of paper, and delivering unclassified documents without envelopes;
- ✧ reducing the use of one-off disposal items such as paper cups and plastic bottles/utensils;
- ✧ providing drinking water in glasses;
- ✧ using recyclable stationery items and reusing decorative materials during festive seasons;
- ✧ collecting waste paper, newspapers, outdated publications and toner cartridges for recycling;
- ✧ placing waste separation bins for collecting plastic bottles and aluminum cans;
- ✧ recycling ink/toner cartridges of printers/fax machines/photocopiers; and
- ✧ posting a notice on the Central Cyber Government Office to publicise the availability of our surplus store items for use by other bureaux/departments.

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

- ✧ releasing storage space by using multi-storey racks;

- ✧ 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;
- ✧ conducting Indoor Air Quality tests regularly and joining the Indoor Air Quality Certification Scheme;
- ✧ cleansing air ventilation systems, curtains and carpets regularly; and
- ✧ conducting regular inspections of the workplace to ensure that the requirements for occupational safety and health are met.

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

- ✧ appointing an "Energy Warden" who is responsible for encouraging staff to implement the various green measures continuously;
- ✧ maintaining a high level of environmental awareness amongst staff by promoting the importance of energy efficiency and conservation as well as encouraging them to practise green environmental measures;
- ✧ encouraging staff to attend seminars/workshops on environmental management and help identify situation that may have an adverse impact on 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 in performing outdoor duties when air pollution index is high.

### ***Green Purchase***

- ✧ adopting the Environmental Protection Department's green specifications for purchase of goods as far as practicable;
- ✧ adopting green specifications of IT products promulgated by the Office of the Government Chief Information Officer when procuring IT equipment ; and
- ✧ implementing the e-Procurement System for the purchase of various goods and services.

## **Performance and Target**

In the past year, JSSCS' paper consumption increased slightly by 1.65% when compared to 2016. The increase is mainly attributable to the increase in paper consumption for undertaking a review exercise in the year. All the paper used in 2017 was recycled paper. In 2018, JSSCS will continue to apply paper-saving measures to reduce paper consumption.

JSSCS occupies internal floor areas of 678m<sup>2</sup> and 63m<sup>2</sup> for office and storage purposes respectively. The electricity consumed by normal power supply to office areas was 61 485kWh in 2017 (the electricity consumptions for office air conditioning system and storage areas are excluded as no separate meters are available for measurement), which decreased by 5.24% when compared to 2016.

In 2018, 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. We are committed to exploring and implementing more effective energy efficiency measures to further enhance our green performance. In 2018, we will continue to

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- ✧ replace the lighting with energy saving LED lighting in office areas where there is a lack of such lighting equipment;
- ✧ further encourage the use of electronic means in both internal and external communication and archiving work records;
- ✧ sustain the prevailing green measures, promote environmentally friendly culture and encourage staff to suggest new ideas on environmental protection; and
- ✧ 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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