

Rating and Valuation Department

Controlling Officer's Environmental Report 2006-07

The Department is primarily responsible for the assessment of properties to rates and Government rent, maintaining accounts and issuing demand notes for their collection. We provide property valuation advice to Government Bureaux and Departments and compile property market statistics. We also provide advisory and mediatory services on landlord and tenant matters.

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 10% and electricity consumption by 6% 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 has strived to implement and 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 to save energy and reduce vehicle emissions;
- encouraging sharing of pool cars to reduce fuel consumption ;
- dressing light, casual and smart, and maintaining the indoor office temperature at 25.5°C, giving full support to the energy saving measures issued by the Environment, Transport and Works Bureau and the Government Property Agency;
- avoiding unnecessary lighting and adjusting down the illumination level in areas where colleagues do not normally have to read written materials by removing excessive fluorescent tubes. Since August 2006, a total number of 142 fluorescent tubes have been removed; and
- adjusting upwards the air-conditioning temperature of the computer equipment rooms by 1°C to 2°C after consultation with relevant system contractors.

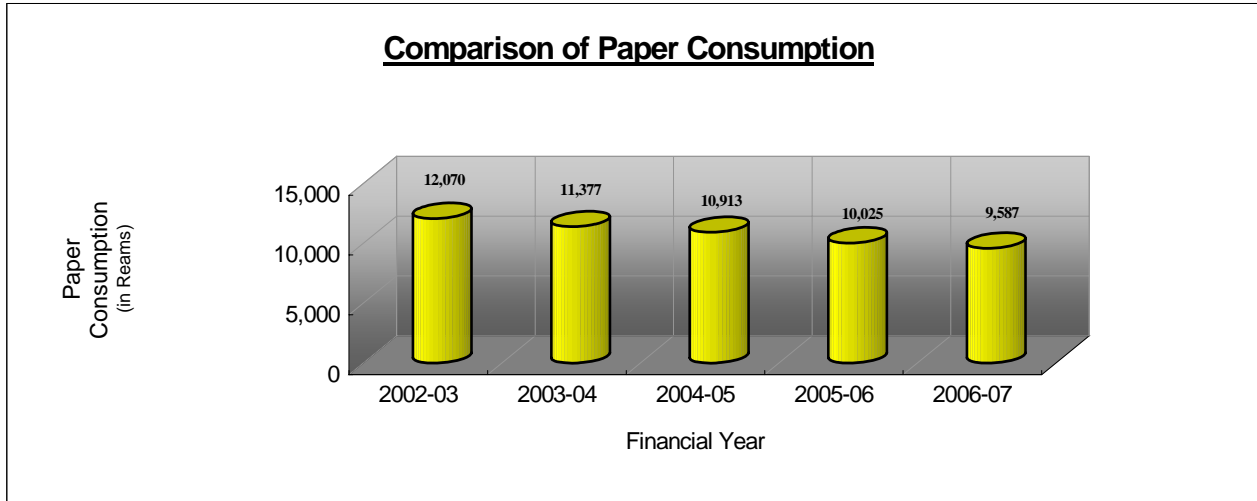
Economy in the Use of Paper and Envelopes

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;
- releasing the Department's paper publications, staff newsletter etc. by uploading the e-copy on the Department's electronic bulletin board and homepage; and
- using recycled paper instead of virgin paper.

With concerted staff efforts, the consumption of A3 and A4 paper in 2006-07 was 9 587 reams, indicating a decrease of 4.37% against 10 025 reams in 2005-06 and 20.57% against 12 070 reams in 2002-03. With regard to the service-wide paper reduction target of 2.5% each year between 2002-03 and 2006-07 (i.e. 10% reduction over 4 years), the Department

has over-performed by achieving a reduction rate of more than doubled the service-wide green target of 10% (see Chart 1 and Table 1). Besides, in support of the Environment, Transport and Works Bureau’s appeal for meeting 30% of paper demand by using recycled paper in 2006-07, the Department has succeeded in having 32.52% of the paper requirement being met by recycled paper.



(Chart 1)

	FY 2002-03 [Base Year]	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07
Paper Consumption	12,070 reams	11,377 reams	10,913 reams	10,025 reams	9,587 reams
Green Target	-	-2.5%	-5%	-7.5%	-10%
Reduction Rate	-	-5.74%	-9.59%	-16.94%	-20.57%

(Table 1)

Our consumption of paper and envelopes has been 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. As at the end of 2006-07, about 145 000 individual accounts have been replaced by around 1 600 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% in 2005-06 and 4.84% in 2006-07 (from 1 209 340 numbers in 2004-05 to 1 021 322 in 2005-06, and 971 910 numbers in 2006-07). 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 2006-07, 45 276 kilograms of waste paper were collected for recycling, increased by 3.47% over the 43 756 kilograms in 2005-06. Besides, in 2006-07, 609 numbers of empty toner/inkjet cartridges were collected for sale by public auctions arranged by the Government Logistics Department.

With the increasing use of digital cameras to replace conventional film cameras, the Department has successfully reduced the number of films, negatives and photo prints. In 2006-07, a total of 558 rolls of films were consumed, representing a decrease of 3.79% when compared with the total consumption of 580 rolls in 2005-06. Moreover, only 29 040 photos were printed in 2006-07, which indicated a reduction of 25.32% from 38 886 photos in 2005-06.

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).

In conducting procurement of products, we took into account environmental factors such as energy efficiency and recyclability as far as applicable. We also purchased green products like recycled toner/inkjet cartridges and environmental-friendly/rechargeable batteries.

Way forward

To support the Government's drive to economize use of energy and paper, and having regard to service-wide reduction targets for financial year 2007-08 and beyond, the Department will sustain the momentum in saving paper and electricity with our best endeavour. All divisions will continue 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 22 June 2007