

**The Financial Services and the Treasury Bureau  
(The Treasury Branch)  
Environmental Report 2003**

***Our Environmental Policy***

The Financial Services and the Treasury Bureau (The Treasury Branch) (The Treasury Branch, FSTB,) is committed to ensuring that all operation of departments under our policy purview and our in-house office management are conducted in an environmentally responsible manner. We will regularly review and see continual improvement in our environmental practices.

***Policy Objective for the Financial Services and the Treasury Bureau (The Treasury Branch)***

● ***Policy Objective***

Our policy objective is to ensure the prudent management of public finances and to foster a fiscal environment conducive to continued economic growth and success. To ensure that our policy objective can be achieved, we endeavour to –

- Ensure that government expenditure grows no faster than the economy over time and ensure that resources available are used cost-effectively in providing quality services that best meet the needs of the community
- Maintain an effective revenue collection and protection system to cover our spending commitments
- Provide sources of government finance
- Maintain the level of fiscal reserves within established guidelines through prudent management of public finances

- Improve the efficiency, quality and cost-effectiveness of government's central support services
  - Manage Government's estate cost-effectively and efficiently
- ***Size of Expenditure and Establishment***
    - The annual expenditure of the Treasury Branch, FSTB in 2002-03 and 2003-04 was \$114.62 million and \$118.66 million respectively. The budget for 2003-04 and 2004-05 was \$121.32 million and \$189.78 million respectively.
    - Our staff establishment as at 1 April 2003 stood at 182.
    - Our head office is located at Central Government Offices. Building management is centrally undertaken by the Director of Administration. We operate one outstation office for our Board of Review (Inland Revenue Ordinance) in private premises at Lippo Centre.

### **Special Green Measures in Budgets**

To help improve the air quality in Hong Kong, we have made some fiscal measures in respect of diesel vehicles as below:

- Duty concession has been maintained for ultra low sulphur diesel at the rate of \$1.11 per litre until the end of 2005. The so doing would help encourage the use of cleaner fuel and thus improve air quality.
- In order to make electric vehicles more attractive by reducing their cost, the 2000 Budget extended the exemption from first registration tax for such vehicles by a further three years up to 31 March 2003. The exemption was further extended in the 2003 Budget for another three years with a view to further encouraging the use and development of this type of environmentally friendly vehicle.

- In order to encourage diesel taxis and light buses to switch from diesel to LPG, no duty is levied on the latter.
- To actively explore ways to reduce solid waste on the basis of the “Polluter Pays” principle.
- Since August 2000, an one off grant of \$40,000 has been given to each eligible diesel taxi owner for replacing his taxi with a LPG one until end of 2003.

### **Green Measure for Procurement Policies**

To promote conservation, we have included in our guidelines for drawing up tender specifications which form part of the Stores and Procurement Regulations, the need to consider, as far as possible and where economically rational, avoiding single-use disposal items and purchasing products –

- with improved recyclability, high recycled content, reduced packing and greater durability;
- with greater energy efficiency;
- utilizing clean technology and/or clean fuels;
- which result in reduced water consumption;
- which emit fewer irritating or toxic substances during installation or use;  
or
- which result in smaller production of toxic substances, or of less toxic substance, upon disposal.

## **Environmental Management of the Branch**

### ● ***Office Management***

#### □ *Appointment of Green Manager*

As early as 1994, we appointed a Green Manager to introduce and review initiatives to improve the Branch's environmental performance. At present, the Principal Executive Officer (G), a directorate officer, serves as our Green Manager.

#### □ *Major Green Housekeeping Measures*

- collection of re-useable paper for drafting and internal communication
- printing on both sides of paper
- reusing envelopes
- collection of waste paper for recycling
- using old sets of documents for re-circulation
- extensive use of e-mails for communication both within the Treasury Branch, FSTB and with outsiders through the Government Computer Network and Internet
- using electronic database in our Local Area Network instead of hard copies for ready reference
- using green/recycled products, e.g. recycled paper and environmentally friendly batteries and correction fluid
- using recycled paper to print budget publications, but at the same time taking care to reduce the number of printed copies required.

- application of energy savings and other waste reduction measures, e.g. individual lighting switches and reusing action tags
  - collecting unused stationery from officers for re-distribution
  - arranging regular black-bag exercises to dispose of publications and papers that are no longer of use and arrange for collection by recycle company, so as to provide an environmental friendly office
  - arranging regular vacuum cleaning of the air-conditioning vents to improved air quality of the office
  - joining the Community Chest Green Day to promote awareness of environmental protection
- *Monitoring of Environmental Performance*
- Through various paper saving efforts, we have successfully cut down our paper consumption. Our consumption in 2003 was 3,051 reams (2% reduction) as compared to 3,116 reams in 2002. We shall strive to achieve the government-wide saving target of 5% in 2004-05 (as compared with 2002-03) for paper consumption.
  - Informal environmental audits are conducted on a regular basis and constant reminders issued to advise our officers to switch off lighting and electrical appliances and equipment when not in use.

● ***Electronic Dissemination of Information***

- Since the establishment of our homepage in 1996, we have disseminated the annual Budget Speech and the Introduction to the Estimates on the Internet to give easy public access and to minimize hard copies.

- As from 1 January 1999, all Financial Circulars and Finance Bureau Circular Memoranda (now known as FSTB Circular Memoranda) are issued electronically to help other bureaux and departments to disseminate and store them in electronic form in lieu of paper copies.
- Since 2000, we have also produced the Annual Estimates in the form of CD ROMs and disseminate the documents on our webpage as further steps to reduce hard copy distribution within the Government.
- We have rolled out to all bureaux and departments in September 2002 the Annual Estimates Production System for compiling the 2003-04 Estimates electronically rather than on paper within the Government Communication Network.
- Since 2002-03 legislative session, we have been issuing Establishment Sub-committee, Public Works Sub-committee and Finance Committee papers to the Secretariat of the Legislative Council electronically through Internet. Issue of such papers to bureaux and departments has adopted the same practice, with the aim of dispensing with paper copies.
- We have installed digital senders to facilitate transmission of hard copies of documents electronically, to save paper consumption.

- ***Promoting Green Culture through Staff Activities***

To enhance awareness of our staff of the need for conservation, we arranged hiking from Tsuen Kam Au to Sham Tseng and from Luk Keng to Wu Kau Tang in April and October 2003 respectively as part of our staff activities.

## **Looking Ahead**

Looking ahead, we will continue our endeavour to protect and improve our environment, aiming to achieve a better quality of life for citizens in Hong Kong. The Government will take measures to work towards this goal, which include implementing the polluters pay principle by having them to pay to clean up their mess, and considering fiscal policies to address the need for conservation. For internal management, we will sustain our efforts to make good use of technological advancement in our work place with a view to preserving nature. These include the use of information technology to process our work and to disseminate information whenever possible, so as to use less paper. We will monitor closely our environmental performance on paper consumption, use of green products and energy-saving measures. We will also take opportunities to promote green culture among our staff, to instil in them a sense of the need for conservation and green environment through staff activities.

## **Views and Suggestions**

If you have any views and suggestions, please write to our Green Manager at the Treasury Branch, Financial Services and the Treasury Bureau, Room 409, Central Government Offices Main Wing, Lower Albert Road, Central, Hong Kong. You may also get in touch with us by e-mail at [info@fstb.gov.hk](mailto:info@fstb.gov.hk) or by fax on 2530 5921.

The Financial Services and the Treasury Bureau  
(The Treasury Branch)