

**The Financial Services and the Treasury Bureau
(The Treasury Branch)
Environmental Report 2004**

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 based on the principles of ***Reduce, Reuse*** and ***Recycle*** in the consumption of materials and minimisation in the consumption of energy.

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
- Improve Hong Kong's competitiveness and living environment by investing in major infrastructure projects

- Maintain adequate fiscal reserves within established guidelines through prudent management of public finances
 - Improve the efficiency, quality and cost-effectiveness of government's central support services
 - Ensure Government's estate to be managed cost-effectively and efficiently
- ***Size of Expenditure and Establishment***
 - The annual expenditure of the Treasury Branch, FSTB in 2003-04 and 2004-05 was \$153.8 million and \$160.3 million respectively. The budget for 2005-06 was \$196.2 million.
 - Our staff establishment as at 1 April 2004 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. This would help encourage the use of cleaner fuel and thus improve air quality.
- The exemption of electric vehicles from first registration tax 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.
- We advocate the “Polluter Pays” principle as a means to reduce solid waste.
- Since August 2000, a 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 and Green Executives*

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. To enable the message of green management to reach all levels, a total of 13 Green Executives have been appointed each in a Division/Unit to assist the Green Manager to implement, monitor and review the green housekeeping measures in his division/unit.

□ *Major Green Housekeeping Measures*

- collection of re-useable paper for drafting and internal communication
- printing on both sides of pieces of paper
- reusing envelopes and file jackets
- 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. refills for ballpens and clutch pencils, recycled paper and environmentally friendly batteries and correction fluid
- trade-in of toner cartridges with the suppliers
- 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
- collection of 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 companies, so as to provide an environmental friendly office
- arranging regular vacuum cleaning of the air-conditioning vents to improve air quality of the office
- encouraging all staff to use stairs instead of elevators to save electricity as well as to benefit physical health

□ *Monitoring of Environmental Performance*

- Through various paper saving efforts, we have successfully cut down our paper consumption. Our consumption in 2004 was 2,920 reams (4.3% reduction) as compared to 3,051 reams in 2003. We shall strive to achieve the government-wide saving target of 7.5% in 2005-06 (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 and on other green measures.

● *Electronic Dissemination of Information*

- Since the establishment of our homepage in 1996, we have disseminated the annual Budget Speech and 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 rolled out to all bureaux and departments in September 2002 the Annual Estimates Production System for compiling the 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 hard copies.
- We have installed digital senders since 2001 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 organised a hiking of Hoi Ha Wan Marine Park in Sai Kung in June 2004 as part of our staff activities. We also join the Community Chest Green Day to promote the awareness of environmental protection.

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 to hold them accountable to the source of pollution, and considering fiscal policies to address the need for conservation. For internal management, we shall continue to take advantage of technology and apply it in our work place with a view to preserving nature as well as improving efficiency. These include the use of information technology to process our work and to disseminate information whenever possible, so as to use less paper. We shall monitor closely our environmental performance on paper consumption and use of green products. We shall formulate new energy-saving measures to support Government's target of further reduction in energy consumption. We also aim 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

We welcome your 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 drop us a note by e-mail at info@fstb.gov.hk or by fax on 2530 5921.

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