

**The Financial Services and the Treasury Bureau  
(The Treasury Branch)  
Environmental Report 2018**

**Our Environmental Policy**

The Treasury Branch (TsyB) 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 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 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 between meeting public demand for quality government services and upholding the principles of small government and low taxes, and to promote value for money across the Government;
- to evaluate the financial implications of policy and 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 efficient and cost-effective management of Government's estate;

- to improve the efficiency, quality and cost-effectiveness of Government's central support services in areas of government land transport, procurement, 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 2017-18 were \$246.8 million and \$242.3 million respectively. The budget for 2018-19 was \$257.3 million.
- Our staff establishment as at 31 December 2018 stood at 190.
- 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), which is situated in Queensway Government Offices.

**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;
  - utilising 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 be responsible for launching and reviewing initiatives that improve the Branch's environmental performance. The Green Manager is assisted by divisional Green Executives to implement, monitor and review the green housekeeping measures in his/her division/unit.

#### □ *Major Green Housekeeping Measures*

We have adopted and continuously take forward the following green housekeeping measures:

##### - *Paper Consumption*

- ✧ collect re-useable paper for drafting and internal communication;
- ✧ place single-sided paper in printing rooms for reuse;
- ✧ set printers to print on both sides of plain paper as a default;
- ✧ use recycled paper for printing, photocopying and filing;
- ✧ reuse envelopes and file jackets;
- ✧ print budget publications on recycled paper;

- ✧ provide information on the Budget and Estimates on websites to minimise hard copies and enable easy access by interested parties;
- ✧ upload consultation paper to our website to reduce printed copies;
- ✧ use e-mails extensively for communication both within the Government and with outsiders;
- ✧ circulate documents to staff through electronic means and use electronic bulletin board in our Local Area Network;
- ✧ arrange in-house meetings in paperless mode through the use of portable notebooks;
- ✧ issue Financial Circulars and Circular Memoranda electronically;
- ✧ install digital senders and promote their use to facilitate transmission and preservation of copies of documents electronically;
- ✧ switch to e-versions of hardcopies of publications as far as possible and decline hard copy publications sent to this Branch;
- ✧ make use of the Annual Estimates Production System Plus for the production of the Estimates of Expenditure fully on the e-platform;
- ✧ make use of the Special Finance Committee Q&A system, an e-platform, for handling replies to questions raised by Legislative Council Members;
- ✧ make use of the e-Procurement System for the purchase of various goods and services; 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 and Water Conservation*

- ✧ apply energy saving measures, e.g. switch off

electrical appliances in washrooms, pantries and some of the photocopiers in printing rooms after normal office hours, adopt task-light approach and use motion sensor for lighting control in both office and common areas in the head office at Tamar;

- ✧ install manual switches for lights in open plan office and encourage colleagues to switch off the lights manually in their zones if they are the last one who leave the zone;
- ✧ conduct routine checks out of office hours to ensure that lights, air-conditioners and other electrical appliances are turned off;
- ✧ install water flow controllers on all washroom taps to reduce water usage under Water Supplies Department's "Let's Save 10L Water" campaign;

- *Waste Management*

- ✧ trade-in of toner cartridges and other electrical/electronic appliances with suppliers as far as possible;
- ✧ provide three-colour recycle bins and green boxes for collection of waste paper, plastics, metal cans and glass items for recycling;
- ✧ participate in the Waste Check Charter;
- ✧ encourage staff to bring and use their own reusable tableware;

- *Green Working Environment*

- ✧ arrange regular vacuum cleaning of the air-conditioning vents to improve air quality of the office;
- ✧ place plants in the common area and waiting areas in the head office at Tamar;
- ✧ conduct regular large-scale clean-up exercises; and

- *Others*

- ✧ use 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;
- ✧ send season's greetings by electronic means; and
- ✧ reuse decorative materials for festive occasions.

□ *Monitoring of Environmental Performance*

- The number of printed copies of the 2018-19 Estimates and Budget Publications decreased by 25.8% as compared to the previous year.
- Internal paper consumption in 2018 decreased by 2.1% when compared to 2017.
- The whole building of the Central Government Offices where our head office is located has been awarded with Excellent Class Indoor Air Quality (IAQ) Certificate. The whole building of the Queensway Government Offices where our office of Board of Review (Inland Revenue Ordinance) is located has also been awarded the Good Class IAQ Certificate.

● *Promoting Green Culture*

We 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, measures of proper recycling, etc. We have also publicised updated messages/tips on environmental protection at TsyB's Bulletin Board to heighten staff awareness.

**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 minimise the operation hours of air conditioning services as far as possible;

- conducting inspections on a regular basis and reminding our officers to switch off lighting and electrical appliances and equipment when not in use; and
- requiring drivers of our departmental vehicles to switch off engines 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 people of 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 support the need for conservation. Internally, we shall continue to apply innovation and technology in our work place with a view to preserving nature as well as improving efficiency. We shall monitor closely our achievements in the use of green products and reducing paper and energy consumption. 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 to [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)  
June 2019