



Official Receiver's Office

Controlling Officer's Environmental Report 2005

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 seventh environmental report, we set out our Department's environmental policy and commitments, its performance for 2005 as well as our target for 2006.

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 operates at two office premises in Queensway, Hong Kong.

Environmental Policy

Same as in previous years, 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;
 - ² uploading Guides on Bankruptcy and Compulsory Winding-up of Companies and other relevant information onto the Internet for public reference; and
 - ² extending the access to LAN for nearly all staff, e.g. creation of Lotus Notes and departmental portal accounts, 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, loose minute jackets and transit envelopes.
- Ø Less use of printed stationery such as forms, paper file jackets and tags.
- Ø Less production of photocopies of documents and if necessary, make photocopies on both sides of the paper.
- Ø Use of electronic greeting cards instead of paper cards.



Energy Saving

- Ø Switch off lights, computers and office equipment when they are not in use or outside office hours.
- 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

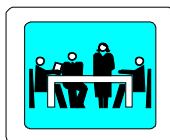
- Ø Place 'recycle green boxes' for collection of waste paper for recycling.

- 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.



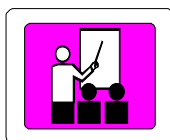
Green Procurement

- Ø Greater procurement of energy-saving office equipment and electrical appliances, e.g. use of alkaline batteries and energy-saving fluorescent lamp etc.
- Ø Purchase of refillable ball pens for staff's use.
- Ø Purchase and use of recyclable/green products, e.g. recyclable or wood-free paper and file jackets, recyclable laser printer cartridges.
- Ø Use of unleaded petrol for departmental car.



Green Office Environment

- Ø Keep potted plants in the office.
- Ø Improve air quality by using air purifiers for certain offices.
- Ø Periodically conduct indoor air quality checking.
- 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 2005 and the target for 2006 –

	<i>Performance in 2005</i>	<i>Target for 2006</i>	<i>Percentage Change</i>
<i>Paper consumption (reams)</i>	4 497	4 300	-4.4%
<i>Envelope consumption (no.)</i>	260 175	252 000	-3.1%
<i>Waste paper collection (kg)</i>	16 558	17 500	+5.7%
<i>Electricity Consumption in leased premises (Unit)</i>	79 115	72 000	-9.0%

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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66 Queensway, Hong Kong

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 website at <http://www.oro.gov.hk>.

July 2006