

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

## **Controlling Officer's Environmental Report 2011**

### **Introduction**

This is the twelfth 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 2011, performance and target and 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 2011, JSSCS had an establishment of 28. In the past year, the department continued to provide dedicated support service to the four advisory bodies on Civil Service and Judicial Salaries and Conditions of Service, conducted the 2011 pay trend survey, and embarked on the preparatory work for the conduct of regular pay surveys. In addition, the department has provided secretariat support service to the Advisory Committee on Post-service Employment of Civil Servants since September 2011.

The department continued to strive to preserve the environment by taking the following green measures in 2011–

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

- ✧ maintaining room temperature normally at 25.5° C, using venetian blinds to adjust room temperature and keep out direct sunlight, encouraging staff to dress casual and smart in summer months;
- ✧ installing energy-efficient lighting in our office;
- ✧ using zone lighting, switching off unnecessary lights during office hours and keeping the minimum illumination level of ancillary area during lunch hour and outside office hours;
- ✧ advancing the power-off of the tea urn to one hour preceding the close of the office;
- ✧ 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 green office equipment;

- ✧ using recycled paper; and
- ✧ ensuring proper maintenance of the departmental car and turning off the car engine whilst waiting.

### ***Waste Minimization and Recovery***

- ✧ extending the use of electronic mode of communication to reduce the use of paper;
- ✧ using a fax server to receive fax messages to minimize the number of hard copies;
- ✧ using printers with double-sided printing function;
- ✧ keeping electronic departmental records and posting internal circulars and other useful information on the departmental information system for access by all staff ;
- ✧ minimizing the number of hard copies of reference materials tabled at meetings, making more use of the electronic mode for distribution of reports, and reducing the number of hard copies of reports to be printed;
- ✧ establishing the environmentally friendly practices of reusing envelopes, using both sides of paper, reducing the use of fax leader pages and delivering unclassified documents without envelopes;
- ✧ using recyclable stationery items (e.g. refillable ball pens and pencils, toner cartridges for printers, and departmental chops etc.) and reusing decorative materials during festive seasons; and
- ✧ collecting waste paper, newspaper, outdated publications and toner cartridges for recycling.

### ***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;
- ✧ ensuring regular cleansing of air ventilation system and carpet; and
- ✧ conducting regular inspection of the workplace to ensure that the requirements for occupational safety and health are met.

### ***Enhancing Staff Members' Awareness***

- ✧ appointing one of the staff members as "Energy Warden" who is responsible for encouraging staff to implement the various green measures continuously;
- ✧ promoting the message of economical use of resources;
- ✧ posting "Save Energy" labels on electrical appliances;
- ✧ encouraging staff members 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 shared drive and re-circulating circulars on "green housekeeping" at regular intervals; and
- ✧ Encouraging staff members to take precautionary measures while performing outdoor duties when air pollution index is high.

## **Performance and Target**

Notwithstanding more services were delivered, through sustained resource-saving measures, we still managed to reduce paper consumption by more than 10% when compared to 2010. In 2012, JSSCS will continue to apply paper-saving measures.

The JSSCS occupies internal floor areas of 678m<sup>2</sup> and 63m<sup>2</sup> for office and storage purposes respectively. In 2011, the electricity consumed by normal power supply of office areas was about 88 803kWh (the electricity consumptions for office A/C system and storage areas are excluded as no separate meters are available for measurement). By applying several effective energy conservation measures, the electricity consumption was reduced by 4% when compared to 2010. In 2012, JSSCS will continue to adopt effective measures to minimize energy consumption.

## **The Way Forward**

The green measures so far taken by JSSCS are by no means exhaustive. In 2012, 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 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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