

**The Financial Services and the Treasury Bureau
(The Treasury Branch)
Environmental Report 2013**

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.

Overview of the Treasury Branch, FSTB

● ***Policy Objective***

Our policy objectives are –

- to support the Financial Secretary and the Secretary for Financial Services and the Treasury on matters of fiscal policy and on the annual Budget;
- to oversee the Resource Allocation Exercise and the compilation of the Government's annual estimates of expenditure;
- to ensure a right balance is struck between meeting public demand for better government services and adhering to the principles of small government and low taxes, and to promote value for money across the Government;
- to evaluate the implications of policy proposals, infrastructure proposals and the financial aspects of land-related matters;
- to provide policy direction on revenue matters, and maintain an effective revenue collection and protection system;
- to oversee Government's investments and loans portfolio;
- to oversee the cost-effective and efficient management of Government's estate;
- to improve the efficiency, quality and cost-effectiveness of

Government's central support services in the areas of government land transport, government procurement, government printing as well as financial and accounting arrangements; and

- to manage relationship with the Public Accounts Committee and Finance Committee of the Legislative Council.

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

- The estimates and actual recurrent expenditure in 2012-13 were \$202.5 million and \$196.1million respectively. The budget for 2013-14 was \$204.7 million.
- Our staff establishment as at 31 December 2013 stood at 179.
- Our head office is located at the Tamar 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.

Our Green Measures

1. Green Measure in Procurement Policies

To promote conservation, we always comply with the Government's green procurement policies which include:

- 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.
- incorporating the green specifications promulgated by Environmental Protection Department in our Guidelines and In-house Procedures for the Procurement of Stores and Services as mandatory or desirable requirements, subject to the availability of green options of the stores and services.

2. 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 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*

- *Paper Consumption*

- ✧ 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;
- ✧ printing of budget publications on recycled paper;
- ✧ providing information on the Budget and Estimates on websites to minimise the volume of hard copies and to enable easy access by interested parties;
- ✧ 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;
- ✧ minimizing the receipt of hardcopies of publications by switching to the e-versions where available as far as possible and informing the issuing parties to stop sending the publications to this Branch;
- ✧ making use of the Annual Estimates Production System Plus to the production of the Estimates of Expenditure fully on the e-platform;
- ✧ making use of the Special Finance Committee Q&A system, an e-platform, for handling replies to questions raised by Legislative Council Members; and
- ✧ perform most housekeeping functions through e-mode, for example, submission of applications for overtime and time-off, reservation of in-house conference rooms and facilities, booking of departmental pool car, etc.

- *Energy Conservation*

- ✧ application of energy saving measures, e.g. switching off the electrical appliances in washrooms, pantries and some of the photocopiers in printing rooms after normal office hours, adoption of

task-light approach in the new office at Tamar;

- ✧ installing manual switches for lights in open plan office and encouraging colleagues to switch off the lights manually in their zones if they are the last one who leave the zone;
- ✧ conducting routine checks out of office hours to ensure that the lights, air-conditioners and other electrical appliances are turned off;

- *Waste Management*

- ✧ trade-in of toner cartridges with suppliers;
- ✧ arranging collection of waste paper, plastics, cans and glass items for recycling;

- *Green Working Environment*

- ✧ arranging regular vacuum cleaning of the air-conditioning vents to improve air quality of the office;
- ✧ conducting regular large-scale clean-up exercises; and

- *Others*

- ✧ using green/recycled products, e.g. refills for ball-pens and clutch pencils, recycled paper and environmentally friendly batteries and correction fluid, recyclable laser printer cartridges.

□ *Monitoring of Environmental Performance*

- The number of printed copies of the 2013-14 Estimates and Budget Publications has slightly increased by 0.7% as compared to the previous year due to the need to meet increased public demand.
- Our internal paper consumption in 2013 has dropped by 0.1% when compared to 2012;
- We conducted a review of electricity consumption of our Head Office this year and have taken the energy saving

measures by rectifying the setting and operation hours of air-conditioning service hours and encouraging colleagues located in cellular offices to always set the room temperature not lower than 25.5 °C as far as possible. As a result, the total electricity consumption of the Head Office and the outstation office has reduced by 14.4% as compared to the consumption in the previous year.

- ***Promoting Green Culture***

To issue periodic reminders on green measures, e.g. switching off lighting and electrical appliances and equipment when not in use, means to reduce paper use, etc.

3. 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;
- striving to maintain room temperature at 25.5°C during summer months and to minimize the operation hours of air conditioning services as far as possible;
- 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 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 and energy 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, 24/F, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. You may also drop us a note by e-mail at info@fstb.gov.hk or by fax on 2530 5921.

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