

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

## **Environmental Report 2005**

### **Introduction**

This is the sixth 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 2005 and our future targets.

### **Environmental Policy**

JSSCS is committed to ensuring that operations of the department are conducted in a manner conducive to the development of a healthy and sustainable environment.

### **Green Measures Taken**

During the past year, the department continued to implement and review the prevailing green measures. The department made the following achievements in 2005 –

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

- ✧ achieving the Government's target of reducing power consumption by 4.5% in 2005-06;
- ✧ maintaining room temperature in offices at energy-efficient level to minimize electricity consumption;
- ✧ using venetian blinds to adjust room temperature when necessary;
- ✧ enhancing control of fuel consumed by the departmental car;
- ✧ advancing the powering 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; and
- ✧ conducting routine checks at lunch hours or after office hours to ensure any lights are switched off where appropriate.

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

### Minimizing Paper Waste

- ✧ achieving the Government's target of cutting down photocopying paper consumption by 7.5% in 2005-06;
- ✧ extending the use of electronic mode of communication, which includes extending the use of e-letterhead, and submitting draft documents and applications in e-form;
- ✧ reading on-line media reports instead of newspapers and periodicals in paper form;
- ✧ keeping electronic records on the booking of the departmental car and conference room on the departmental network;
- ✧ 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;
- ✧ reminding staff to avoid delivering unclassified documents in envelopes;
- ✧ using PC-based faxes for outgoing messages;
- ✧ reducing the use of fax leader pages;
- ✧ avoiding sending original documents after they have been sent by fax;
- ✧ keeping the number of paper printouts to the absolute minimum;
- ✧ using both sides of paper;
- ✧ collecting paper used on one side only for reuse;
- ✧ reusing documents for periodic circulation; and
- ✧ cutting down the quantity of paper government publications (e.g. newsletters and periodicals) allocated to the JSSCS.

### Minimizing Chemical Waste

- ✧ procuring recyclable stationery items (e.g. refillable ball pens and pencils, toner cartridges for printers, and departmental chops etc.);
- ✧ making visual record of special official functions by means of digital photographs, instead of taking film pictures;
- ✧ reusing decorative materials during festive seasons; and
- ✧ using unleaded fuel for the departmental car.

### Waste Recovery

- ✧ collecting waste paper, newspaper, outdated publications and toner cartridges for recycling.

### Others

- ✧ circulating surplus furniture and obsolete equipment for reuse and auction before considering ultimate disposal.

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

- ✧ releasing storage space by weeding out obsolete paper records to maintain a clean and tidy workplace;
- ✧ sustaining efforts to enforce the smoke-free workplace policy in the office;
- ✧ putting more plants in the office;
- ✧ 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.

### ***Sustaining 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;
- ✧ displaying posters on economical use of resources;
- ✧ posting “Save Energy” labels on electrical appliances;
- ✧ adhering stickers on control panels of photocopiers to remind staff to use draft/recycled paper;
- ✧ encouraging staff members to attend seminars/workshops on environmental management; and
- ✧ re-circulating circulars on "green housekeeping" at regular intervals.

### **Future Targets**

In 2006, we plan –

- ✧ to sustain the prevailing green measures and encourage staff to provide new ideas on environmental protection;
- ✧ to achieve the Government’s target of reducing photocopying paper consumption by 10% in 2006-07;
- ✧ to achieve the Government’s target of cutting down power consumption by 6% in 2006-07;
- ✧ to use a fax server to receive fax messages;
- ✧ to use printers with double-sided printing function;
- ✧ to send greeting cards in festive seasons by electronic means;
- ✧ to replace old furniture with surplus furniture of other government departments;
- ✧ to maintain room temperature in office premises at an energy-efficient level; and
- ✧ to review the effectiveness of green measures taken so far 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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