

**The Financial Services and the Treasury Bureau
(The Treasury Branch)
Environmental Report 2010**

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; and
- Ensure Government's estate to be managed cost-effectively and efficiently.

- ***Size of Expenditure and Establishment***

- The actual recurrent expenditure in 2009-10 was \$179 million. The budget for 2010-11 was \$192 million.
- Our staff establishment as at 31 December 2010 stood at 177.
- 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.

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;
- use of recycled paper for printing, photocopying and filing;
- reusing envelopes and file jackets;
- 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;
- application of energy saving and other waste reduction measures, e.g. switching off the lightings in washrooms, pantries and some of the photocopiers in printing rooms after normal office hours;
- arranging regular vacuum cleaning of the air-conditioning vents to improve air quality of the office;
- printing of Budget publications on recycled paper;
- provide the information on the Budget and Estimates on websites to minimise the volume of hard copies and to enable easy access by interested parties, and request the assistance of the Home Affairs Department to promote the e-version of these publications while distributing the printed copies in their District Offices;
- conducting regular large-scale clean-up exercises and arranging collection of waste paper for recycling;
- extensive use of e-mails for communication both within the Treasury Branch, FSTB and with outsiders through the Government Computer Network and Internet;
- circulating documents to staff through electronic means and

using electronic bulletin board in our Local Area Network instead of hard copies for ready reference by staff;

- arranging in-house meetings in paper-less mode through the use of portable notebooks at the meeting;
- issuing all Financial Circulars and Circular Memoranda to other bureaux and departments electronically to save the use of paper copies;
- installing digital senders and promoted their use to facilitate transmission and preservation of copies of documents electronically, to save paper consumption;
- making use of the Annual Estimates Production System for the production of the Estimates of Expenditure partially on the e-platform, and to enhance the use of e-mode in the future revamped system targeted for pilot run in August 2012; and
- migrating to e-mode on some housekeeping functions, e.g. Overtime and Time-off Arrangement for staff of the Treasury Branch.

□ *Monitoring of Environmental Performance*

- The number of copies of the 2010-11 Budget publications and the Estimates issued in February 2010 have been trimmed down by 17.3% and 53.3% respectively as compared to the previous year. A total of 110,000 sheets of paper has been saved.
- Our internal paper consumption in 2010 has risen by 9.4% when compared with 2009. This is attributable to the increased legislative work last year which entailed printing of large volume of committee and policy papers, and the takeover of printing services for papers of the Finance Committee and its Subcommittees for internal use. Nonetheless, we shall continue to monitor paper consumption closely.
- Informal environmental audits are conducted on a regular basis.

● *Promoting Green Culture*

- To promote green living style and better appreciation of nature, we organised an activity to the Mai Po Nature Reserve in December 2010.
- To issue reminders at intervals to internal staff on green measures, e.g. switching off lighting and electrical appliances and equipment when not in use, means to reduce paper use, etc.

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; and
- 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 of Hong Kong. We shall continue to work with bureaux and departments towards this goal, which include implementing the polluters-pay principle, considering fiscal policies to address the need for conservation and arranging allocation of financial resources correspondingly. On internal management, we shall continue to reduce paper and energy consumption in our work place through various green measures with a view to reducing carbon footprint as well as improving work efficiency. We shall monitor closely our achievements and explore new measures to step up our green efforts. 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 or by fax on 2530 5921.

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April 2011