



環保報告 Environmental Report

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雖然本署的工作不會對環境造成重大影響，但仍須制定適用於辦公室的環保政策，並訂下宗旨和目標，詳情如下：

政策： 差餉物業估價署遵循「減用、再用和再造」三大原則使用資源。

宗旨： 節約資源和減少廢物。

目標： 達至政府為各部門所訂下的目標，將影印紙的使用量減少7.5%，並與長沙灣政府合署其他用戶合作，減少耗電量4.5%。

While the departmental operations do not have a significant impact on the environment, the Department has formulated its environmental policy, objectives and targets 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 waste reduction.

Target: To meet the service-wide objective of reducing photocopying paper use by 7.5% and electricity consumption by 4.5% in conjunction with other users in Cheung Sha Wan Government Offices.

環保內務管理方法 Green Housekeeping Measures

在日常運作上推行各項環保措施，一向是本署的要務。為此，本署委任了內務秘書為「環保經理」，負責監察及檢討部門環保措施的推行。為了提高員工的環保意識，以及爭取他們的支持，本署已：

- 定期在內聯網上發布各種環保內務管理措施和最新的環保計劃；
- 鼓勵員工參加本署公務員建議書計劃，提出環保建議；以及
- 藉着康樂社籌辦的活動，將環保觀念從辦公室推展至日常生活中。例如：在本署的電子布告板設立「交換角」，讓員工刊登交換二手物品的電子廣告。

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 organised by the Recreation Club, e.g. exchange goods among colleagues by posting e-advertisements on "Exchange Corner" in the Department's electronic bulletin board.

節省能源 Energy Conservation

為了節省能源，本署繼續鼓勵員工在日常工作中遵行節省能源的措施，包括：

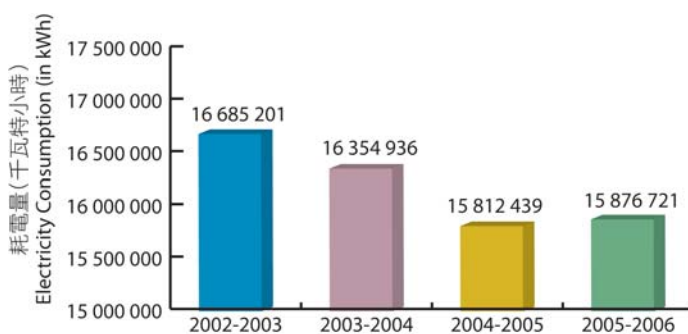
- 當陽光直射室內時，將百葉窗簾放下；
- 在沒有人使用辦公室時，將所有供電系統關掉；
- 於車輛等候時停車熄匙；
- 鼓勵共用部門車隊以減少汽油消耗量；以及
- 穿著輕便衣物，並響應政府產業署的節省能源措施，把辦公室的室溫保持在攝氏25.5度。

本署聯同長沙灣政府合署其他用戶已超越政府為各部門訂立的4.5%節約目標，與2002-2003年度的耗電量16 685 201千瓦特小時相比，總減幅為4.85%（見下圖）。而與2004-2005年度的耗電量15 812 439千瓦特小時相比，整幢長沙灣政府合署大樓2005-2006年度的耗電量輕微增加64 282千瓦特小時（0.41%），這是因為逾時工作和電腦數目有所增加，以及多項翻新和搬遷工程，令電力需求增加。整體而言，長沙灣政府合署大樓已達至2005-2006年度的節約目標。

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;
- switching off vehicle engines while waiting;
- 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 measures issued by the Government Property Agency.

The Department, in conjunction with other users in Cheung Sha Wan Government Offices, has exceeded the service-wide green target (4.5%) by achieving a total reduction of 4.85% when compared with the consumption of 16 685 201 kWh in 2002-2003 (see Chart below). There was a slight increase of 64 282 kWh (0.41%) for the whole Cheung Sha Wan Government Offices Building in 2005-2006, as compared with 15 812 439 kWh in 2004-2005. It was due to the need for overtime work and more computers, as well as several renovation and removal exercises. Overall, the Cheung Sha Wan Government Offices Building has achieved the green target for 2005-2006.



耗電量比較圖(以整幢長沙灣政府合署大樓計)
Comparison of Electricity Consumption
(for whole Cheung Sha Wan Government Offices Building)

善用紙張和信封 Economy in the Use of Paper and Envelopes

本署一直提醒員工採取下列措施，以善用紙張和信封：

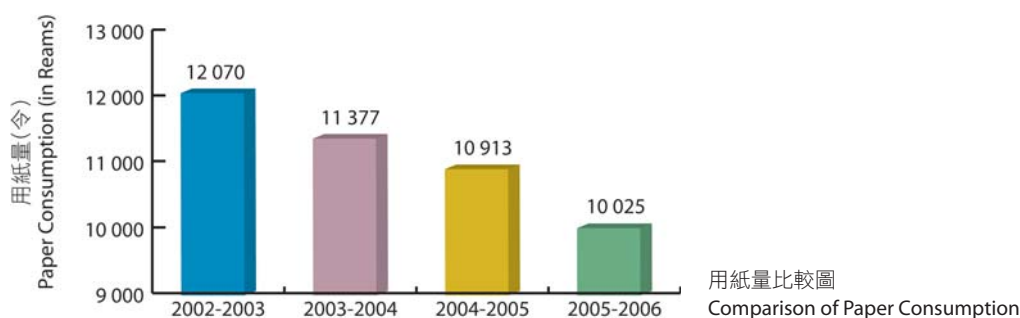
- 充分利用每張紙的正反兩面，並盡量把多頁資料印在同一張紙上；
- 把不再使用的表格的空白一面作草稿紙；
- 盡量使用可供重複使用的釘孔信封來傳遞不屬機密類別的文件；
- 盡量縮短文件的分發名單；
- 減少指引和守則印文本的數目，並廣泛使用內聯網及分區資料庫；以及
- 在本署的電子布告板及網頁上載部門刊物、員工通訊等。

在本署員工通力合作下，2005-2006年度A3及A4紙的消耗量為10 025令，較2004-2005年度的10 913令減少8.14%，亦較2002-2003年度的12 070令減少16.94%。此減幅較政府部門的7.5%節約目標多出兩倍，成績實在令人鼓舞（見下圖）。

The Department has all along reminded staff to adopt the following measures to economise 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 maximising the use of the intranet system and Divisional Information Centre; and
- releasing the Department's paper publications, staff newsletter etc. by uploading the e-copy on the Department's electronic bulletin board and website.

With concerted staff efforts, the consumption of A3 and A4 paper in 2005-2006 was 10 025 reams, indicating a decrease of 8.14% against 10 913 reams in 2004-2005 and 16.94% against 12 070 reams in 2002-2003. The reduction rate, which more than doubled the service-wide green target of 7.5%, was very encouraging (see Chart below).



自從本署於2004年1月推出綜合發單及繳款服務，讓擁有多項物業的繳納人可選擇收取一張綜合徵收通知書，本署進一步減低了紙張和信封的使用量。在2006年第一季，約有138 000個個別帳目整合為1 500個綜合帳目，此舉除有助節省紙張及其他資源外，亦令信封的使用量進一步減少15.55%（從2004-2005年度的1 209 340個減至2005-2006年度的1 021 322個）。本署會繼續鼓勵擁有多個物業的差餉繳納人採用這種既能方便他們又能節省開支的服務。

Our consumption of paper and envelopes is reduced further since the launch in January 2004 of the Consolidated Billing and Payment Service which allows payers with multiple properties the option of receiving a consolidated demand. In the 1st Quarter in 2006, about 138 000 individual accounts have been replaced by around 1 500 consolidated accounts. Other than achieving savings in paper and other resources, this Service has contributed to a reduction in the consumption of envelopes by 15.55% (from 1 209 340 numbers in 2004-2005 to 1 021 322 in 2005-2006). The Department will continue to invite multi-property ratepayers to use this customer-friendly and cost-effective service.

廢物管理 Management of Wastes

本署亦繼續積極減少並回收廢物。在2005-2006年度，本署共回收廢紙43 756公斤，較2004-2005年度的43 588公斤輕微增加0.39%。

本署增加使用數碼相機，以取代傳統的菲林相機，這有助本署減少菲林、幻燈片和沖曬照片的數量。在2005-2006年度，本署使用了580卷菲林，較2004-2005年度的使用量1 807卷減少了67.9%。同年，沖曬照片的數量為38 886張，比2004-2005年度的54 265張減少達28.34%。

鑑於使用唯讀光碟儲存記錄的方法日漸普及，本署已提醒員工盡量採用可重寫光碟(CD-RW)作為儲存媒介，只有用作檔案保存或長期保存的記錄才以可錄光碟(CD-R)儲存。

The Department has continued its efforts to reduce and recycle wastes. In 2005-2006, 43 756 kilograms of waste paper were collected, slightly increased by 0.39% over the 43 588 kilograms in 2004-2005.

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 2005-2006, a total of 580 rolls of films were consumed, representing a decrease of 67.9% when compared with the total consumption of 1 807 rolls in 2004-2005. Moreover, only 38 886 photos were printed in 2005-2006, which indicated a reduction of 28.34% from 54 265 photos in 2004-2005.

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).

前瞻 Way Forward

為支持政府節約能源和用紙的目標，本署力求在2006-2007財政年度節省10%用紙量和6%能源消耗量。本署定立這個目標時，已參考了2002-2003財政年度的消耗水平。各科別需仔細檢討和密切留意本身的用紙和用電模式，務求令辦公室的運作更具環保效益。

本署會繼續推行以電子方式遞交法定表格的方法，與市民攜手合作，一同節用紙張及提倡綠化環境。

To support the Government's drive to economise use of energy and paper, and having regard to the consumption levels achieved in the financial year 2002-2003, the Department will strive towards a further 10% and 6% reduction in paper and energy consumption respectively in the financial year 2006-2007. 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.

