



Official Receiver's Office

Controlling Officer's Environmental Report 2021

Introduction

As a government department, green management is one of the major commitments of the Official Receiver's Office (ORO). We regularly review and make continuous improvements to ensure that our resources are used in an environmentally responsible manner. In this twenty-third environmental report, we set out our Department's environmental policy and commitments, its performance for 2021, as well as our target for 2022.

Business Activities

The ORO is mainly responsible for the orderly administration of the insolvent estates of -

- companies being wound up by order of the Court under the Companies (Winding Up and Miscellaneous Provisions) Ordinance; and
- individuals made bankrupt by order of the Court under the Bankruptcy Ordinance.

The ORO's activities, which are mainly office-based, are related to the administration of insolvency cases. The ORO has a staff establishment of 286 (as at 31 December 2021) and it operates mainly in Queensway Government Offices (QGO) and has a sub-office in Immigration Tower, Hong Kong.

Environmental Policy

As in previous years, the ORO is committed to adopting the best environmental practices in the administration of insolvency cases, fostering an environmentally responsible culture among staff as well as meeting the commitments of the Clean Air Charter.

We endeavour to reduce air pollutant emissions by implementing plans and measures that are relevant to ORO's operations for meeting the commitments of the Clean Air Charter and will make continual improvement in the efficient use of resources.

We continue to participate in the "Indoor Air Quality Certification Scheme for Offices and Public Places" administered by the Environmental Protection Department and have been awarded "Good Class" Indoor Air Quality Certificates in respect of the floors occupied by ORO in QGO and Immigration Tower.

Major Green Housekeeping Practices

A departmental Green Manager has been appointed to coordinate and review various environmental practices and initiatives which are commonly adopted in office-based activities. An Energy and Emission Management (EEM) Team has also been set up to formulate EEM strategies for the Department. The following are some of our major green practices –



Paper Saving

- Greater use of information technology for both internal and external communication, including –
 - ✧ sharing documents and information (e.g. departmental circulars and telephone list) among staff via the Local Area Network (LAN);

- ✧ providing on-line application for non-bankruptcy certificate, search of records of bankruptcy and compulsory winding-up cases as well electronic submission and payment for proof of debt;
 - ✧ uploading Guides on Bankruptcy, Compulsory Winding-up of Companies and other relevant information onto the Internet for public reference;
 - ✧ implementing SMS messaging measures to provide self-petition bankrupts with a hyperlink to our relevant publications which are available on the Internet;
 - ✧ use of e-cards during festive seasons instead of paper greeting cards; and
 - ✧ performing the procurement functions through the e-Procurement System to reduce paper usage.
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- Greater use of the blank side of used paper for drafting, faxing, printing and photocopying documents.
 - Greater use of used envelopes, loose minute jackets and transit envelopes.
 - Adopt electronic templates for letterheads, memoranda and forms to minimize pre-printing of stock.
 - Use electronic mail instead of paper memos for internal communication.
 - Not using envelopes for unclassified documents.
 - Less use of printed stationery such as forms, paper file jackets and tags.
 - Less production of photocopies of documents and if necessary, make photocopies on both sides of the paper.
 - Use old sets of documents for circulation.
 - Avoid sending original documents if they have already been sent by fax.
 - Minimize the use of fax covers.
 - Request fewer hard copy of government newsletters and publications.
 - View and edit documents through electronic means.
 - Preview documents before printing and adjust the page margin with a view to saving papers.
 - Reduce the use of one-off disposal items such as paper cups,

plastic bottles and utensils.

- Provide glasses and encourage staff to bring their own bottles for drinking water.



Energy Saving

- Adopt open office design in new offices to optimise the use of natural light.
- Use automatic lighting control such as motion detection and daylight detection to avoid unnecessary lighting.
- Adopt sectional lighting in open offices and switch off unnecessary lighting when area is not in use.
- Switch off computers and office equipment outside office hours or switch to energy saving mode when they are not in use.
- Promote “save energy” culture
- Encourage staff to use staircases instead of lifts for inter-floor traffic to reduce the electricity consumption of lift services.
- Replace T8 fluorescent tubes by more efficient T5 type.
- Greater use of energy saving lighting tubes.
- Remind our driver to switch off idling engine of the departmental car and to reduce fuel consumption by rationalising duty routes to be taken.
- Ensure proper maintenance of the departmental car in order to reduce future repair and save energy.
- Maintain room temperature at 25.5°C in office area.
- Use venetian blinds to adjust the penetration of sunlight to suit different seasons.
- Arrange for the last man out to check and switch off all lighting and office equipment.
- Encourage staff to use public transport whenever possible.
- Identify and replace equipment that is not operating well.
- Work closely with the Electrical and Mechanical Services Department to identify and adopt more energy saving options.
- Encourage staff to adopt and support the “Dress Down in

Summer” promoted by the Civil Service Bureau.



Recycling/Conservation of Resources

- Place “recycling boxes” in office areas for collection of waste paper, plastic bottles and aluminum cans for recycling.
- Arrange contractors to regularly collect waste paper, documents of closed cases, used printer cartridges and office furniture, etc. for recycling on a regular basis.
- Reuse decorative accessories for festival decorations.
- Reuse containers for hand sanitizer.
- Place green trays besides photocopiers and LAN laser printers for holding papers used on one side for reuse by colleagues.
- Reuse durable stationery.
- Arrange immediate consumption of stock that is about to expire to avoid wastage.
- Use durable tableware instead of disposable in official functions.
- Repair old furniture and equipment where possible.
- Maximize the use of each cell of the transit envelope.
- Use auto-sensitised water tap in toilets to reduce water consumption.



Green Procurement

- Greater procurement of energy-saving office equipment and electrical appliances.
- Purchase of energy saving lighting tubes.
- Procurement of electrical appliances with Grade 1 Energy Label.
- Procurement of photocopiers and printers capable of double-sided printing.

- Purchase of refillable ball pens and hand sanitizers for staff's use.
- Purchase of recyclable/green products, e.g. recyclable or wood-free paper and file jackets and recyclable laser printer cartridges.
- Adopt green specifications of IT products promulgated by the Office of the Government Chief Information Officer when procuring IT equipment.



Green Office Environment

- Keep potted plants in the office.
- Improve air quality by using air purifiers for certain offices.
- Conduct indoor air quality check periodically.
- Clean air ducts regularly with a view to maintaining good air ventilation.
- Arrange regular cleaning of carpets.
- Maintain a smoke-free and clean work place.
- Conduct regular checking on energy-saving measures implemented in the Office.



Staff Awareness on Green Management

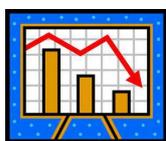
- A wider display of posters and notices on green management topics in office premises to enhance staff awareness of environmental concerns.
- Remind staff regularly through emails on adopting paper and energy saving practices.
- Encourage staff to regularly give suggestions on enhancing green management in the office practices.
- More participation in Green Management Seminars by relevant staff.

- Encourage staff to use clutch pencils instead of wooden pencils.



Preserving Biodiversity

Products from endangered species such as shark's fin are not ordered for departmental functions.



Environmental Performance and Targets

The following statistics provide some indications on the ORO's environmental performance in 2021 and the target for 2022 –

	<i>Performance in 2021</i>	<i>Target for 2022</i>	<i>Percentage Change</i>
<i>Paper consumption (reams)</i>	8 815	8 727	-1%
<i>Envelope consumption (no.)</i>	190 681	188 774	-1%
<i>Waste paper collection (kg)</i>	5 806	5 922	+2%
<i>Fuel consumption (litre) of the departmental car</i>	1 750	1 715	-2%

ORO's total electricity consumption in Financial Year (FY) 2021-22 was 480 283 kWh, representing a slight decrease of 0.3% compared to last FY's consumption of 481 893 kWh, despite of the operation of a new office in QGO since July 2021. In 2022, ORO will continue to adopt measures to minimize energy consumption.

The Way Forward

The ORO will continue to shoulder its environmental responsibilities in adopting effective measures for green management in our workplace. We will continue to explore new ideas in our efforts to be more efficient in the use of resources.

Comment and Suggestion

If you have any comments or suggestions, please send them to the ORO's Green Manager –

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By fax : 3105 1814

By email : oroadmin@oro.gov.hk

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Official Receiver's Office
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