

While the departmental operations do not have significant impacts on the environment, the Department has formulated its environmental policy, objective and target for an office environment as follows:-

- Policy: The Rating and Valuation Department will exercise the principles of Reduce, Reuse and Recycle in the consumption of resources.
- Objective: Resources saving and wastes reduction.
- Target: To meet the service-wide objective of reducing photocopying paper use by 2.5% and electricity consumption by 1.5% in conjunction with other users in Cheung Sha Wan Government Offices.

Green Housekeeping Measures

The Department has always accorded high priority in implementing various green housekeeping measures in its daily operations. In this regard, the Departmental Secretary was appointed as "Green Manager" to oversee and to keep under review the Department's green measures. To promote environmental awareness on green issues and to sustain staff support, the Department has

- circulated regularly through the intranet system various departmental green housekeeping measures and up-to-date green initiatives; and
- extended the green concepts from office to daily life through activities organized by the Recreation Club, e.g. tree-planting at Lamma Island, participating in "Walking for a Green and Healthy Hong Kong" organized by the Environmental Campaign Committee, exchange of goods among colleagues by posting e-advertisements on "Exchange Corner" in the Department's electronic bulletin board.

Energy Conservation

To conserve energy, the Department continues to encourage staff to adopt daily energy saving measures, including

- lowering venetian blinds when direct sunlight is penetrating a window;
- keeping closed the entrance doors to lift lobbies and non air-conditioned rooms;
- switching off electricity supplies when offices are left vacant; and
- encouraging sharing of pool cars to reduce fuel consumption.

Besides, the Department has demonstrated full support to the Building Management Committee in joining the competition of the "Hong Kong Awards for Energy Efficiency and Conservation in Government" organized by the Electrical and Mechanical Services Department. In this regard, a number of new initiatives have been introduced in the office to further cut down energy consumption:

- log out all networked computers centrally when they have been idling for more than 15 minutes by using a simple energy-saving programme;
- maintain the indoor office temperature at 24°C, giving full support to the energy saving measure issued by the Government Property Agency;
- shorten the provision of central air-conditioning by an hour on each working day in support of the Government Property Agency's appeal;
- reduce the lighting supply by an hour on each working day after reviewing office operation requirements; and
- review and revise the lighting zones to align with operational needs to minimize wastage.

With the concerted efforts of all users in Cheung Sha Wan Government Offices, we have successfully achieved our reduction in energy consumption target by 1.98% (reduced from 16 685 201 kWh in 2002-03 to 16 354 936 kWh in 2003-04).

Economy in the Use of Paper and Envelopes

The Department has also reminded staff to adopt the following measures to economize the use of paper and envelopes:

- using both sides of the paper and printing multiple pages on one sheet;
- using obsolete forms with one clean side as drafting paper;
- using transit envelopes for unclassified documents;
- keeping documents distribution list to minimal level;
- reducing the number of hardcopy manuals and regulations, and widening the use of intranet and Divisional Information Centre; and
- releasing Department's paper publications by uploading the soft copy on the Department's electronic bulletin board and homepage.

With concerted staff efforts, the consumption of A3 and A4 paper in 2003-04 was 11 377 reams, indicating a decrease of 5.7% against 12 070 reams in 2002-03. The reduction rate, which exceeded the service-wide green target of 2.5%, was very encouraging.

Our consumption of paper and envelopes could be reduced further through the launching in January 2004 of the new Consolidated Billing and Payment Service which allows payers with multiple properties the option of receiving a consolidated demand. Also, the Department will accept statutory forms submitted electronically as soon as the Electronic Transactions (Amendment) Bill is enacted.

Management of Wastes

The Department has continued its efforts to reduce and recycle wastes. In 2003-04, 37 044 kilograms of waste paper were collected, representing a drop of 31.5% when compared with 54 111 kilograms collected in 2002-03. This reflected that the Department was successful in reducing waste and limiting paper consumption. Arrangements have also been made with the suppliers to collect used laser printer cartridges.

Green Procurement

The Department replaced a total of 14 obsolete manual cameras with digital ones in 2003-04. This helped save the waste induced by films and negatives and minimize the number of photo prints. In 2003-04, we purchased a total of 1 145 and 1 437 rolls of 24-films and 36-films respectively, representing a decrease of 35.5% and 37.2% when compared with the consumption in 2002-03. Moreover, a total of 72 023 photos were printed, which indicated a reduction of 24.8% from 95 817 pictures in 2002-03.

Way forward

To further promote the concept of paperless office, the Department will arrange a series of e-Learning programme. Moreover, Phase II of the Consolidated Billing and Payment Service will be extended to cover more payers, hence further reducing the issuance of paper demands.

To comply with the Government's drive to economize on the use of energy and paper, and having regard to the consumption levels achieved in financial year 2002-03, the Department will strike for a further 5% and 3% reduction in paper and energy consumption respectively in the financial year 2004-05. All divisions will be required to critically review and closely monitor their paper and energy consumption patterns with a view to achieving a greener office.

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