



Official Receiver's Office

Controlling Officer's Environmental Report 2004

Introduction

As a government department, green management is one of the major commitments of the Official Receiver's Office (ORO). We regularly review and make continuous improvements in using our resources in an efficient and green manner. In this sixth environmental report, we set out our Department's environmental policy and commitments, its performance for 2004 as well as our target for 2005.

Business Activities

The ORO is mainly responsible for the orderly administration of the insolvent estates of -

- Ø companies being wound up by order of the Court under the winding-up provisions of the Companies Ordinance; and
- Ø individuals or partners of businesses made bankrupt by order of the Court under the Bankruptcy Ordinance.

Therefore, the ORO's activities, which are mainly office-based, are related to the administration of insolvency cases. The ORO has a staff establishment of 233 and it operates at two office premises in Queensway, Hong Kong.

Environmental Policy

The ORO is committed to adopting the best environmental practices in the administration of insolvency cases and also to fostering an environmentally responsible culture among staff.

Major Green Housekeeping Practices

A departmental Green Manager has been appointed to coordinate and review various environmental practices or initiatives which are commonly adopted in office-based activities. The following are some of these major green practices –

Paper Saving

- Ø Greater use of information technology for both internal and external communication, including –
 - ² sharing documents (e.g. departmental circulars and telephone list) among staff via the Local Area Network (LAN);
 - ² providing service of application for search of records of bankruptcy and compulsory winding-up cases via the Internet; and
 - ² uploading Guides on Bankruptcy and Compulsory Winding-up of Companies and other relevant information onto the Internet for public reference etc.
 - ² extending the access to LAN for a great number of staff, e.g. creation of Lotus Notes and departmental portal accounts for the non-LAN staff to minimize the circulation of hard copies of documents.
- Ø Greater use of the blank side of used paper for drafting, faxing, printing and photocopying documents.
- Ø Greater use of used envelopes and transit envelopes.

- Ø Less use of printed stationery such as forms, paper file jackets and tags.
- Ø Less production of photocopies of documents.

Energy Saving

- Ø Switch off lights, computers and office equipment when they are not in use.
- Ø Stick 'save energy' stickers near switches.
- Ø Use staircases instead of lifts for inter-floor traffic.
- Ø Greater use of energy saving lighting tubes.
- Ø Remind the driver to switch off an idling car engine when using the departmental car and to reduce fuel consumption by rationalising the routes to be taken.
- Ø Rearrange the control zoning of the lighting system.
- Ø maintain the room temperature at 25.5°C in office area
- Ø Use of venetian blinds to adjust the penetration of sunlight to suit different seasons

Recycling of Resources

- Ø Place 'recycle green boxes' for collection of waste paper for recycling.
- Ø Arrange for contractors to regularly collect waste paper, documents of closed cases, used printer cartridges, etc. for recycling purpose.
- Ø Reuse decorative accessories for festival decorations.

Green Procurement

- Ø Greater procurement of energy-saving office equipment and electrical appliances, e.g. use of alkaline batteries and refillable ball pens etc.
- Ø The purchase and use of recycled or wood-free paper and file jackets.

Green Office Environment

- Ø Keep potted plants in the office.
- Ø Improve air quality by using air purifiers for certain offices.
- Ø Clean air ducts and carpet regularly.
- Ø Maintain a smoke-free and clean work place.

Staff Awareness on Green Management

- Ø A wider display of posters and notices on green management topics in office premises to enhance staff awareness of environmental concerns.
- Ø Remind staff regularly through emails on adopting paper and energy saving practices.
- Ø Encourage staff to regularly give suggestions on enhancing green management in the office practices.
- Ø More participation in Green Management Seminars by relevant staff.

Environmental Performance and Targets

The following statistics provide some indications on the ORO's environmental performance in 2004 and the target for 2005 –

	<i>Performance in 2004</i>	<i>2005 Target</i>	<i>Percentage Change</i>
<i>Paper consumption (reams)</i>	5 416	5 200	-4.0%
<i>Envelope consumption (no.)</i>	293 878	285 000	-3.0%
<i>Waste paper collection (kg)</i>	15 954	17 000	+6.6%
<i>Electricity Consumption in leased premises (Unit)</i>	67 580	66 500	-1.6%

The Way Forward

The ORO will continue to shoulder its environmental responsibilities in adopting effective measures for green management in our workplace. We will continue to explore new ideas in our efforts to be more efficient in the use of resources.

Comment and Suggestion

If you have any comments or suggestions, please send them to the ORO's Green Manager –

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By fax : 3105 1814

By phone : 2867 2446

By email : oroadmin@oro.gov.hk

A copy of this report is available on the Department's internet homepage at <http://www.oro.gov.hk>.

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