

**The Financial Services and the Treasury Bureau
(The Treasury Branch)
Environmental Report 2006**

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 annual expenditure of the Treasury Branch, FSTB in 2005-06 and 2006-07 was \$155 million and \$168 million respectively. The budget for 2007-08 was \$185 million.
 - Our staff establishment as at 1 April 2006 stood at 179.
 - 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 -

- The exemption of electric vehicles from first registration tax was further extended in the 2006 Budget for another three years till 31 March 2009 with a view to further encouraging the use and development of this type of environmentally friendly vehicle.
- In order to encourage taxis and light buses to switch from diesel to LPG, no duty is levied on the latter type of fuel.
- We advocate the "Polluter Pays" principle as a means to reduce solid waste.

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*

Since 1994, we have 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. The Green Manager and Green Executives meet on a regular basis to review the progress of implementation of green measures and consider new initiatives.

□ *Major Green Housekeeping Measures*

- collection of re-useable paper for drafting and internal communication
- printing on both sides of plain 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 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, and at the same time taking care to minimise the number of printed copies required.
- application of energy saving and other waste reduction measures, e.g. equipping suitable electrical appliance with timers 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 the use of stairs instead of elevators to save electricity as well as to benefit physical health
 - maintaining the room temperature at 25.5°C during summer months
 - avoiding the use of products that contain volatile organic compounds (VOCs)
- *Monitoring of Environmental Performance*
- Our paper consumption in 2006 was 9.5% higher than that in 2005 mainly due to the launch of a major public consultation exercise by this Branch in 2006. We expect that our paper consumption would return to the normal level afterwards. 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***

- Since the establishment of our homepage in 1996, we have been disseminating the annual Budget Speech and the Estimates on the Internet to give easy public access and to minimise hard copies.
- As from 1 January 1999, all Financial Circulars and Finance Bureau Circular Memoranda (now known as FSTB Circular Memoranda) are issued to other bureaux and departments electronically to save the use of paper copies.
- Since 2000, we have 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 of Expenditure electronically rather than on paper within the Government Communication Network.
- 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 since 2001 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 enhance awareness of our staff of the need for conservation, we organised an outing to Kat O and Tung Ping Chau in October 2006 as a part of our staff activities. We also joined the Community Chest

Green Day on 23 June 2006 to promote the awareness of environmental protection.

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
- encouraging staff to use stairs instead of elevators
- 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 endeavour 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. 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 further reduce our 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, 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 or by fax on 2530 5921.

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