

**The Financial Services and the Treasury Bureau  
(The Treasury Branch)  
Environmental Report 2009**

**Our Environmental Policy**

The Treasury Branch of the Financial Services and the Treasury Bureau (FSTB) is committed to ensuring that our in-house office management is 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 Treasury Branch, FSTB**

● *Policy Objective*

Our policy objective is to ensure the prudent management of public finances following the principle of keeping expenditure within the limits of revenues 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 actual recurrent expenditure in 2008-09 and the estimate for 2009-10 were \$175 million and \$180 million respectively. The budget for 2009-10 was \$193 million.
- Our staff establishment as at 31 December 2009 stood at 178.
- Our head office is located at the 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 the Budget**

As promulgated in the 2009-10 Budget, the exemption for electric vehicles from First Registration Tax, which is due to expire on 31 March 2009, was extended for another five years to further promote the use of electric vehicles.

### **Green Measure in Procurement Policies**

To promote conservation, we have included in our guidelines for Government procurement the need to, as far as possible and where economically rational, avoid single-use disposal items and to purchase 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*

We have appointed a Green Manager, currently the Principal Executive Officer (G), to introduce and review initiatives to improve the Branch's environmental performance. We have also established a network of 13 divisional Green Executives 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 plain paper
- complete migration from Woodfree paper to recycled paper for printing and photocopying
- reusing envelopes and file jackets
- collection of waste paper for recycling
- circulating documents to staff through electronic means
- 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 ball-pens and clutch pencils, recycled paper and environmentally friendly batteries and correction fluid
- trade-in of toner cartridges with the suppliers
- printing of budget publications on recycled paper

- application of energy saving and other waste reduction measures, e.g. switching off the lightings in washrooms and some of the photocopiers in printing rooms after normal office hours
  - collection of unused stationery from officers for re-distribution
  - arranging regular vacuum cleaning of the air-conditioning vents to improve air quality of the office
- *Monitoring of Environmental Performance*
- After years of decrease, our paper consumption in 2009 has slightly risen by 9% when compared with 2008. One possible reason is the introduction of a new submission and vetting mechanism in the annual Resource Allocation Exercise to enhance the evaluation of bids from bureaux/departments. Nonetheless, we shall continue to monitor paper consumption closely.
  - Informal environmental audits are conducted on a regular basis and reminders issued at intervals to our officers advising them to switch off lighting and electrical appliances and equipment when not in use and on other green measures.
  - Regular checks are conducted to ensure that engines of our departmental vehicles are switched off while waiting in order to avoid emission and to save fuel.

● ***Electronic Dissemination of Information***

- We are disseminating the annual Budget Speech and the Estimates on the Internet to minimise hard copies and to enable easy access both by the public and within the Government.
- All Financial Circulars and Circular Memoranda are issued to other bureaux and departments electronically to save the use of paper copies.
- We have developed the Annual Estimates Production System to enable Government departments and the Treasury Branch to compile the Estimates of Expenditure electronically.
- Since 2002-03 legislative session, we have been issuing Establishment Subcommittee, Public Works Subcommittee 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 and promoted their use to facilitate transmission and preservation of copies of documents electronically, to save paper consumption.

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

To promote green living style and better appreciation of nature, we organised a hiking activity to the Hou Tau Reservoir in December 2009.

### **Clean Air Charter**

To implement the commitment under the Clean Air Charter, we have adopted the following measures in our operations-

- applying energy-saving measures, e.g. using timer for suitable electrical appliances
- maintaining room temperature at 25.5°C during summer months
- avoiding the use of products that contain volatile organic compounds (VOCs)
- conducting inspections on a regular basis and sending reminders at intervals to our officers, advising them to switch off lighting and electrical appliances and equipment when not in use
- conducting regular checks to ensure that engines of our departmental vehicles are switched off while waiting in order to avoid idling emission and achieve fuel saving

### **Looking Ahead**

Looking ahead, we will continue our green efforts to protect and improve our environment, aiming to achieve a better quality of life for citizens in Hong Kong. We shall strive to provide necessary support to bureaux and departments 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. We shall monitor closely our achievements on reducing paper consumption and use of green products. We also aim to promote a green culture and conservation awareness among staff through various training and staff activities.

### **Views and Suggestions**

We welcome your suggestions. Please write to our Green Manager at the Treasury Branch, FSTB, 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](mailto:info@fstb.gov.hk) or by fax on 2530 5921.

The Financial Services and the Treasury Bureau  
(The Treasury Branch)  
April 2010