

## **Rating and Valuation Department**

### **Controlling Officer's Environmental Report 2004-05**

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 5% and electricity consumption by 3% 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 is appointed as "Green Manager" to oversee and 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;
- encouraged staff to put forward green suggestions through the RVD Staff Suggestions Scheme; and
- extended the green concepts from office to daily life through activities organized by the Recreation Club, e.g. exchange goods among colleagues by posting e-advertisements on "Exchange Corner" in the Department's electronic bulletin board.

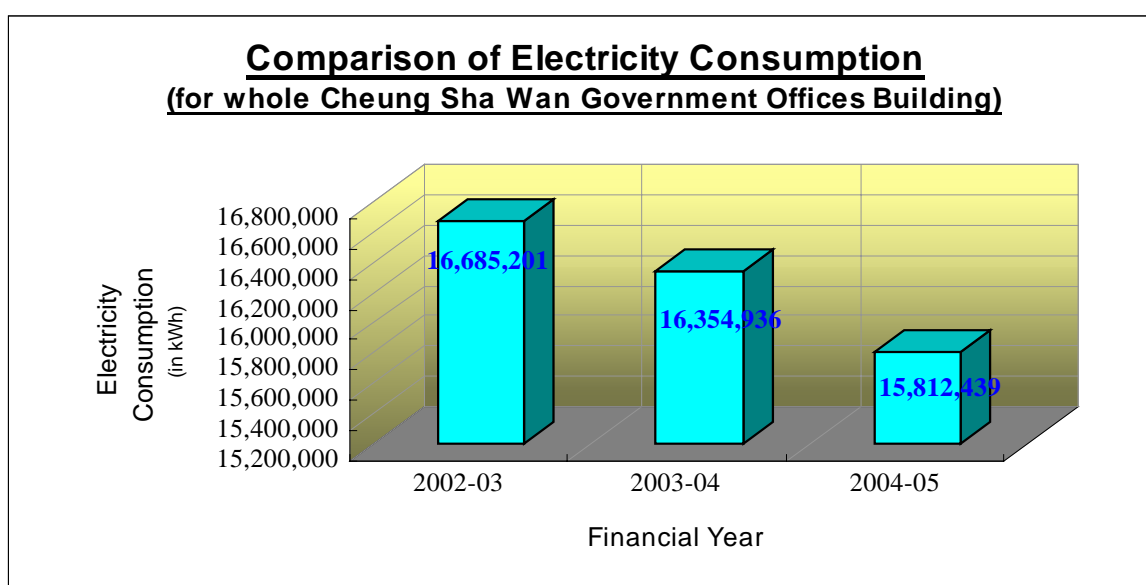
#### **Energy Conservation**

The Department continues to encourage staff to adopt daily energy saving measures, including

- lowering venetian blinds when direct sunlight is penetrating a window;
- switching off electricity supplies when offices are left vacant;
- encouraging sharing of pool cars to reduce fuel consumption; and

- dressing light and maintaining the indoor office temperature at 25.5°C, giving full support to the energy saving measure issued by the Government Property Agency.

Being the major user in Cheung Sha Wan Government Offices, the Department has helped reduce electricity consumption by 3.3%, from 16 354 936 kWh in 2003-04 to 15 812 439 kWh in 2004-05. This had exceeded the service-wide green target (3%) by achieving a total reduction of 5.2% when compared with the consumption of 16 685 201 kWh in 2002-03 (see Chart 1). With the concerted efforts of all user departments, the Building Management Office won the “Office Building Saver Bronze Award” in the “Hong Kong Awards for Energy Efficiency and Conservation in Government” competition organized by the Electrical and Mechanical Services Department in 2004.



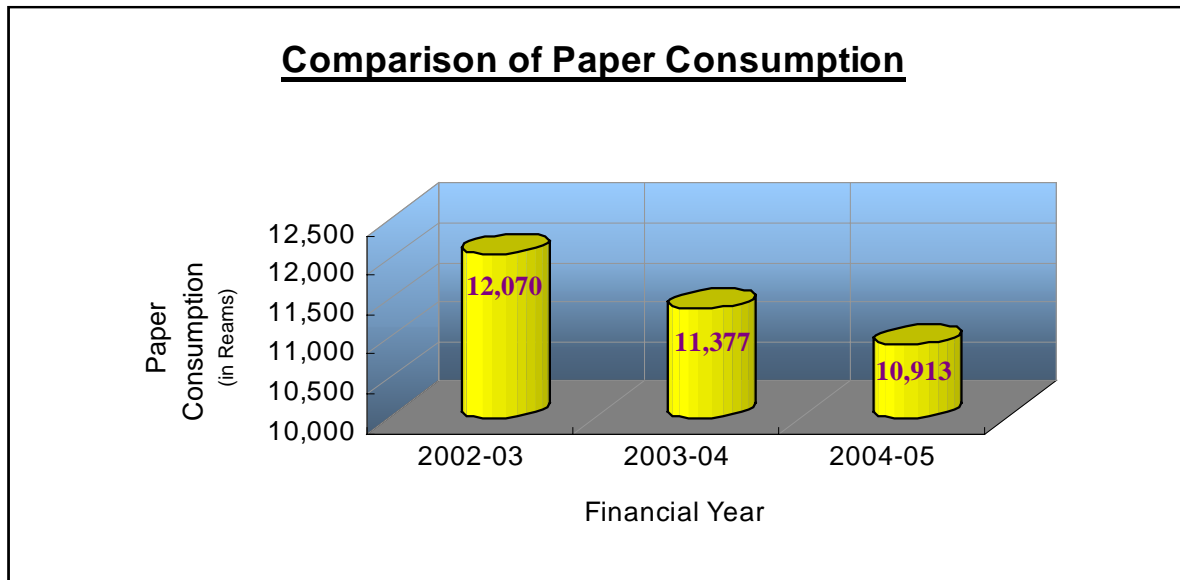
(Chart 1)

### **Economy in the Use of Paper and Envelopes**

The Department has all along 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 maximizing the use of the intranet system and Divisional Information Centre; and
- releasing the Department’s paper publications by uploading the e-copy on the Department’s electronic bulletin board and homepage.

With concerted staff efforts, the consumption of A3 and A4 paper in 2004-05 was 10 913 reams, indicating a decrease of 4.1% against 11 377 reams in 2003-04 and 9.6% against 12 070 reams in 2002-03. The reduction rate, which almost doubled the service-wide green target of 5%, was very encouraging (see Chart 2). To show our support to the principle of “Reuse”, the Department has also increased its use of recycled paper by 82.4%, from 595 reams in 2003-04 to 1 085 reams in 2004-05.



(Chart 2)

Our consumption of paper and envelopes is reduced further following the launch in January 2004 of the new Consolidated Billing and Payment Service which allows payers with multiple properties the option of receiving a consolidated demand. Up to the 1<sup>st</sup> Quarter in 2005, about 112 000 individual accounts have already been replaced by around 1 300 consolidated accounts. Other than achieving savings in paper and other resources, this Service has contributed to a reduction in the consumption of envelopes by 11.7% (from 1 368 872 numbers in 2003-04 to 1 209 340 in 2004-05). The Department will continue to invite multi-property ratepayers to use this customer-friendly and cost-effective service.

### **Management of Wastes**

The Department has continued its efforts to reduce and recycle wastes. In 2004-05, 43 588 kilograms of waste paper were collected, representing an increase of 20.9% against 36 044 kilograms in 2003-04. This was because the Department had carried out an extensive house cleaning campaign last year with a view to releasing more office spaces and providing a tidier and cleaner working environment for staff.

With the increasing use of digital cameras to replace conventional film cameras, the Department successfully reduced the number of films, negatives and photo prints. In 2004-05, a total of 1 807 rolls of films were consumed, representing a decrease of 30.0% when compared with the total consumption in 2003-04. Moreover, only 54 265 photos were printed last year, which indicated a reduction of 43.4% from 95 817 photos in 2003-04.

With the extensive use of CD-ROM for record storage, staff have been reminded to use CD-RW (Compact Disc – Rewritable) as far as possible to allow re-use of the storage media. Only records which needed to be kept on file or for long term should use CD-R (Compact Disc – Recordable).

### **Way forward**

To support the Government's drive to economize use of energy and paper, and having regard to the consumption levels achieved in the financial year 2002-03, the Department will strive towards a further 7.5% and 4.5% reduction in paper and energy consumption respectively in the financial year 2005-06. 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.

By providing an e-option for submission of statutory forms, the Department works hand-in-hand with the general public in reducing paper consumption and in promoting a green environment.

As at 11 May 2005