

Rating and Valuation Department
Controlling Officer's Environmental Report 2007-08

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.

Environmental Policy and Objectives

The Rating and Valuation Department is committed to ensuring that our operations are conducted in an environmentally responsible manner and meeting the commitments of the Clean Air Charter.

To help promote environmental protection and reduce air emissions, the Department will adhere to the principles of Reduce, Reuse and Recycle in the consumption of resources with the objective of saving resources and reducing waste.

Green Housekeeping Measures

The Department has integrated an environmentally responsible culture in all aspects of its operations and has accorded a high priority in implementing various green housekeeping measures in its daily operations. To this end, our Departmental Secretary is appointed as Green Manager to oversee and review the Department's green measures.

To promote environmental awareness and participation among staff in the continuous improvement of environmental protection and enhancing energy conservation and efficiency 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 implemented various daily energy saving measures, including -

Office

- lowering the venetian blinds when direct sunlight is penetrating a window;
- switching off electricity supplies when offices are left vacant;
- setting office equipment to energy saving mode during office hours;
- display of energy saving stickers at conspicuous places to enhance staff awareness on energy conservation;
- avoid unnecessary lighting and reducing the illumination level of areas where colleagues do not normally have to read written materials by removing excessive fluorescent tubes;
- adjusting upwards the air-conditioning temperature of the computer equipment rooms by 1°C to 2°C; and
- dressing light, casual and smart, and maintaining the indoor office temperature at 25.5°C.

Vehicles

- encourage sharing of pool cars to reduce fuel consumption;
- plan routes to minimize the journey distance and time, and to avoid congested areas;
- plan travel or carpool to avoid single-passenger car trips;
- switching off vehicle engines while waiting to save energy and reduce vehicle emissions;
- close monitoring of vehicle maintenance to ensure low emissions; and
- close monitoring of vehicle fuel consumption.

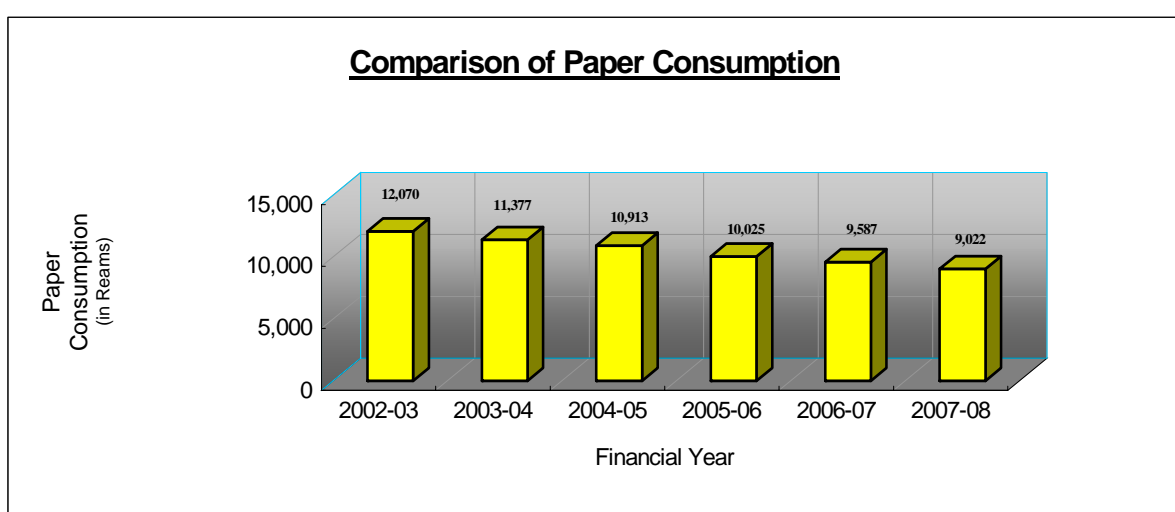
Paper and Envelopes saving measures

The Department has encouraged staff to adopt the following measures to economize the use of paper and envelopes -

- use both sides of the paper and print multiple pages on one sheet;
- use obsolete forms with one clean side as drafting paper;
- use transit envelopes for unclassified documents;
- avoid sending original documents after they have been sent by fax;

- keep documents distribution list to minimal level;
- reduce the number of hardcopy manuals and regulations, and maximize the use of the intranet system and Divisional Information Centre;
- release the Department's paper publications, staff newsletter etc. by uploading the e-copy on the Department's electronic bulletin board and homepage; and
- use recycled paper instead of virgin paper.

With concerted staff efforts, the consumption of A3 and A4 paper in 2007-08 was 9 022 reams, indicating a decrease of **5.89%** against 9 587 reams in 2006-07 and a decrease of **25.25%** against 12 070 reams in 2002-03. (see Chart 1 and Table 1). Besides, **34.42%** of the paper requirement were met by recycled paper.



(Chart 1)

	FY 2002-03 [Base Year]	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08
Paper Consumption	12,070 reams	11,377 reams	10,913 reams	10,025 reams	9,587 reams	9,022 reams
Green Target	-	-2.5%	-5%	-7.5%	-10%	-
Reduction Rate	-	-5.74%	-9.59%	-16.94%	-20.57%	-25.25%

(Table 1)

Our consumption of paper and envelopes has been reduced further since the launching of the Consolidated Billing and Payment Service in January 2004, which allows payers with multiple properties the option of receiving a consolidated demand. As at the end of 2007-08, about 149 000 individual accounts have been replaced by around 1 700

consolidated accounts. Other than achieving savings in paper and other resources, this Service has contributed to a reduction in the consumption of envelopes by **13.90%** (from 1 209 340 numbers in 2004-05 to 1 041 188 in 2007-08). The Department will continue to invite multi-property ratepayers to use this customer-focus and environmental friendly service.

Management of Wastes

The Department has continued its efforts to reduce and recycle wastes. In 2007-08, 31 615 kilograms of waste paper were collected for recycling; and 515 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 successfully reduced the number of films, negatives and photo prints. In 2007-08, a total of 70 rolls of films were consumed, representing a decrease of 87.45% when compared with the total consumption of 558 rolls in 2006-07. Moreover, only 2 855 photos were printed in 2007-08, which indicated a reduction of 90.17% from 29 040 photos in 2006-07.

Procurement of Green Products

In conducting procurement of office equipment, including photocopier, laser printer, etc, 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.

Clean Air Charter

In line with the commitments of the Clean Air Charter, the Department will maintain and remind staff to observe environmental standards/practices in improving air quality -

- comply with all the applicable ordinance and regulations related to vehicle operation;
- arrange annual maintenance to ensure proper function of the Department's vehicle;
- conduct indoor air-quality monitoring regularly; and
- adopt a number of energy saving measures in the office and for vehicle operation.

The Way forward

To support the Government's drive to economize use of energy and paper, the Department will sustain its effort in saving paper and electricity with 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 joined hands with the public in reducing paper consumption and in promoting a green environment.

The Department will continue to adopt energy-efficient measures in all its practices in an effort to improve Hong Kong's air quality in compliance with the commitments of the Clean Air Charter.

Rating and Valuation Department
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